



**Decision No: 6**

**Decision Date: 4.09.25**

**CYPRUS AYDIN UNIVERSITY**  
**FACULTY OF DENTISTRY**  
**REGULATION ON EDUCATION, TRAINING AND EXAMINATIONS**

**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**Article 1** – The purpose of this Regulation is to establish the principles governing student admission and registration, education and training, and examinations conducted at the Faculty of Dentistry of Cyprus Aydın University.

**Scope**

**Article 2** – This Regulation covers the provisions regarding the definition and crediting of educational processes, examinations, assessment, and student admissions at the Faculty of Dentistry of Cyprus Aydın University. The provisions concerning the English Preparatory School are determined by separate regulations.

**Basis**

**Article 3** – This Regulation has been prepared in accordance with the Higher Education Law of the TRNC and the relevant articles of the Cyprus Aydın University Establishment and Operation Bylaw.

**Definitions**

**Article 4** – The following terms shall have the meanings set forth below within the scope of this Regulation:

1. **Academic Advisor:** A faculty member appointed by the Head of Department/Program and/or the Dean/Director to assist students with educational, academic, and other issues.
2. **ECTS:** The European Credit Transfer and Accumulation System credit based on student workload.



3. **Unit:** Faculties, Schools, and Vocational Schools of Cyprus Aydın University.
4. **Dean:** The Dean of a Faculty at Cyprus Aydın University.
5. **Diploma Supplement (DS):** A document issued in addition to the higher education diploma aimed at enhancing international transparency, ensuring academic and professional recognition of qualifications, and certifying the acquired knowledge, competencies, and skills.
6. **Semester:** A half-year education period consisting of at least fourteen weeks, excluding examinations.
7. **Major Field of Study:** The academic subdivisions forming a faculty.
8. **Integrated System:** The fifth-year educational model in which the Departments of Prosthodontics, Restorative Dentistry, Oral and Maxillofacial Surgery, Orthodontics, Pediatric Dentistry, Oral Diagnosis and Radiology, Endodontics, and Periodontology conduct practical clinical internships.
9. **EÖBS or KIUEÖBS:** The Cyprus Aydın University Education and Training Information System.
10. **Faculty:** The faculties affiliated with Cyprus Aydın University.
11. **Secretary General:** The Secretary General of Cyprus Aydın University.
12. **Relevant Board:** The faculty board in faculties, the school board in schools, and the vocational school board in vocational schools.
13. **Relevant Administrative Board:** The faculty administrative board in faculties, the school administrative board in schools, and the vocational school administrative board in vocational schools.
14. **Student in Graduation Status:** A student in the final semester of the registered program who has no more than three (3) courses outstanding, and who shall qualify for graduation upon successful completion of those courses.
15. **Board of Trustees:** The Board of Trustees of Cyprus Aydın University.
16. **Student Workload:** The total time spent by a student for educational activities, including in-class hours, laboratory and clinical work, assignments, applications, projects, seminars, presentations, exam preparation, examinations, and internships.
17. **Prerequisite Course:** A course that requires the completion or successful passing of one or more courses from previous semesters before enrolment.



18. **Rector:** The Rector of Cyprus Aydın University.
19. **Elective Course:** Courses, outside of the compulsory ones, that the student is required or permitted to take either within or outside the program.
20. **Senate:** The Senate of Cyprus Aydın University.
21. **Internship:** Clinical education and practice carried out in the Oral and Dental Health Research and Application Hospital of Istanbul Aydın University Faculty of Dentistry (with which Cyprus Aydın University has a protocol agreement) and in various private dental clinics during the 3rd, 4th, and 5th years.
22. **University:** Cyprus Aydın University.
23. **Local Course Credit Value:** The full weekly theoretical hours of a course plus half of the weekly hours of laboratory, practice, workshop, or studio sessions.
24. **On-site Practice:** A learning and application activity, associated with the program outcomes, conducted in the relevant professional field outside of regular education and training periods, or during the semester as part of the semester's courses and distributed weekly, to reinforce the knowledge, skills, and competencies acquired in the student's field.
25. **Administrative Board:** The Administrative Board of Cyprus Aydın University.
26. **Compulsory Course:** Courses specified in a program that every student is required to take and successfully complete, in addition to elective courses.

## PART TWO

### Registration, Admission, Transfers and Exchange Programs

#### Registration and Admission Article 5

1. The number of students to be admitted each academic year to the Faculty of Dentistry of Cyprus Aydın University shall be determined by the Board of Trustees upon the recommendation of the University Senate, within the framework of the applicable legal regulations.
2. The principles and conditions for student admission to the University shall be determined by the University Senate.
3. Students holding citizenship of the Turkish Republic of Northern Cyprus (TRNC) are admitted by the University based on the results of the scholarship examination conducted each academic year.



4. If it is determined that a student has submitted falsified or inaccurate documents upon admission, the student's relationship with the University shall be immediately terminated, and any fees already paid shall not be refunded.
5. Students who have earned the right to enrol in the Faculty of Dentistry must complete their final registration with the Directorate of Student Affairs within the dates announced in the Academic Calendar, as determined by the Rectorate. Originals or University-certified copies of the required documents are accepted. Students who fail to apply within the given time or fail to provide the necessary documents shall not be registered.
6. Academic advisors assigned by the relevant units assist students in registration, renewal, and other administrative procedures.

For registration to be finalized, the following conditions must be met:

- a. Possession of a high school diploma or an equivalent qualification,
  - b. Fulfilment of financial obligations as required by the relevant legislation, c.
- Compliance with other requirements as determined and announced by the University's authorized boards.
7. Students who have completed their final registration must, within the period specified in the Academic Calendar and under the supervision of their academic advisor, register for the courses offered in the program of the unit they have newly enrolled in, in accordance with Article 8 of this Regulation.

## **Special Student**

### **Article 6**

1. Special students are individuals who are not enrolled in any University program but are permitted to attend only certain courses. Students in this status are not granted a student certificate or diploma. However, the Directorate of Student Affairs issues a document certifying the courses successfully completed.
2. Applications for special student status submitted during the registration period are reviewed jointly by the responsible unit and the Directorate of Student Affairs, and decisions are taken accordingly. Their registration procedures are carried out in accordance with the provisions of this Regulation.
3. Applicants for special student status must hold at least a high school diploma. Special



students pay tuition fees on a per-credit basis. If, within two years, the student registers in any Cyprus Aydın University program, a maximum of 50% of the credits earned as a special student may be transferred.

4. Special students are obliged to comply with all regulations regarding the courses they attend.
5. Individuals who have been expelled from any higher education institution due to disciplinary offenses cannot be accepted as special students.

### **Tuition Fees**

**Article 7** – Education and training at the University are subject to tuition fees. Tuition fees are determined by the Board of Trustees. The Rectorate announces the payment procedures. Tuition fees do not include summer school. Summer school tuition fees are determined by the Board of Trustees before the beginning of the summer session.

### **Course Registration Procedures and Withdrawal**

**Article 8** – At the beginning of each semester, within the periods specified in the Academic Calendar, students must pay the required tuition fees and renew their registration with the approval of their academic advisor and the head of the relevant department/program. Students who fail to complete tuition payment and course registration within the specified period are not permitted to attend classes or take examinations and cannot request any official document from the University. Students are personally responsible for completing their registration and must either do so themselves or through a proxy officially authorized by a notary. Students who fail to register on time due to valid excuses, if accepted by the relevant unit's administrative board or director, may complete their registration during the late registration period specified in the Academic Calendar, upon payment of the prescribed late registration fee.

### **Article 9**

1. Students who fail to complete their registration by the end of the late registration period of the relevant semester shall have their registration suspended. Students who fail to register for two consecutive semesters must complete their registration by the end of the late registration period of the following semester; otherwise, their status will be changed to inactive student.
2. Students who do not register or whose status is inactive cannot benefit from student rights.



## **Withdrawal and Disenrollment**

### **Article 10**

1. A student's enrolment shall be terminated in the following circumstances: a) Expulsion from a higher education institution as a result of disciplinary proceedings, b) Simultaneous enrolment in another higher education institution at the same level of study (excluding open education programs), c) Determination that the final registration was not conducted in accordance with procedures and that the right to final registration had not been legitimately earned, d) Failure to meet the requirements stipulated in the relevant legislation for students admitted through ÖSS (University Entrance Examination) or other means.
2. Students who wish to voluntarily withdraw, while actively enrolled and attending classes, must apply in writing to the Directorate of Student Affairs and complete the withdrawal procedures.
3. Withdrawal is finalized by decision of the relevant administrative board. The student's status is communicated to the relevant units and institutions.
4. Tuition fees paid by students who withdraw are non-refundable.
5. Students whose enrolment has been terminated are provided with an official document and their original high school diploma.
6. The file of students transferring to another institution through horizontal transfer is sent to the receiving institution once the withdrawal procedures are completed. Copies of the documents are retained in the student's file at the University.
7. Students whose enrolment must be terminated pursuant to Article 44 of Law No. 2547, Article 7 of Law No. 3843, or for the reasons stated above, shall be deregistered by decision of the relevant administrative board and reported to the Directorate of Student Affairs.

## **Horizontal and Vertical Transfers**

### **Article 11**

1. The principles regarding horizontal and vertical transfers into university programs from within or outside the University are determined by the Cyprus Aydın University Regulation on Horizontal and Vertical Transfers.
2. Students of Cyprus Aydın University cannot transfer to Istanbul Aydın University during the first three years. However, at the end of the third year, students who have



successfully completed their courses and achieved the minimum score determined by the Senate in the Turkish language proficiency examination may continue their fourth and fifth-year studies at Istanbul Aydın University and, upon fulfilling the requirements specified in Article 38, may graduate with a Cyprus Aydın University diploma.

## **Exchange Programs**

### **Article 12**

1. Within the framework of agreements signed between the University and foreign universities, students may be sent abroad or accepted to the University under student exchange programs.
2. Students participating in exchange programs remain enrolled at Cyprus Aydın University during their study abroad, and this period counts towards their total education period. Instead of the courses they are required to take in their home department during that semester, they are held responsible for the courses they take at the host institution within the framework of the exchange program. Course selection is made under the supervision of the exchange program coordinator and the academic advisor, finalized by the recommendation of the department, and approved by the administrative board of the unit. Students are granted exemptions for the courses they successfully complete.
3. Students enrolled in the preparatory school cannot participate in exchange programs.
4. Tuition fee arrangements for exchange program participants are determined within the framework of the exchange program or bilateral agreements.
5. The academic achievements of students from foreign universities studying at Cyprus Aydın University are determined in accordance with the procedures and principles set forth in this Regulation.

## **Domestic and International Joint Programs**

### **Article 13**

Associate and undergraduate joint programs may be established in cooperation with higher education institutions in Turkey or abroad. The establishment and implementation principles of such programs are determined by the Senate. Students may also take courses from other higher education institutions during summer school or through exchange programs.



## **PART THREE**

### **Provisions on Education and Training**

#### **Language of Instruction and Foreign Language Education – Article 14**

1. Except for departments for which instruction in Turkish has been approved by the University Senate,
2. The language of instruction at the University is English. By decision of the Senate, certain courses in English-medium programs may be delivered in Turkish, and certain courses in Turkish-medium programs may be delivered in English. Instruction may also be offered in other international languages by decision of the University Senate.
3. The proficiency level or minimum score required to be deemed successful in the Foreign Language Proficiency Examination and in the Turkish Proficiency Examination is determined by the University Senate.
4. Students admitted to the University whose program language of instruction is English or another foreign language shall sit the University's Foreign Language Proficiency Examination. Students found to have insufficient foreign language proficiency shall attend the Preparatory Class within the School of Foreign Languages. Students who hold a certificate at the proficiency level determined by the Senate from internationally recognized language examinations are exempt from the Preparatory School. These students shall continue to take the profession-oriented foreign language courses specified in their curricula during their studies.
5. Students enrolled in the Preparatory School cannot register for program courses. 6. Students other than citizens of the TRNC or the Republic of Türkiye who are enrolled in Turkish-medium programs must pass the Turkish Proficiency Examination administered by the University.





## **Duration of Education and Total Credits**

### **Article 15**

1. The duration of education at the Faculty of Dentistry is five years and is organized on an academic-year basis. However, certain courses may, by their nature, span a single semester.
2. The minimum total credit requirement throughout the program is 300 ECTS. ECTS credits are arranged as 30 ECTS per semester / 60 ECTS per academic year.
3. In the first two years, education covers basic medical sciences and basic dental sciences; in the last three years, clinical dental sciences and clinically oriented subjects pertinent to the profession are delivered. The faculty implements an integrated system, and certain courses may be combined to form integrated clinical internships.
4. Elective courses on an optional basis may be offered by decision of the Senate.
5. Clinical training is carried out at the Oral and Dental Health Research and Application Hospital of Istanbul Aydın University Faculty of Dentistry, with which the University has a protocol agreement, and in various private dental clinics.
6. Students who cannot successfully complete their education within the maximum durations set for the programs shall continue their student status limited to participation in courses and examinations and thesis preparation activities, without benefiting from other rights accorded to regular students.
7. The one-year foreign language preparatory education or Turkish preparatory education is excluded from the maximum periods prescribed for the programs. Any additional period granted to students who fail in the foreign language or Turkish preparatory programs is counted towards the maximum period. The maximum duration for foreign language and Turkish preparatory education is two years.
8. Periods during which students are sanctioned with suspension from the University are counted within the duration of study.
9. Periods of registration freeze (leave of absence) are not counted within the maximum duration of study.
10. Upon expiry of maximum durations, senior students are granted two additional examination rights for all failed courses in order to graduate from their current institution. Students who reduce the number of failed courses to five through these examinations are granted three semesters for those five courses; students who, without



taking the additional examinations, have up to five failed courses are granted four semesters (two academic years at institutions operating on class-based progression). Students who have only one failed course are granted an unlimited right to sit the examinations of that course without benefiting from other student rights.

11. Senior students who have passed all required courses in their program but fall short of the minimum cumulative GPA required for success under the relevant regulations are granted an unlimited right to sit examinations in any courses of their choosing for the purpose of increasing their GPA. For these, attendance is not required in non laboratory/theory-only courses without practical components and in courses not previously taken. A student who fails to sit the examinations opened for this purpose for a total of three academic years, consecutively or intermittently, shall be deemed to have waived the unlimited examination right and cannot benefit from it. Students exercising the unlimited right continue to pay the student contribution/tuition fee per course they sit; however, they cannot benefit from student rights other than the examination right.
12. For students admitted by horizontal or vertical transfer, graduation from the University requires completion of at least one academic year at Cyprus Aydın University and success in accordance with this Regulation.
13. A Summer School may be opened when necessary in line with principles determined by the Senate. Matters related to summer education are regulated by a separate directive. Summer School tuition fees are determined by the Board of Trustees.

## **Education and Training**

### **Article 16**

1. Education at the University is conducted on a course-passing basis. For faculties, schools and vocational schools, whether class-passing, semester-passing or other systems shall apply may be determined by the Senate. During the period of study, curricula are finalized upon the recommendation of the relevant department and program boards, the favourable opinion of faculty/school/vocational school boards, and the decision of the Senate.
2. Courses in the Faculty of Dentistry curricula are categorized as compulsory, elective, and common compulsory courses.



3. Compulsory courses are those included in the faculty curriculum that students must take and pass in order to graduate.
4. Elective courses are those that students may select from among the recommended options and are of two types:
  - a) Field (in-program) electives: Courses within the Faculty curriculum selected from specific courses or groups of courses recommended for graduation.
  - b) Non-field (out-of-program) electives: Courses not included in the faculty curriculum but offered by other academic units.
5. Common compulsory courses are Atatürk's Principles and History of Reforms, Turkish Language, and Foreign Language as specified in Article 5 of the Higher Education Law No. 2547.
6. In the Faculty of Dentistry, certain theoretical and practical courses offered each academic year are prerequisites as complementary to the previous year and preparatory to the subsequent year. Considering the prerequisite structure, a **class-based progression system** is applied rather than a course-passing system. A student who fails a class cannot proceed to the next class and must repeat the courses of the failed class. The course-passing system is applied only to theoretical courses that are **not** complementary/prerequisite to the previous academic year.
7. The University's education and curricula are designed with a student/learning-centered approach, clearly specifying the knowledge, skills, and competencies expected upon successful completion of the program, with reference to the European Qualifications Framework (AYÇ/EQF)—Level 5 for associate degree programs and Level 6 for bachelor's degree programs—and the relevant AYÇ/EQF field qualifications and credit ranges. Program design aligns with the aims and objectives of the program; defines program learning outcomes; the courses and other learning activities (laboratory, assignments, projects, practice, workshops, internships, seminars, clinical work, thesis, etc.), their contents and learning outcomes; the learning, teaching, measurement and assessment methods; and the student workload calculated on the basis of workload so as to constitute 30 ECTS credits per semester.
8. Courses include, in addition to theoretical instruction, laboratory, workshop, clinical



work, assignments, practice, projects, seminars, presentations, exam preparation, examinations, internships, workplace training, on-site practice, and industry-based practice as in-class and out-of-class learning and application activities. Courses may be compulsory, elective, or prerequisite. Every student must take the compulsory courses of the registered program and the type and number of elective courses shown in the curriculum.

9. In determining course credits in curricula, based on a maximum weekly time allocation of 45 hours for all educational activities and a semester length of 17 weeks (14 weeks of classes + 1 break week + 2 weeks of final examinations), 1 ECTS corresponds to 25.5 hours of student workload for one semester's total workload.
10. In associate and undergraduate programs requiring a compulsory internship conducted outside the normal education period, the workload corresponding to 1 ECTS for the semester(s) in which the internship is included in the curriculum is between 25.5 and 29.5 hours, depending on the number of mandatory internship workdays for the relevant program.
11. All courses and other learning activities in the curricula shall be defined in accordance with the format specified in the system. Accordingly, for each course or activity, the title, semester, credit, language, level, whether compulsory or elective, teaching method and instructor, coordinator if any, whether it has prerequisites, category, objectives and content, learning outcomes, learning and teaching methods, weekly distribution of topics, the preparatory and follow-up work required weekly by students, course resources, the contribution of the course/activity to program outcomes, assessment and evaluation methods and their weights, the time to be spent by the student on all learning and examination activities (workload), and the ECTS credit calculated within the workload–ECTS relationship adopted by the University and set out in this Regulation shall be explicitly indicated.
12. Certain courses approved by the Senate within the curricula may be delivered wholly or partially via distance education.

## **Repetition of Courses**

### **Article 17**

1. A student who remains in the same class shall repeat the failed compulsory courses. 2. A failed elective course shall be repeated in the first semester when it is offered (the course is automatically re-assigned to the student). However, upon the student's



request, the course may be removed from the student's load by decision of the Administrative Board.

## **Attendance**

### **Article 18**

1. Attendance is compulsory for preclinical laboratory work, discussions, seminars, field and clinical studies, and theoretical courses. Attendance is taken by wet signature or electronic signature. A student who attends less than 70% of theoretical hours (i.e., exceeds 30% absence including excuses) or less than 80% of clinical/practical hours (i.e., exceeds 20% absence) shall not be admitted to the final and make-up examinations of that course. Attendance is monitored by the course instructor, and the list of students who are ineligible to sit the examinations due to absenteeism is announced by the responsible instructor before the final examination period.
2. In common compulsory courses, if the attendance requirement was fulfilled in the previous semester, attendance is not required provided that the student takes the midterm examination.

## **Prerequisite**

### **Article 19**

The curriculum is organized on a year basis, and in dental education, all compulsory theoretical and practical courses and internships delivered each academic year are complementary to the previous year and preparatory to the subsequent year. All compulsory theoretical, practical, and clinical courses implemented each academic year in the Faculty of Dentistry are prerequisites for the following year. The Faculty applies a class-based progression system rather than course-passing. Students who do not pass all compulsory courses in a given year cannot proceed to the next year and must repeat the failed courses



- a) Without passing Dental Morphology and Manipulation in Year 1, the Prosthodontics course in Year 2 cannot be taken; without passing Prosthodontics in Year 2, Prosthodontics in Year 3 cannot be taken; without passing Restorative Dentistry in Year 2, Restorative Dentistry in Year 3 cannot be taken.
- b) Without passing Materials Science in Year 1, the Year 3 courses Pediatric Dentistry, Prosthodontics, and Restorative Dentistry cannot be taken.
- c) Without passing the Year 3 courses Oral and Maxillofacial Surgery, Oral and Maxillofacial Radiology, Endodontics, Orthodontics, Pediatric Dentistry, Periodontology, Prosthodontics, Restorative Dentistry, History of Dentistry, Pharmacology, and Pathology, Year 4 courses cannot be taken.
- d) Additional conditions regarding the courses in the curriculum and the conduct of programs may be imposed upon the recommendation of the Faculty Board and the approval of the Senate.

## **Academic Calendar**

### **Article 20**

1. Education and training are conducted on a semester basis. Each academic year consists of two semesters—fall and spring—and each semester comprises at least fourteen weeks (a minimum of seventy working days). End-of-semester examinations and preparation periods, as well as internship periods required by programs, are excluded from these durations.
2. The University Senate may set separate academic calendars for faculties, schools, vocational schools, and institutes. The Senate may amend the established academic calendars when necessary.

## **Curricula and Courses**

### **Article 21**

1. Courses to be offered by the Faculty of Dentistry; the semester or year in which they will be delivered; weekly theoretical and practical hours; ECTS credits; whether they are compulsory, common compulsory, or elective; and any prerequisites, shall be



submitted to the Senate by the beginning of January at the latest, upon the recommendation of the relevant unit boards. Programs become final once approved by the Senate.

**2. Courses consist of compulsory, common compulsory, and elective courses.**

- a) Compulsory courses may be delivered under the responsibility of a single department/discipline in accordance with the classical education system. Clinical components are carried out as observer-student and department-defined clinical applications in the third year, as clinical internships in the fourth year, and as integrated clinical practice in the fifth year.
- b) Regulations regarding clinical applications conducted by each department in the fourth and fifth years are determined by the Education Committee at the beginning of the academic year and implemented within the periods indicated in the academic calendar.
- c) Common compulsory courses offered by the Faculty are Atatürk's Principles and History of Reforms, Turkish Language, and Foreign Language.
- d) Elective courses may be taken provided that the curriculum allows and they do not overlap with other courses to an extent that would cause absenteeism.

**3. Where internships are included in the curriculum, matters such as timing and duration, nature, and assessment of internships are specified in the University's Student Internship Directive.**

**4. The opening, admission, and conduct of double major and minor programs are carried out in accordance with the Cyprus Aydın University Regulation on Double Major and Minor Programs.**

## **Course Load**

### **Article 22**

- 1. A student's normal course load is at least 30 ECTS per semester.
- 2. Provided that the cumulative GPA is at least 2.50, the student's load may be increased—primarily by adding failed courses from previous semesters and, if appropriate, by one



course from an upper semester—upon the recommendation of the advisor and the approval of the head of department/program.

3. For students in their graduation semester, the course load may be increased—primarily by adding failed courses from previous semesters and by up to two courses from an upper semester—upon the advisor’s recommendation and the approval of the head of department/program.
4. If a student must take three or fewer courses in a given semester and the Faculty Board deems the situation appropriate, a per-course tuition applies. Per-course fees are determined annually by the Board of Trustees and announced by the Rectorate. If the calculated amount exceeds the semester tuition, the student pays the semester tuition.
5. The total credits that students registered in double major or minor programs may take in a semester are determined by the University Senate.

### **Attendance, Absenteeism, and Excuses for Examinations**

#### **Article 23**

1. From the start of the academic term, students are required to participate in all learning activities and examinations specified in the course descriptions of the programs in which they are registered.
2. From the start of the academic term, students must attend at least 70% of theoretical courses and at least 80% of practical and laboratory courses. Attendance is recorded in the system by the relevant instructor, and students may track their status online. If absences exceed 30% in theoretical courses or 20% in practical/laboratory courses, the student automatically receives the grade NA and cannot sit the end-of-semester examinations.
3. With the approval of the Rectorate, absences on days when students represent the University or the TRNC/Türkiye at meetings, sports, arts, or similar activities are not counted.
4. A student repeating a course is not required to attend again if the failure was not due to absenteeism. However, the student must fulfill attendance and participation requirements for project, laboratory, and practical components, and for midterms and similar activities. Students who change their elective or whose elective has been changed must meet attendance requirements anew.
5. Students who cannot sit a midterm due to a justified and valid excuse accepted by the





relevant administrative board shall be granted a make-up exam right by decision of that board. Students must submit their excuses in writing to the relevant dean's office within five (5) working days following the end of the excuse. No make-up right is granted for examinations other than midterms.

6. Students who fail the final examinations, and students who were eligible but could not sit the final, are granted a resit (make-up) examination for each failed course at the end of the respective semester. The resit grade replaces the final exam grade. No make-up or resit rights are granted for summer school.

## **Examinations**

### **Article 24**

1. Examinations comprise midterm, final, resit (make-up), excuse (make-up for midterm), exemption, single-course, and additional-course exams. Exams may be written, oral, written–oral, or practical. Whether exams will be oral or practical (theoretical and practical) and how clinical practice, internships, and similar work will be assessed is decided by the relevant department board with the approval of the Faculty Board and announced at the beginning of the academic year.

Explanations and types:

- a) Midterm: At least one midterm per course for semester-long courses, and at least one per semester (i.e., a minimum of two in total) for year-long courses.
- b) Final: Administered at the end of the semester and/or academic year in which the course is completed.
- c) Resit (Make-up for Final): Students who met the requirement to take the final but, for any reason, could not sit it, or who sat the final but failed; and students who completed at least half of their practical/practice assignments but could not sit the final and complete the remaining points by the resit date—may take the resit. The resit is held no later than 28 days after the end of the final examinations.
- d) Excuse (Make-up for Midterm): Granted to students who could not take midterms due to an excuse accepted as justified and valid by the Faculty Administrative Board. No other examinations are eligible for excuse (make-up).



- e) Single-Course Examination: Senior students who have reached graduation stage and failed only one course may apply in writing within 7 days after the announcement of resit results to benefit from this right. Dates are set by the Administrative Board.
  - f) Exemption Examination: Held at the beginning of each academic year for courses deemed suitable for exemption by Faculty Board recommendation and Senate decision.
  - g) End-of-Internship Examination: Administered at the end of each internship. h) End-of-Internship Resit: A fifth-year student who fails the end-of-internship exam shall take the exam again at the end of the next available internship block for the same course.
  - i) Additional Examination: (Except for the senior year) A student who fails only one compulsory course according to the resit results is granted one additional examination right. Dates are set in the academic calendar by the Faculty Board.
2. An instructor may evaluate assignments, projects, laboratory work, and similar studies as midterm assessments.
  3. At least one (1) midterm is administered for each course per semester. An instructor may evaluate assignments, projects, laboratory work, and similar studies as midterms. An end-of-semester exam is administered each term. The number of assessments and their weights—along with weights of laboratory reports/exams, quizzes, and assignments, if any—are announced by the course instructor to the department and to students at the beginning of the semester.
  4. In determining the semester success grade, all exam results, in-term work, and participation are considered. The contribution of in-term work to the success grade is determined by the instructor.
  5. End-of-semester grades are announced by the relevant instructor.
  6. Upon request, instructors are obliged to show students their exam papers within 7 days following the exam.
  7. A student who cheats, attempts to cheat, or assists cheating receives a “0” for that exam, and disciplinary proceedings are initiated.



## Preclinical Practice Principles

### Article 25

1. Preclinical education covers Years **1 and 2** and the **first semester of Year 3**. The types and numbers of practical assignments determined by the relevant department board at the beginning of the academic year are discussed and approved by the Faculty Board and announced at the start of the year.
2. In preclinical courses, students must submit all assigned work completely within the specified educational period.
3. A student who succeeds in the **practical** examination is admitted to the **theoretical** examination of that course. In courses with preclinical components (**Dental Morphology and Manipulation, Endodontics, Prosthodontics, Restorative Dentistry**), preclinical success constitutes a **threshold** for entry to the theoretical final. Assignments completed during the year are assessed with a rubric; the total score across all assignments must exceed **50**. Students meeting this condition are eligible for the theoretical final. Students whose practical in-term average is **below 50** may become eligible for the **theoretical resit** if they score **above 50** on assignments determined by the Department Board for the resit period.

## Clinical Practice

### Article 26

1. Clinical practice covers the **second semester of Year 3** and **Years 4 and 5**.  
Third-year students, as interns–observers, are present in clinics in internship rotations pursuant to the principles set by department boards and determined by the Faculty Board. Student activities during internship periods are determined by the relevant department board.
3. Fourth-year clinical training is conducted in clinics as internships (in groups and on a rotational basis) according to principles set by the Faculty Board. Internship durations are predetermined. During the internship, the student must complete **50%** of the assignments determined by the department at the start of the academic year and approved by the Faculty Board. Students who complete the assignments by the end of the year before the practical exam sit the practical and theoretical finals of that



department. Students who have not completed their points by the final are granted extra time until the resit period; those who complete within this period are eligible for the resit. A student who fails the resit, and for whom this is the **only** failed course, may take the **additional** exam; if unsuccessful again, the internship is repeated. A student may not undertake more than one internship simultaneously.

4. Fifth-year clinical education comprises **integrated** internships (**Restorative Dentistry, Endodontics, Periodontology, Prosthodontics**) and **non-integrated** internships (**Oral and Maxillofacial Surgery, Pediatric Dentistry, Orthodontics, Oral and Maxillofacial Radiology**). Students must complete, in each department, the required patient treatments before the **end-of-internship** examination. A student who succeeds in the examination is deemed to have passed that course. A fifth-year student who fails the end-of-internship exam shall take the exam again at the end of the **next** available internship block for that course.

## Grades

### Article 27

1. For each course taken, the raw score awarded by the instructor at the end of the semester is converted—on the basis of relative (norm-referenced) assessment and pursuant to principles set by the Senate—into the equivalent **letter grade** given in paragraph 2.
2. **ECTS/Letter Grades, Coefficients, and 100-Point Equivalents:**

#### Score Coefficient Letter

90–100	4.0	AA
85–89	3.5	BA
80–84	3.0	BB
75–79	2.5	CB
70–74	2.0	CC
60–69	1.5	DC
50–59	1.0	DD
40–49	0.5	FD
39 and below	0.0	FF

3. Conversion of grades obtained at other universities to the University's ECTS grades is



regulated by a grade conversion chart prepared by the Senate.

#### 4. Special letter grades:

- a. I (Incomplete): Assigned to students who, though successful in the course, could not complete required work due to illness or other reasons, subject to acceptance of documentation submitted to the instructor within three (3) working days from the date of the final exam. A student who receives an I must complete the missing work and receive a grade within fifteen (15) days after the last date for grade entry into the student information system as stated in the academic calendar. Otherwise, I convert to FF for credit-bearing courses and U (Unsatisfactory) for non-credit courses. If the excuse is prolonged due to compelling reasons, upon the instructor's request, the relevant administrative board may extend the deadline up to one day before the start of the next semester's registration. In such cases, I must be converted to a letter grade by that time; otherwise, it converts to FF automatically by the system.
- b. NA (Not Attending): Assigned to students who fail to meet attendance or practice requirements. Students with NA cannot sit the final. For GPA/CGPA calculations, NA is treated as FF.
- c. S (Satisfactory): Assigned to students who are successful in non-credit courses.
- d. U (Unsatisfactory): Assigned to students who are unsuccessful in non-credit courses.
- e. FF: Assigned to students who are unsuccessful in credit-bearing courses.
- W (Withdrawal): Assigned to courses from which the student withdraws within the permitted period. After the add-drop period, a student may withdraw from a course within the first seven weeks of the semester with the consent of the course instructor and the advisor. Withdrawals are not permitted from first-year (semesters 1–2) courses, nor from courses previously failed with FD, FF, U, or NA. Regardless of whether the course is compulsory or elective, withdrawal from more than one-third of the normal course load is not permitted. Subject to the instructor's consent and the advisor's approval, a student may withdraw from only one course per semester, up to two courses in associate degree programs and six in bachelor's programs over the entire study. Students who receive CC or higher in a course are deemed



successful in that course. For students who receive DC or DD, success requires a minimum cumulative GPA of 1.80 by the end of the 2nd semester, 1.85 by the end of the 4th, and 1.90 by the end of the 6th in bachelor's programs; and 1.80 by the end of the 2nd semester in associate programs. Regardless of CGPA, associate students who have completed four semesters and bachelor's students who have completed eight semesters must repeat any courses with grades FD, FF, NA, I, or E. With advisor approval, they may also repeat courses with DC or DD.

## **Course and Credit Transfer**

### **Article 28**

1. Courses previously taken and successfully completed at any higher education institution before enrollment in the relevant department—if deemed equivalent by the student's advisor—may be transferred into the program of registration upon the recommendation of the department/program chair and the decision of the relevant administrative board. For exemption, by the end of the first week of classes, students must apply to their department/program chair with an official transcript and documentation (course content, learning outcomes, assessment methods, workload, ECTS credits, and grade) for the courses they seek exemption from. The student is then exempted from the equivalent course(s).
2. Credit transfers for courses taken at other institutions are recorded on the transcript with the equivalent course title, code, and credit.

## **Grade Point Average**

### **Article 29**

The semester GPA (GPA) is calculated by dividing the sum of the products of each course's credit and its letter-grade coefficient by the total credit hours taken in that semester; results are shown to two decimal places. The cumulative GPA (CGPA) is calculated similarly over all courses taken since entry to the University that are valid for the registered program. In calculating both GPAs, letter grades from AA to FF are considered. For repeated courses, the most recent letter grade is used in CGPA.

## **Student Academic Standing**

### **Article 30**



1. End-of-semester and overall academic standing are assessed as follows:
  - a. To be deemed successful in a semester, a student's GPA must be at least 2.00/4.00. A student carrying a normal load with a GPA of 3.00–3.49 is a Honors Student; 3.50–4.00 is a High Honors Student.
  - b. Students enrolled in eight-semester programs whose CGPA falls below the limits below are placed on academic probation:
    - i. End of 2nd semester: 1.80
    - ii. End of 4th semester: 1.85
    - iii. End of 6th semester: 1.90
  - c. Students remain on probation until they raise their CGPA above the specified thresholds.
  - d. Probation students must first register for courses in which they received below CC. They may register for new courses to complete missing credits without exceeding the normal load.
  - e. Semesters in which students repeat courses count toward the maximum duration.
  - f. Students on probation who satisfy attendance requirements may, subject to the above rules and advisor approval, register for up to 9 credits and/or 3 new courses (excluding practical/studio/internship/project and similar courses). Fees for such additional courses are determined by the University Executive Board.
  - g. A student's normal workload per semester is 30 ECTS. For irregular students (those taking courses from semesters other than their own), the maximum additional load-provided courses are offered-is one course regardless of its ECTS, or 6 ECTS regardless of the number of courses.



## **Repetition of Courses**

### **Article 31**

1. If the failed course is a preclinical and/or clinical practice course (practical + theoretical), the student is considered to have failed the entire course and must retake it.
2. For repeated courses, the last grade obtained is valid, regardless of any previous grade.
3. Except for common compulsory courses, if a student has conditionally passed a single elective for which there is a subsequent continuation course in an upper class, the student may not take the continuation course until passing the prior course examination.

## **Grade Appeals and Clerical Error**

### **Article 32**

1. Appeals against grades awarded for in-term and end-of-term examinations and other work must be submitted to the relevant dean's office/directorate within three (3) working days following the announcement of the grade. The appeal is reviewed by the instructor and reported to the dean's office/directorate. Appeals must be concluded within fifteen (15) working days; grade changes become final upon approval of the relevant dean/director.
2. Upon application, the course instructor must show the student all documents relating to the assessment of the grade (exams and other work).
3. If the appeal results in a letter-grade change, it becomes final upon approval of the relevant dean/director. The grade-change form and all required documents are forwarded to the Directorate of Student Affairs for system entry.
4. If, after grades are finalized, a course instructor detects a clerical (material) error in the evaluation of an exam paper, the instructor informs the Dean/Director by petition; the correction is made by decision of the relevant administrative board.

## **Make-up and Resit Examinations**

### **Article 33**

Examinations under this article are conducted as follows:





### **1. Make-up Examinations (for Midterms):**

- a. Students who cannot sit any midterm due to a valid excuse approved by the relevant administrative board are granted a make-up right. No make-up is administered for final examinations.

### **2. Resit Examinations (for Finals):**

- a. (Amendment: Senate Decision No. 02 dated 12.03.2025) At the end of the relevant semester or academic year, resit exams are administered for each course to students who were eligible for but failed the final, to those who were eligible but did not take the final, and to those who received DD–DC in the final. The resit grade replaces the final grade. At the end of fall and spring semesters (excluding Summer School), resit exams are administered on the dates specified in the academic calendar for all courses except applied courses opened in that term (e.g., architectural design studios, graduation projects, teaching practice, etc.).
- b. Resit examinations are treated as end-of-semester exams. The course letter grade after the resit is determined based on the resit result together with the in-term exam(s) and other assessed work for the course.

## **SECTION IV**

### **LEAVE**

#### **Leave of Absence / Registration Freeze**

#### **Article 34**

1. Students may be granted leave, upon recommendation of the relevant unit administrative board and approval of the University Executive Board, when extra university opportunities such as scholarships, internships, or research arise that would



contribute to their education. To benefit, the student must first apply to the relevant Faculty Dean's Office or School Directorate. For applications from abroad, notarized authorization is required.

2. Students may request to freeze registration due to military service, illness, natural disasters, or other unforeseen reasons, provided they document the reason and pay tuition. Registration freeze becomes final upon approval of the relevant Administrative Board.
3. Requests to freeze registration must be made at the beginning of the semester and before the late registration period ends. After these periods, applications are accepted only in cases of health problems, military service, disasters, and similar extraordinary circumstances. If a medical report is submitted, its duration must cover the compulsory attendance period of the semester to be frozen.
4. Periods during which students freeze registration or are otherwise on leave are added to the duration of study.
5. Students whose registration is frozen/on leave may not participate in educational activities or sit midterm and end-of-semester examinations in that period.
6. Financial obligations related to leave/registration freeze are determined separately. Decisions on leave applications are notified to the student by the Directorate of Student Affairs.
7. When freezing registration, the student must pay the registration freeze fee determined by the University Executive Board to maintain student status.

### **Not Considered on Leave**

#### **Article 35**

Students who are detained, arrested, or convicted of negligent offenses are deemed to be on leave during such periods. Except for negligent offenses, students who are convicted or wanted by official authorities are not granted leave. However, students whose detention ends with a decision of non-prosecution or acquittal are considered on leave for those periods.

### **Return from Leave**

#### **Article 31**

1. Students on leave resume their studies from where they left off by completing



registration at the end of the leave period.

2. Students who were granted leave based on a Health Board report may be asked, when necessary, to document recovery with a new board report.
3. Students who have taken two semesters of leave and wish to return after the first semester (excluding those enrolled in the Foreign Language Preparatory Program) must apply to the Directorate of Student Affairs with a petition. Applications are evaluated and concluded according to the same procedure used for granting leave.

## **Illness**

### **Article 36**

1. A student who obtains a medical report must submit it to the relevant department/program chair within three (3) working days following the end of the report period. The relevant administrative board evaluates and accepts or rejects the report; when necessary, expert opinions may be requested from the reporting physician or relevant specialists.
2. A student may not sit examinations during the report period; any grades obtained in that period are invalid. Such students may sit excuse examinations held after the end date of the report.
3. Report periods are not counted in calculating the duration of study. However, the total absence in a semester, including reports and excuses, may not exceed 30%. If this limit is exceeded, the relevant administrative board shall implement a registration freeze.

## **Tuition During Leave or Medical Report Period**

### **Article 37**

Students who are on leave, whose detention ends with a decision of non-prosecution or acquittal, or who are on medical report, retain student obligations during the leave/report period and must pay the prescribed tuition fees. Students who fail to pay the tuition have their relationship with the University terminated.



## **SECTION V**

### **DIPLOMAS**

#### **Graduation and Diploma Requirements**

##### **Article 38**

1. Students who, in accordance with this Regulation, successfully complete all credit bearing and non-credit courses, as well as compulsory internships and other practice requirements prescribed by the registered program; who have completed at least 120 ECTS for associate degree programs or at least 240 ECTS for undergraduate programs; and whose cumulative GPA is 2.00 or higher, qualify for graduation and the award of a diploma.
2. For students who have not exhausted the maximum periods of study stipulated in Article 44(1)(c) of the Higher Education Law:
  - a. Students whose cumulative GPA is at least 2.00 but who fail to meet graduation requirements solely because they have received an FF in no more than three courses shall be granted one additional examination right for each FF course.
  - b. Students to whom this article applies must submit a petition to the relevant Dean's Office/School Directorate within five (5) working days following the announcement of end-of-term examination results. After review, the relevant Faculty/School Administrative Board informs the student and the relevant instructor(s) of the course(s) for which the student is granted an additional examination right.
  - c. The additional examination right provided in this article may be granted only once to a student. A student who fails the additional examination must re-register for the course.
  - d. Students who have taken all compulsory courses, but who fail to meet graduation requirements because (i) they have an FF in only one of the courses required for graduation and/or (ii) their cumulative GPA is below 2.00/4.00, shall be granted



- one additional examination for the FF course and one additional examination each in two courses of their choice for grade improvement. Students who fail to meet graduation requirements because they have FFs in at most two required courses and their cumulative GPA is below 2.00 shall be granted one additional examination for each FF course and one additional examination in one course of their choice for grade improvement.
- e. If, even by receiving an AA in the chosen course(s), the student's cumulative GPA cannot reach 2.00, no grade-improvement examination right shall be granted. Such students must complete course registration for the subsequent semester.
  - f. To sit a grade-improvement examination, the student must petition, specifying the course to be taken, and declare the intention to use the grade-improvement right. Grade-improvement exams are held on dates set by the relevant administrative board within one month following each final examination period.
  - g. Courses graded "NA" (Not Attending) and "W" (Withdrawal) are excluded from the scope of additional examination rights; no additional examination may be granted for these.
  - h. No additional examination right may be granted for courses without a written final—such as project, practice, laboratory, studio, and capstone project/thesis courses.
  - i. Results of additional examinations are submitted to the Directorate of Student Affairs for system entry, together with the decisions of the relevant unit and the required grade change forms.
3. For students who have exhausted the maximum study periods stipulated in Article 44(1)(c) of the Higher Education Law, the additional examination rights set forth directly in Article 44(1)(c) of the Higher Education Law shall apply.
  4. Diplomas or graduation certificates to be issued to graduates are prepared by the Directorate of Student Affairs and indicate the title of the completed program/department and the date of graduation. Diplomas and/or graduation certificates bear the signatures of the Dean/School Director and the Rector, together with the University's seal and/or embossing.



## **Diploma**

### **Article 39**

1. To be eligible for graduation, a student must have completed all courses, compulsory internships, and other practice requirements, and must have a cumulative GPA (CGPA) of at least 2.00.
2. Students who transfer horizontally from another university must have studied at least two semesters at this University in order to be awarded a Faculty of Dentistry diploma.
3. An associate degree diploma is awarded to those who complete the Basic Sciences period; a Dentistry diploma is awarded to students who successfully complete the five year dentistry program.

### **Provisions Repealed**

## **SECTION VI**

### **MISCELLANEOUS PROVISIONS**

### **Article 40**

1. In cases not covered by this Regulation, the provisions of other relevant legislation as well as decisions of the Board of Trustees, the Senate, and the relevant Administrative Board shall apply.
2. In the event of extraordinary circumstances—such as earthquakes, epidemics, war, mobilization, terrorism, and similar extraordinary circumstances—and during the periods in which their effects persist, the Senate is authorized to make changes to the principles and durations relating to education and training and to take new decisions to ensure the continuity of education and to prevent student grievances.