

**2024 - 2025**

# **Academic Year Student Handbook**

**Undergraduate  
Associate Degree**

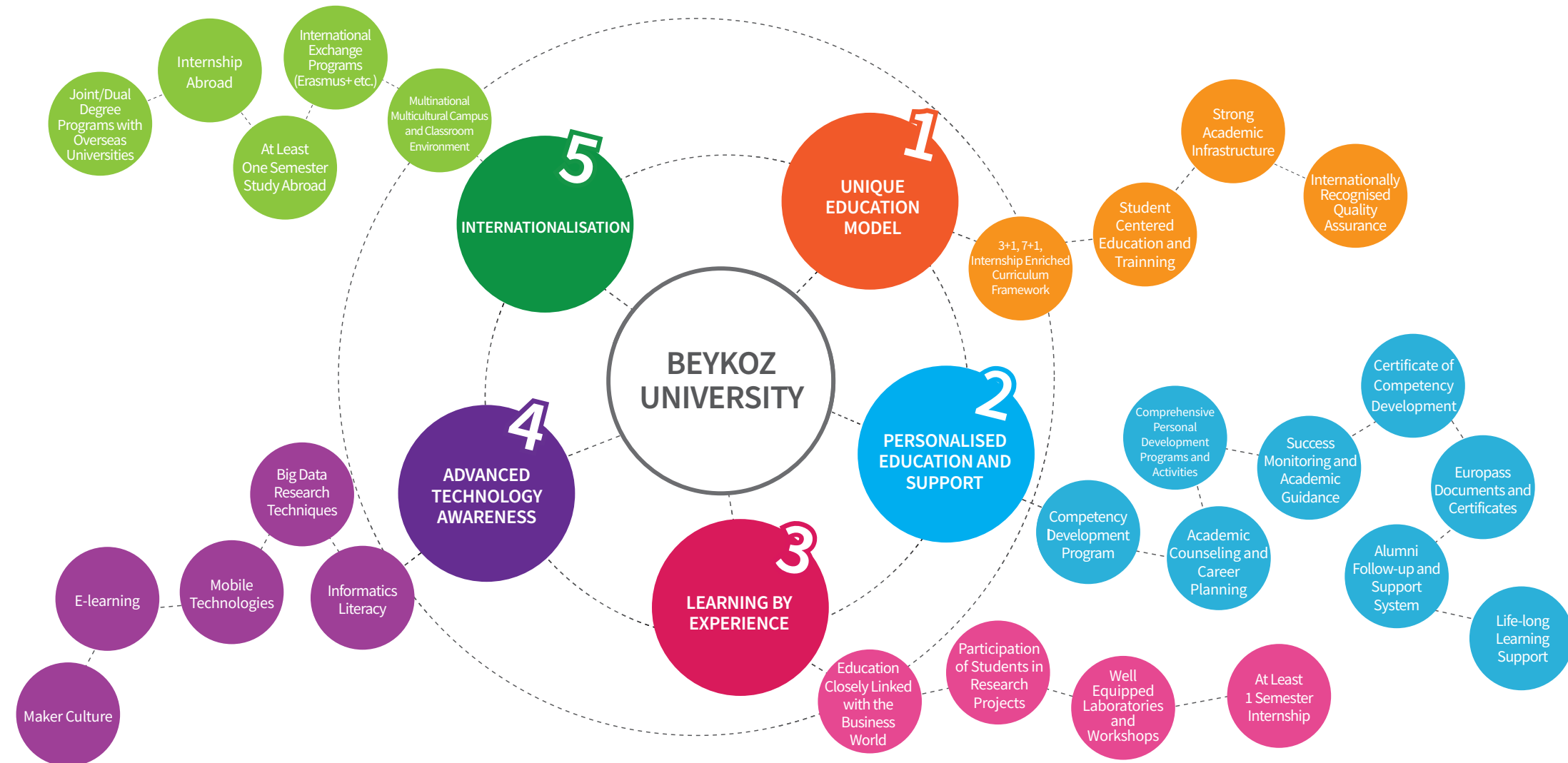
### History

Turkey Logistics Researches and Education Foundation was established on July 18, 2007 at Beykoz by a group of profession experts and academicians with the goal of carrying out qualified and scientific researches and publications aimed at logistics sector, to contribute the professional and behavioural development of the human resource employed at the sector and to establish a higher education institution which will provide qualified human resource for the sector.

The foundations of Beykoz University were laid with the Beykoz Vocational School of Logistics established in 2008. Turkey Logistics Research and Education Foundation which set out the need for educated and well-trained human resources in the logistics sector, materialized Beykoz Vocational School of Logistics in 2008 and has graduated 2,500 people who have the competencies needed by the logistics industry until the university's foundation. After the vocational school, the foundation introduced young people to Beykoz University as an exemplary university at international standards with distinctness in higher education. Beykoz University, launched by the Foundation in Istanbul, was founded with the publication in the Official Gazette dated September 7, 2016 and numbered 29824.

Beykoz University is comprised of four faculties (Faculty of Business and Administrative Sciences, Faculty of Art and Design, Faculty of Social Sciences, Faculty of Engineering and Architecture), two schools (School of Foreign Languages, School of Civil Aviation), two vocational schools (Vocational School, Beykoz Vocational School of Logistics) and a Institute of Graduate Programs.







- **3+1, 7+1 Internship Enriched Curriculum Framework**
- **Student Centered Education and Training**
- **Strong Academic Infrastructure**
- **Internationally Recognized Quality Assurance**

“Education is not preparation for life, it is life itself”. The educational philosophy of the American educational scientist John Dewey forms the basis of our university’s educational philosophy and our unique education teaching model. We want our students to associate what they learned at university with real life experiences, to have the opportunity to apply what they have learned, and to experience the real life during their education. For this reason, internship is a compulsory part of our curriculum as a part of our education and training programs. Our students spend at least one semester in a workplace operating in their fields. According to our 7+1, 3+1 curriculum, students are expected to attend school for 7 terms in undergraduate programs and be at a workplace for one term while this is 3 terms at school and one term at a workplace in associate degree programs. The internships are actively monitored by the Internship Coordination Unit of our University.

Quality, excellence and sustainability are very important to our university. Beykoz University offers “International Quality Assurance” to all its students thanks to the university’s program curriculum of comparable quality and in harmony with international universities.

“Student-Centred Teaching” is an important building block of our education and training model. Our strong academic staff ensures teach students how to learn and ensure that Beykoz University is a constantly learning institution focused on research, development and innovation.

- **Competency Development Program**
- **Comprehensive Personal Development Programs and Activities**
- **Certificate of Competency Development**
- **Academic Counseling and Career Planning**
- **Success Follow-Up System**
- **Alumni Follow-Up and Support System**
- **Lifelong Learning Support**

Our university provides students with personalized training and support to help them acquire the competencies defined as competencies of the 21<sup>st</sup> century such as leadership, entrepreneurship, innovation, written and verbal communication, social responsibility, effective and efficient working with others etc. The students’ competencies fit for further development are identified at the beginning of their education life, and the areas that need improvement are supported by the “Competency Development” and “Personal Development” programs. Upon graduation, our students are given a “Certificate of Competence” showing their level of competence along with their diplomas.

With Academic Counselling and Success Monitoring Systems, the courses that our students need further support for are determined and a personalized support is provided. Our graduates are followed by our university in their business life and our Career Centre has their back when it is needed. Thanks to Lifelong Learning Programs, our students can develop themselves in the areas they need most and get certified.

Beykoz University’s Competency Development Programs aim for our students to graduate from each program with the following competencies:

1. Performing, Problem Solving and Conflict Management
2. Leadership and Teamwork
3. Ethics and Social Responsibility
4. Written/ Verbal Communication and Interaction
5. Critical, Creative and Innovative Thinking
6. Developing a Strategic and an Entrepreneurial Understanding
7. Taking Responsibility and Working Independently
8. Ability to Manage Change
9. Learning to Learn, Personal and Social Development

10. Developing a Global Perspective
11. Ability to Use Technology and Digital Competence
12. Cultural Awareness and Expression
13. Social and Civic Competence
14. Communication in a Foreign Language

- **Education Closely Linked with the Business World**
- **Participation of Students in Research Projects**
- **Well Equipped Laboratories and Workshops**
- **At Least 1 Semester Internship**

Institutions and organizations of the business world are the main stakeholders of our university. All of the University's Board of Trustees are composed of successful managers of the business world. Our advisory boards, which are formed at the level of universities, faculties and programs, also have distinguished representatives of the business world, so that course programs are created in line with the needs and expectations of the business world.

During their education and training, our students develop their practical skills and increase their employment opportunities by participating in rich laboratory and workshop opportunities, at least 1 semester internship in their fields of interest, and by participating in research and projects in which our university is involved.

- **Big Data Research Techniques**
- **Informatics Literacy**
- **Mobile Technologies**
- **E-learning**
- **Maker Culture**

The Use of Advanced Technology is one of the foundations of Beykoz University's educational approach. Reaching the right knowledge from the data that emerges due to the rapid development of communication and information technologies, evaluating the data and coming up with solutions is a competency acquired by our students in all departments.

In order to solve real-life problems, our students acquire the ability to reach information, to access information from different sources, to ensure the continuity of information, to determine the strategies and methods of how to obtain information and to interpret all that information.

Our students are constantly encouraged to participate in the “maker movement”, which is born from the combination of “technology” and “do it yourself” culture and is spreading rapidly in the world. We do our best to help them switch from consumption to production, to experience instead of memorized knowledge and not to limit their dreams.

Having received their education at our university, our students enjoy the ability to continue their education for life with the distance education methods developed with technology today; they have the opportunity to access learning materials and to determine the speed and intensity of their learning in line with their own priorities.

- **English-based Education**
- **International Exchange Programs**
- **Internship Abroad**
- **Multinational, Multicultural Campus and Classroom Environment**
- **At Least 1 Semester Study Abroad**
- **Joint/Dual Degree Programs with Overseas Universities**

While Beykoz University offers international opportunities and recognition to its students with the partnerships and collaborations it has developed with other countries, it also offers a multicultural and international environment thanks to its foreign students.

The learning outcomes of all the programs in our university and the courses associated with these acquisitions are associated with the European Credit Transfer and Accumulation System (ECTS) and the Turkish Higher Education Qualifications Framework.

After graduation, our students receive the Diploma Supplement, which is one of the requirements of the Bologna Process, which aims to create the European Higher Education Area, including our country and the “EuroPass” documents that make it easier for European citizens to make their skills and competencies clear and understandable. These documents, which are given in addition to the diploma, help the relevant institutions and organizations with the recognition of the diplomas and degrees of the graduates of Beykoz University abroad.

As a result of its foreign exchange programs and bilateral agreements, our university allows its students to study abroad for one or two semesters and also offers internships, undergraduate completion and joint degree opportunities abroad.

## Campuses

Beykoz University provides education in five campuses in Istanbul Beykoz Kavacık. These campuses, which are specially designed for our education models with a safe environment and modern infrastructure, have been built according to the academic and social lives of the students. It has all the facilities that a university campus should have, with canteens, library, laboratory, workshops and infirmaries, sports activities. A rich culture, art and entertainment atmosphere is created in the Student Clubs Center, where students can hold events, concerts, exhibitions, talks and other activities

## Academic Programs

### Undergraduate Programs

#### Faculty of Business and Administrative Sciences

- Business Administration
- Business Administration (English)
- Logistics Management (English)
- International Trade and Finance (English)

#### Faculty of Engineering and Architecture

- Computer Engineering (English)
- Industrial Engineering (English)
- Architecture
- Software Engineering

#### Faculty of Art and Design

- Cartoon and Animation
- Digital Game Design
- Gastronomy and Culinary Arts
- Graphic Design
- Public Relations and Advertising
- Interior Architecture and Environmental Design
- Communication and Design
- Radio, Television and Cinema

### Faculty of Social Sciences

- Psychology
- Psychology (English)
- Political Science and International Sciences (English)

### School of Civil Aviation

- Aviation Management (English)

### Associate Degree Programs

#### Beykoz Vocational School of Logistics

- Marine and Port Management
- Foreign Trade
- Foreign Trade (Distance Education)
- E-Commerce and Marketing
- Logistics
- Logistics (Distance Education)
- Rail Systems Management
- Civil Aviation Cabin Services
- Civil Aviation Cabin Services (English)
- Information Security Technology
- Computer Programming

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**Beykoz Vocational School of Logistics Director**

Lect. Kadir ŞEKER



### Regulations and Directives

Please visit [www.beykoz.edu.tr](http://www.beykoz.edu.tr) to access the regulations, directives and principles for their implementation regarding the education at the university.

### 2024 - 2025 Academic Year

The courses for the Fall Semester of the 2024-2025 academic year will begin on September 30, 2024.

- Education in all our programs is planned to be given using face-to-face, hybrid (some of the courses will be online), mixed (face-to-face and online) and diluted blended education models. The aim of this plan is to reduce the number of students in the classrooms to the extent that physical distance is maintained and to ensure that face-to-face education is sustainable. Online courses will be conducted via “Zoom”. In addition, these courses will be supported by asynchronous materials (lecture notes, audio presentations, PowerPoint files, videos, articles, podcasts, pdf resources, etc.) enriched with course content through our university’s distance education platform “OnlineBeykoz”. The information which lessons will be face-to-face and online will be stated when the lesson program is announced according to the group of our students.
- Classes in the English Preparatory Program will be held face-to-face. Two separate course schedules will be prepared for morning and afternoon groups. In cases where distance education is required, our classes will be available on OnlineBeykoz and education will continue without any disruption.

- The duration of face-to-face lessons will be 40 minutes, with 20 minutes between lessons.
- Mandatory parts of applied courses will be held face to face.
- Midterm and end-of-year exams in formal programs will be held face-to-face, and other assessment and evaluation activities (quiz, presentation, etc.) will be available online. The midterm exams of the programs, all of which are offered through distance education, will be held online, and the final exams will be held face-to-face.
- Attendance to face-to-face and online classes will be required.
- Academic Counselling, Psychological Guidance and Counselling services will be conducted online, except for mandatory cases.

Defines the periods for activities such as the admission and registration of students to the education programs, education and exams etc. The academic calendar is determined and announced by the Senate in the previous academic year. When necessary, the Senate can introduce changes to the academic calendar. The academic calendar for the year 2024-2025 is quoted below. You can also access the academic calendar at [www.beykoz.edu.tr](http://www.beykoz.edu.tr)

BEYKOZ UNIVERSITY 2024-2025 ACADEMIC CALENDAR FOR UNDERGRADUATE AND ASSOCIATE DEGREE PROGRAMS	
WORKING SCHEDULE	FALL SEMESTER
APPLICATION DATES FOR LATERAL TRANSFERS	01 - 15 August 2024 (Through the Students' Central Placement Score/Additional Article-1)
	08 July - 15 August 2024 (Through GPA)
ANNOUNCEMENT OF LATERAL TRANSFER APPLICATION RESULTS	21/08/2024 Wednesday
LATERAL TRANSFER REGISTRATIONS	26 August 2024 - 02 September 2024 Monday (Registration from the Acceptance List)
	04 - 06 September 2024 Wednesday - Friday (Registration from the Waiting List)
BEYKOZ-PROF EXAM FOR THE STUDENTS APPLYING IN THE FALL SEMESTER TO TRANSFER TO PROGRAMS WHOSE MEDIUM OF INSTRUCTION IS ENGLISH	19/08/2024 Monday
FINANCIAL REGISTRATIONS	29 August 2024 Thursday (Financial registration for the students still within regular duration of their education.)
	23 September-29 September 2024 Monday - Sunday (Financial registration for students who have exceeded the regular duration of their education.)
DEADLINE FOR DOUBLE MAJOR/MINOR/SPECIAL STUDENT APPLICATIONS	29/08/2024 Thursday
APPLICATION DATES FOR EXEMPTION FROM UNIVERSITY'S GENERAL ENGLISH COURSES	02-11 September 2024 Monday-Wednesday
BEYKOZ-PROF EXAM FOR THE STUDENTS APPLYING FOR DOUBLE MAJOR/MINOR PROGRAMS IN THE FALL SEMESTER	04/09/2024 Wednesday
ANNOUNCEMENT OF DOUBLE MAJOR/MINOR APPLICATION RESULTS	09/09/2024 Monday
DOUBLE MAJOR/MINOR/SPECIAL STUDENT REGISTRATIONS	11-13 September 2024 Wednesday - Friday
PLACEMENT EXAM FOR THE ENGLISH PREPARATORY PROGRAM (BEYKOZ PLET)	09/09/2024 Monday
PLACEMENT EXAM FOR THE TURKISH PREPARATORY PROGRAM (BEYKOZ SBS)	10/09/2024 Tuesday
LAST DAY OF APPLICATIONS FOR EXEMPTION FROM THE COURSES TAKEN FROM OTHER HIGHER EDUCATION INSTITUTIONS WITHIN THE SCOPE OF RECOGNITION OF PRIOR LEARNING	13/09/2024 Friday
EXAM DATE FOR EXEMPTION FROM ENGLISH PREPARATORY PROGRAM (BEYKOZ PROF)	12/09/2024 Thursday
TURKISH PROFICIENCY EXAM DATE FOR THE TURKISH PREPARATORY PROGRAM (BEYKOZ TBS)	13/09/2024 Friday
EXAM DATE FOR EXEMPTION FROM UNIVERSITY'S GENERAL ENGLISH COURSES	17/09/2024 Tuesday
COURSE REGISTRATIONS	23-29 September 2024 Monday - Sunday
FIRST DAY OF CLASSES (Undergraduate-Associate Degree Programs / English-Turkish Preparatory Programs Module I)	30 Eylül 2024 Pazartesi
COURSE ADD/DROP	30 September - 5 October 2024 Monday - Saturday
Deadline for entering the goal, content, learning outcomes, weekly lesson plans, learning and teaching methods, assessment/evaluation methods and ratios of the courses.	11/10/2024 Friday
LAST DAY FOR APPLICATIONS TO FREEZE REGISTRATION	15/11/2024 Friday
MIDTERMS	16-24 November 2024 Saturday-Sunday
ENGLISH PREPARATORY PROGRAM – ENGLISH PROFICIENCY EXAM (BEYKOZ PROF) for MODULE I	28/11/2024 Thursday
TURKISH PREPARATORY PROGRAM – TURKISH PROFICIENCY EXAM (BEYKOZ TBS) for MODULE I	29/11/2024 Friday
LAST DAY FOR WITHDRAWAL FROM COURSES	25/11/2024 Monday
FIRST DAY OF MODULE-II CLASSES FOR THE ENGLISH / TURKISH PREPARATORY PROGRAMS	02/12/2024 Monday
DEADLINE FOR MIDTERM MAKE-UP EXAM APPLICATIONS	29/11/2024 Friday
DEADLINE FOR ENTERING THE MIDTERM GRADES INTO OIS	02/12/2024 Monday
MAKE-UP EXAMS FOR THE MIDTERMS	05-10 December 2024 Thursday - Tuesday
MAKE-UP CLASSES FOR THE ONES THAT COULD NOT BE CONDUCTED ON 16 NOVEMBER 2024 SATURDAY DUE TO THE MIDTERMS (ONLINE)	08/12/2024 Sunday
DEADLINE FOR ANNOUNCING THE GRADES OF THE MIDTERM MAKE-UP EXAMS	13/12/2024 Friday

DEADLINE FOR ENTERING THE GRADES FOR THE SEMESTER EXAMS INTO THE SYSTEM	03/01/2025 Friday
MAKE-UP CLASSES FOR THE ONES THAT COULD NOT BE CONDUCTED DUE TO REPUBLIC DAY ON 28 OCTOBER 2024 MONDAY	06/01/2025 Monday
MAKE-UP CLASSES FOR THE ONES THAT COULD NOT BE CONDUCTED ON 29 OCTOBER 2024 TUESDAY	07/01/2025 Tuesday
MAKE-UP CLASSES FOR THE ONES THAT COULD NOT BE CONDUCTED ON 01 JANUARY 2025 WEDNESDAY DUE TO THE NEW YEAR'S DAY HOLIDAY	08/01/2025 Wednesday
LAST DAY OF CLASSES	08/01/2025 Wednesday
ANNOUNCEMENT OF THE LIST OF STUDENTS THAT HAVE FAILED IN THE FALL SEMESTER DUE TO ABSENTEEISM	10/01/2025 Friday
FINAL EXAMS	11-23 January 2025 Saturday - Thursday
APPLICATION DATES FOR GRADUATION SINGLE COURSE EXAMS	17 January - 13 February 2025 Friday - Thursday
1ST ADDITIONAL EXAM APPLICATIONS WITHIN THE SCOPE OF THE LAW NO 2547 ARTICLE 44 C	20 - 29 January 2025 Monday - Wednesday
ENGLISH PREPARATORY PROGRAM – ENGLISH PROFICIENCY EXAM (BEYKOZ PROF) for MODULE II	30/01/2025 Thursday
TURKISH PREPARATORY PROGRAM – TURKISH PROFICIENCY EXAM (BEYKOZ TBS) for MODULE II	31/01/2025 Friday
DEADLINE FOR ENTERING THE FINAL EXAM GRADES INTO OIS	26/01/2025 Sunday
DEADLINE FOR APPLICATIONS TO TAKE FINAL EXAM MAKE-UPS	30/01/2025 Thursday
FIRST DAY OF MODULE-III CLASSES FOR THE ENGLISH / TURKISH PREPARATORY PROGRAMS	03/02/2025 Monday
MAKE-UP EXAMS FOR THE FINALS	05-07 February 2025 Wednesday - Friday
1ST ADDITIONAL EXAM DATES WITHIN THE SCOPE OF THE LAW NO 2547 ARTICLE 44 C	05-07 February 2025 Wednesday - Friday
DEADLINE FOR ANNOUNCING THE GRADES FROM THE 1ST ADDITIONAL EXAM GIVEN WITHIN THE SCOPE OF THE LAW NO 2547 ARTICLE 44 C	11/02/2025 Tuesday
DEADLINE FOR ANNOUNCING THE GRADES FROM FINAL EXAM MAKE-UPS	12/02/2025 Wednesday
2ND ADDITIONAL EXAM APPLICATIONS WITHIN THE SCOPE OF THE LAW NO 2547 ARTICLE 44 C	12-17 February 2025 Wednesday – Monday
SINGLE COURSE EXAM FOR GRADUATION	18/02/2025 Tuesday
DEADLINE FOR ANNOUNCING THE GRADES FROM SINGLE COURSE EXAMS FOR GRADUATION	20/02/2025 Thursday
APPLICATIONS FOR THE EXAMS TO INCREASE GRADUATION GRADE POINT AVERAGE (GPA)	20 - 24 February 2025 Thursday - Monday
2ND ADDITIONAL EXAM DATES WITHIN THE SCOPE OF THE LAW NO 2547 ARTICLE 44 C	24 - 26 February 2025 Monday - Wednesday
EXAMS TO INCREASE GRADUATION GRADE POINT AVERAGE (GPA)	28/02/2025 Friday
DEADLINE FOR ANNOUNCING THE GRADES FROM THE 2ND ADDITIONAL EXAM GIVEN WITHIN THE SCOPE OF THE LAW NO 2547 ARTICLE 44 C	28/02/2025 Friday
DEADLINE FOR ANNOUNCING THE GRADES FROM THE EXAMS TO INCREASE GRADUATION GRADE POINT AVERAGE (GPA)	04/03/2025 Tuesday
WORKING SCHEDULE	SPRING SEMESTER
APPLICATION DATES FOR EXEMPTION FROM UNIVERSITY'S GENERAL ENGLISH COURSES	06 - 22 January 2025 Monday - Wednesday
LAST DAY OF APPLICATIONS FOR EXEMPTION FROM THE COURSES TAKEN FROM OTHER HIGHER EDUCATION INSTITUTIONS WITHIN THE SCOPE OF RECOGNITION OF PRIOR LEARNING	14/01/2025 Tuesday
EXAM DATE FOR EXEMPTION FROM UNIVERSITY'S GENERAL ENGLISH COURSES	24/01/2025 Wednesday
DEADLINE FOR LATERAL TRANSFER/DOUBLE MAJOR/MINOR/SPECIAL STUDENT APPLICATIONS	28 Ocak 2025 Salı
BEYKOZ-PROF EXAM FOR THE STUDENTS APPLYING FOR LATERAL TRANSFER/DOUBLE MAJOR/MINOR PROGRAMS IN THE SPRING SEMESTER	30/01/2025 Thursday
ANNOUNCEMENT OF LATERAL TRANSFER APPLICATION RESULTS	31/01/2025 Friday
ANNOUNCEMENT OF DOUBLE MAJOR/MINOR APPLICATION RESULTS	03/02/2025 Monday
COURSE REGISTRATIONS	03 – 09 February 2025 Monday - Sunday
DOUBLE MAJOR/MINOR/SPECIAL STUDENT REGISTRATIONS	04 – 06 February 2025 Tuesday - Thursday (Registration through the acceptance list) 07 February 2025 Friday (Registration through the waiting List)
FIRST DAY OF CLASSES (Undergraduate-Associate Degree)	10 Şubat 2025 Pazartesi

COURSE ADD/DROP	10-15 February 2025 Monday - Saturday
Deadline for entering the goal, content, learning outcomes, weekly lesson plans, learning and teaching methods, assessment/evaluation methods and ratios of the courses.	21/02/2025 Friday
LAST DAY FOR APPLICATIONS TO FREEZE REGISTRATION for the SPRING SEMESTER	18/03/2025 Tuesday
MIDTERMS	19 March - 28 March 2025 Wednesday - Friday
ENGLISH PREPARATORY PROGRAM – ENGLISH PROFICIENCY EXAM (BEYKOZ PROF) for MODULE III	10/04/2025 Thursday
TURKISH PREPARATORY PROGRAM – TURKISH PROFICIENCY EXAM (BEYKOZ TBS) for MODULE III	11/04/2025 Friday
FIRST DAY OF MODULE-IV CLASSES FOR THE ENGLISH / TURKISH PREPARATORY PROGRAMS	14/04/2025 Monday
LAST DAY FOR WITHDRAWAL FROM COURSES	02/04/2025 Wednesday
DEADLINE FOR MIDTERM MAKE-UP EXAM APPLICATIONS	04/04/2025 Friday
DEADLINE FOR ENTERING THE MIDTERM GRADES INTO OIS	08/04/2025 Tuesday
MAKE-UP EXAMS FOR THE MIDTERMS	14 - 16 April 2025 Monday - Wednesday
DEADLINE FOR ANNOUNCING THE GRADES OF THE MIDTERM MAKE-UP EXAMS	21/04/2025 Monday
MAKE-UP CLASSES FOR THE ONES THAT COULD NOT BE CONDUCTED DUE TO RAMADAN HOLIDAY ON 01 APRIL 2025 TUESDAY	20/05/2025 Tuesday
MAKE-UP CLASSES FOR THE ONES THAT COULD NOT BE CONDUCTED ON 19 MARCH 2025 WEDNESDAY DUE TO THE MIDTERMS	21/05/2025 Wednesday
MAKE-UP CLASSES FOR THE ONES THAT COULD NOT BE CONDUCTED ON 20 MARCH 2025 THURSDAY DUE TO THE MIDTERMS	22/05/2025 Thursday
MAKE-UP CLASSES FOR THE ONES THAT COULD NOT BE CONDUCTED ON 21 MARCH 2025 FRIDAY DUE TO THE MIDTERMS	23/05/2025 Friday
MAKE-UP CLASSES FOR THE ONES THAT COULD NOT BE CONDUCTED ON 29 MARCH 2025 SATURDAY DUE TO THE EVE OF RAMADAN HOLIDAY (ONLINE)	24/05/2025 Saturday
MAKE-UP CLASSES FOR THE ONES THAT COULD NOT BE CONDUCTED DUE TO RAMADAN HOLIDAY ON 31 MARCH 2025 MONDAY	26/05/2025 Monday
MAKE-UP CLASSES FOR THE ONES THAT COULD NOT BE CONDUCTED DUE TO LABOUR AND SOLIDARITY DAY ON 01 MAY 2025	27/05/2025 Tuesday
MAKE-UP CLASSES FOR THE ONES THAT COULD NOT BE CONDUCTED DUE TO NATIONAL SOVEREIGNTY AND CHILDREN'S DAY ON 23 APRIL 2025	28/05/2025 Wednesday
LAST DAY OF CLASSES (Undergraduate – Associate Degree)	28/05/2025 Wednesday
DEADLINE FOR ENTERING THE GRADES FOR THE SEMESTER EXAMS INTO THE SYSTEM	30/05/2025 Friday
ANNOUNCEMENT OF THE LIST OF STUDENTS THAT HAVE FAILED IN THE SPRING SEMESTER DUE TO ABSENTEEISM	30/05/2025 Friday
FINAL EXAMS	10 - 23 June 2025 Tuesday - Monday
APPLICATION DATES FOR GRADUATION SINGLE COURSE EXAMS	13 June -04 July 2025 Friday
ENGLISH PREPARATORY PROGRAM – ENGLISH PROFICIENCY EXAM (BEYKOZ PROF) for MODULE IV	16/06/2025 Monday
TURKISH PREPARATORY PROGRAM – TURKISH PROFICIENCY EXAM (BEYKOZ TBS) for MODULE IV	17/06/2025 Tuesday
DEADLINE FOR ENTERING THE FINAL EXAM GRADES INTO OIS FOR THE SPRING SEMESTER	25/06/2025 Wednesday
EXAMS TO INCREASE GRADUATION GRADE POINT AVERAGE (GPA)	26 June – 08 July 2025 Thursday - Tuesday
DEADLINE FOR APPLICATIONS TO TAKE FINAL EXAM MAKE-UPS	30/06/2025 Monday
MAKE-UP EXAMS FOR THE FINALS	03 – 04 July 2025 Thursday - Friday
SINGLE COURSE EXAM FOR GRADUATION	09/07/2025 Wednesday
DEADLINE FOR ANNOUNCING THE GRADES FROM SINGLE COURSE EXAMS FOR GRADUATION	11/07/2025 Friday
DEADLINE FOR ANNOUNCING THE GRADES FROM FINAL EXAM MAKE-UPS	07/07/2025 Monday
EXAMS TO INCREASE GRADUATION GRADE POINT AVERAGE (GPA)	10/07/2025 Thursday
DEADLINE FOR ANNOUNCING THE GRADES FROM THE EXAMS TO INCREASE GRADUATION GRADE POINT AVERAGE (GPA)	11/07/2025 Friday
WORKING SCHEDULE	SUMMER EDUCATION
PRE-REGISTRATION	16 - 26 June 2025 Monday - Thursday

ANNOUNCEMENT OF THE COURSES THAT MAY BE OPENED	27/06/2025 Friday
FIRST DAY OF MODULE-V CLASSES FOR THE ENGLISH / TURKISH PREPARATORY PROGRAMS	30/06/2025 Monday
FINAL REGISTRATION	01 – 03 July 2025 Tuesday - Thursday
ANNOUNCEMENT OF THE COURSES THAT WILL BE OPENED	04/07/2025 Friday
FIRST DAY OF CLASSES (Undergraduate-Associate Degree Programs / English-Turkish Preparatory Programs Module V)	07/07/2025 Monday
MIDTERMS	28 July – 02 August 2025 Monday - Saturday
ENGLISH PREPARATORY PROGRAM – ENGLISH PROFICIENCY EXAM (BEYKOZ PROF) for MODULE V	28/07/2025 Monday
TURKISH PREPARATORY PROGRAM – TURKISH PROFICIENCY EXAM (BEYKOZ TBS) for MODULE V	29/07/2025 Tuesday
DEADLINE FOR ENTERING THE MIDTERM GRADES INTO OIS	07/08/2025 Thursday
DEADLINE FOR MIDTERM MAKE-UP EXAM APPLICATIONS	08/08/2025 Friday
MAKE-UP EXAMS FOR THE MIDTERMS	13 - 14 August 2025 Wednesday - Thursday
DEADLINE FOR ENTERING THE GRADES OF THE MIDTERM MAKE-UP EXAMS	19/08/2025 Tuesday
LAST DAY OF CLASSES	22/08/2025 Friday
DEADLINE FOR ENTERING THE GRADES FOR THE SEMESTER EXAMS INTO THE SYSTEM	25/08/2025 Monday
ANNOUNCEMENT OF THE LIST OF STUDENTS THAT HAVE FAILED DUE TO ABSENTEEISM OVER OIS	25/08/2025 Monday
FINAL EXAMS	26 - 29 August 2025 Tuesday - Friday
APPLICATION DATES FOR GRADUATION SINGLE COURSE EXAMS	01 - 14 September 2025 Monday-Sunday
DEADLINE FOR ENTERING THE FINAL EXAM GRADES INTO OIS	03/09/2025 Wednesday
DEADLINE FOR APPLICATIONS TO TAKE FINAL EXAM MAKE-UPS	06/09/2025 Saturday
MAKE-UP EXAMS FOR THE FINALS	10 - 11 September 2025 Wednesday-Thursday
DEADLINE FOR ENTERING THE GRADES FROM FINAL EXAM MAKE-UPS TO THE OIS	12/09/2025 Friday
1ST ADDITIONAL EXAM APPLICATIONS WITHIN THE SCOPE OF THE LAW NO 2547 ARTICLE 44 C	15 - 19 September 2025 Monday-Friday
SINGLE COURSE EXAM FOR GRADUATION	17/09/2025 Wednesday
DEADLINE FOR ANNOUNCING THE GRADES FROM SINGLE COURSE EXAMS FOR GRADUATION	18/09/2025 Thursday
APPLICATIONS FOR THE EXAMS TO INCREASE GRADUATION GRADE POINT AVERAGE (GPA)	19 - 26 September 2025 Friday - Friday
1ST ADDITIONAL EXAM DATES WITHIN THE SCOPE OF THE LAW NO 2547 ARTICLE 44 C	23 - 26 September 2025 Tuesday - Friday
2ND ADDITIONAL EXAM APPLICATIONS WITHIN THE SCOPE OF THE LAW NO 2547 ARTICLE 44 C	29 September – 02 October 2025 Monday-Thursday
DEADLINE FOR ANNOUNCING THE GRADES FROM THE 1ST ADDITIONAL EXAM GIVEN WITHIN THE SCOPE OF THE LAW NO 2547 ARTICLE 44 C	30/09/2025 Tuesday
EXAMS TO INCREASE GRADUATION GRADE POINT AVERAGE (GPA)	01/10/2025 Wednesday
DEADLINE FOR ANNOUNCING THE GRADES FROM THE EXAMS TO INCREASE GRADUATION GRADE POINT AVERAGE (GPA)	03/10/2025 Friday
2ND ADDITIONAL EXAM DATES WITHIN THE SCOPE OF THE LAW NO 2547 ARTICLE 44 C	08 - 10 October 2025 Wednesday - Friday
DEADLINE FOR ANNOUNCING THE GRADES FROM THE 2ND ADDITIONAL EXAM GIVEN WITHIN THE SCOPE OF THE LAW NO 2547 ARTICLE 44 C	14/10/2025 Tuesday
PUBLIC HOLIDAYS	
NEW YEAR'S DAY (HOLIDAY)	01/01/2025 Wednesday
RAMADAN FEAST (HOLIDAY)	29 March 2025 Saturday 1/2 / 01 April 2025 Tuesday
NATIONAL SOVEREIGNTY AND CHILDREN'S DAY (HOLIDAY)	23/04/2025 Wednesday
LABOUR AND SOLIDARITY DAY (HOLIDAY)	01/05/2025 Thursday

COMMEMORATION OF ATATÜRK, YOUTH AND SPORTS DAY (HOLIDAY)	19/05/2025 Monday
SACRIFICE FEAST (HOLIDAY)	05 June 2025 Thursday 1/2 / 09 June 2025 Monday
DEMOCRACY AND NATIONAL UNITY DAY	15/07/2025 Tuesday
VICTORY DAY (HOLIDAY)	30/08/2025 Saturday
REPUBLIC DAY (HOLIDAY)	28 October 2025 Tuesday 1/2 / 29 October 2025 Wednesday

### Undergraduate and Associate Degree Programs

Undergraduate programs of faculties and higher schools are comprised of two joint levels which include associate level. Regular period of study of these programs' associate level is two-academic years, total credit points based on student course load is 120 ECTS, regular period of study of undergraduate programs are four-academic years, total credit points based on student course load is 240 ECTS.

Regular period of study for vocational schools is two academic years, total credit points based on student course load is 120 ECTS.

Starting from first academic year on the program to which the student is registered to, without considering whether the student is registered to each semester, maximum period of study of the associate program is four academic years, maximum period of study of the undergraduate programs is seven academic years. The students who fail to complete their education in the maximum period of study will be subjected to provisions of Law numbered 2547.

### English Preparatory Program

Depending on the requirements of the program they are enrolled in, students can study in a compulsory or optional English preparatory program. For students studying in the compulsory English preparatory program in the foreign languages department, the normal education period is one year, and the maximum education period is two years. The provisions of the Law No. 2547 are applied for the students who are not successful in the maximum period. For students studying in the optional English preparatory program, the maximum period of study is one year. Matters related to compulsory or optional foreign language preparatory programs are carried out in accordance with the principles determined by the Senate. For further details, please see Beykoz University English Preparatory Education Directive at <https://www.beykoz.edu.tr/icerik/460-yonergeler>.

### Transfer

Transfer means that the student registered in a higher education institution gains the right to continue education in other diploma programs at the same level.

Inter-institutional transfer: A transfer from one university to another at the same level.

Internal transfer: Transfer to other diploma programs at the same level within the University where a student is registered.

Students can transfer in two ways: Transfer by Central Placement Score (Additional Article 1) and Transfer Based on Grade Point Average. The time

spent in the previous program is included in the maximum education period of the students that enrol in equivalent programs through transfer from within and outside the university.

The maximum duration of the students who transfer to a program different from the program they are studying through their central placement score is calculated by subtracting the duration of the year or semester in which they are adjusted, after their adjustment to the program they transferred, from the maximum duration of the program.

### External Transfer

External transfer refers to the placement process of the students who graduated from our vocational schools to the undergraduate programs, which are an extension of their field of study that they have completed, according to the results of the exam made by the Student Selection and Placement Center (ÖSYM). Candidates who make external transfers are adapted to the third year of the undergraduate program they have won. Along with the adjustment, the courses that are missing from the lower classes but must be taken, the courses that have prerequisites and co-requisites, and the courses that are exempt from the upper classes are also determined. In the adaptation process, by recognizing the previous learning, the courses that they are exempt from, internship and similar studies are also determined. Registered students must first take the missing courses from the lower classes and the courses that have prerequisites and co-requisites. The normal duration and maximum duration of external transfer students are determined by deducting 4 semesters from the normal and maximum duration determined for the relevant program. 9 periods in the Preparatory Program are excluded from the scope. The fractional part of the number found by dividing the sum of the ECTS credits of the courses to be completed in order to complete the courses missing from the lower grades is added to the normal and maximum durations as the number found by rounding up.

### Student Workload and Course Requirements

The student workload and course taking conditions determined in the 20<sup>th</sup> article of Beykoz University Undergraduate-Associate Degree Education Regulation and updated with the Senate Decision defines the normal student workload for a student in a semester is 30 ECTS, and the maximum student workload is 42 ECTS.

With the approval of their advisors, students can replace the courses they are exempted from for the first semester, provided that they do not exceed the normal workload, and depending on the grade point averages formed at the end of the semester in the following semesters can take courses from upper semesters with the proviso that they do not exceed the maximum workload and the number of ECTS shown below:



- a) Students with a GPA of 1.79 (or lower) over 4.00 can take up to 30 ECTS worth of courses from lower and/or upper semesters,
- b) Students with a GPA between 1.80-2.49 over 4.00 can take up to 36 ECTS worth of courses from lower and/or upper semesters,
- c) Students with a GPA of 2.50 (or higher) over 4.00 can take up to 42 ECTS worth of courses from lower and/or upper semesters,
- d) Students who are supposed to graduate can take up to 42 ECTS worth of courses regardless of their GPA provided that they do not exceed the maximum studyload set. (If a student can graduate when s/he takes 42 ECTS worth of courses, s/he is defined as a student supposed to graduate.)

### **Academic Counselling and Student Success Tracking**

The academic advisor is the instructor who monitors the success and development of the student throughout his/her education and advises and guides the student regarding the compulsory and elective courses that the student should take within the framework of the relevant curriculum. The principles regarding the implementation of academic counselling are determined by the Senate.

Academic counselling is supported by the Student Success Tracking Unit, which monitors the academic success of students throughout their education, supports the success and development of the student, and works in coordination with academic units and academic advisors.

### **Course Registration**

Students who pay their tuition fees at the beginning of each academic year/semester and are still in their maximum education period choose their courses over the EÖBS for that semester, on the dates specified in the academic calendar and within the framework of the Beykoz University Undergraduate and Associate Degree Education Regulations and then they finalize their course registration with the approval of the advisors.

The students that attend the compulsory English preparatory program in the foreign languages department and have fulfilled the English language proficiency requirements at the end of the fall semester as well as the students that continue the optional English preparatory program can enrol in the courses available for the spring semester of the program they will be studying if the latter choose to give up the preparatory program.

The students who have successfully completed the compulsory English preparatory program in the foreign languages department and the students who participate in the optional English preparatory program can take courses from the first year of the education program they are enrolled in, if they wish, during the summer school term at the end of the preparatory program.

### **Adding and Dropping Courses**

On the dates specified in the academic calendar, students, instead of the courses they are registered for, can add and drop courses via EÖBS within the framework of the conditions specified in Article 20 of the Beykoz University Undergraduate and Associate Degree Education Regulations.

### **Withdrawal from the Course**

With the opinion of the advisor and the decision of the relevant Board of Directors, students can withdraw from the course they have registered until the deadline specified in the academic calendar, after the add and drop period ends. Students who withdraw from the course are given a W grade. It is possible to withdraw from a maximum of two courses in associate degree programs and four courses in undergraduate programs during the education period.

No refunds will be made for withdrawals from the course. As a result of withdrawing from the course, the number of courses registered by the student in a semester cannot fall below two. Students cannot choose another course in the same semester instead of the course they have withdrawn. First year students cannot withdraw from courses.

### **Course Repeats**

Students with a semester letter success grade of DZ, FF, FD, BZ and W must repeat these courses they failed or were withdrawn from. The grades of the repeated courses are recorded in the semesters to which the course belongs and are included in the grade point average of that semester.

The maximum course load that students in double major and minor programs can take in one semester remains a total of 42 ECTS (That number includes all his/her major, second major or minor ECTS.)

Students can take another elective course instead of the elective courses they failed, provided that the credits are not less than the course they failed.

If students failed a course that is later removed from the curriculum as a result of changes in the education and training programs, they take the course/courses that has/have replaced the course(s) they failed, provided that this new course/these new courses does not/do not have fewer credits than the credit(s) of the course(s) they failed. The higher grades of the course(s) taken are recorded in their transcripts.

### **Obligation to Attend Courses**

It is compulsory to attend 70% in theoretical and applied courses and 80% in English preparatory program courses.

Students' attendance records are recorded in EÖBS by the instructor of the course. Students who cannot meet the attendance requirement of the course cannot take the final exam.

According to the principles determined by the Senate, the periods during which a student is excused with a medical report and the period the students who are allowed to participate in domestic and international sports, cultural, scientific and artistic activities are away on behalf of the University are not counted as absenteeism. However, these periods cannot exceed 50% of the total course hours.

Students, if they wish, can take each course/courses they have successfully completed again for once in order to increase their grade point averages.

If students fail a course that has been removed from the curriculum as a result of changes in the education and training programs, they are deemed to have met the attendance requirement for the course that is matched with the failed course among the main course categories to which that course belongs. Students who fail the compulsory English preparatory program must meet the attendance requirement when they repeat the preparatory program.

### **Vocational Practices at the Workplace (Internship)**

Applied Training at Work (internship) at the university is compulsory in all associate and undergraduate programs. In some programs, due to the nature of the programs, a different practice may be arranged with the decision of the relevant academic unit and the Senate. The internship period and application principles of the students are carried out according to the principles determined by the Senate, taking into account the application needs of the programs, and in accordance with the Beykoz University Practice Training Directive. Some of the important information about the directive are as follows.

- In order for students to be sent to institutions for applied training in the workplace, the overall weighted grade point average of the semesters they have completed until then must be at least 1.50.
- In order for students to take the Workplace Applied Training course, the maximum number of courses that they missed or did not take in the relevant semester can be 2. Students with more than 2 courses must first complete the courses they have taken and failed or failed to take. For more detailed information, please read the related directive at <https://www.beykoz.edu.tr/icerik/460-yonergeler>.

### **Tuition Fees**

Education at Beykoz University is subject to a fee.

Tuition fees and payment methods are determined and announced each year by the Board of Trustees for students who continue their education and will be newly registered.

Considering the year of his/her enrolment at the university, the student who cannot complete the program in the normal education period pays the tuition

fee determined per credit by the Board of Trustees for the courses to be taken.

If the total tuition fee to be paid by the student for the courses to be taken exceeds the current year's tuition fee, the current year's tuition fee is applied. Double major and minor students do not pay tuition fees in addition to the tuition fees they pay for the major program during the normal education period of their major program.

Double major or minor students who cannot complete their major, second major or minor program within the normal education period of the major in which the student is registered pay the tuition fee determined per credit for the courses by the Board of Trustees.

Students who register or renew their registration by paying the tuition fee, in case of leaving the University for any reason and being dismissed from the University, will be refunded the tuition fee at the time and rates determined by the Board of Trustees.

Private and visiting students are required to pay the tuition fee determined per credit according to the credits of the courses they are enrolled in.

According to the provisions of the Higher Education Institutions Student Disciplinary Regulation published in the Official Gazette dated 18/8/2012 and numbered 28388, the tuition fees paid by the students who are suspended from the University are not refunded.

Students who do not pay their tuition fees within the periods specified in the academic calendar are not registered and their registrations are not renewed. These students cannot benefit from student rights.

### **Scholarships**

Scholarships provided to students placed with scholarships by ÖSYM are non-refundable. It continues during the normal education period including the compulsory English preparatory program and covers only the tuition fee. Scholarships of scholarship students who cannot complete their education within the normal education period can be extended for a maximum of one more year if the students have a valid excuse, if this is accepted by the University Administrative Board and is approved by the Board of Trustees.

Scholarships are valid for domestic tuition fees and do not cover special conditions that may arise within the framework of the University's agreements with institutions abroad.

### **Rector's List, Dean/ Director's Honour List**

At the end of each semester, high-achieving students enrolled in associate, undergraduate and preparatory programs at Beykoz University are selected to the Rector's List (President's List), Dean's List and School Director's List (Director's List). Students who are selected to the Rector's List, Dean's List and

School Director's List in line with the requirements specified in the "Beykoz University Rector's, Dean's/Director's List" application principles are awarded a certificate of achievement with a ceremony. The names of those that have received the certificates are also announced on the university website.

### **Recognition of Prior Learning, Course Exemption and Adaptation**

The students that have been successful in the courses they have taken by attending another higher education institution can be exempted from the equivalent courses in the program they have been accepted to, by the decision of the relevant administrative board.

The learning outcomes of the students who have been accepted to the programs of the university can be associated with the learning outcomes and credits of the courses within the scope of the relevant program. Students who document the acquisition of these learning outcomes and their related processes may be exempted from the exams to be held in the courses to which their learning outcomes are associated, provided that they are successful and with the decision of the relevant administrative board.

Students who graduated from secondary education institutions implementing the International Baccalaureate Diploma Program (IB) and were accepted to the University may be exempted from the courses they took during their high school education, with the decision of the relevant board of directors, from the courses equivalent to the courses in the program they were accepted to.

Within the scope of the recognition of prior learning and course exemption, the Senate may decide to hold exemption exams for the common courses in the curriculum on the dates specified in the academic calendar.

In order for the students who are adjusted to be exempt from the courses to obtain the right to graduate, it is required to have been registered at the

University for at least one semester in associate degree programs and at least two semesters in undergraduate programs.

### **Exams**

The exams held during the semester are the final exam, single course exam, make-up exam, exemption exam and additional exams.

### **Mid-Semester**

Exams are the mid-term exams and cover the courses included in the curriculum of that semester and are given within the dates specified by the academic calendar. Other quizzes, projects, homework and similar mid-term assessment activities are held in each academic semester at times deemed appropriate by the relevant instructor. Students who do not attend the mid-term exams of the courses can take the final exam of the courses if they have fulfilled the attendance requirement.

### **Final Exam**

Final Exam is the exam given in each academic semester, within the dates specified by the academic calendar, after the semester courses are completed from the courses included in the curriculum of that semester. In order to take the final exams, it is necessary to fulfil the attendance requirement of the relevant courses.

### **Single Course Exam**

Single course exam can be taken by students who have successfully completed all the courses in the curriculum (including applied education, project courses, graduation project courses, etc.) except for one course.

Students who have taken this course before and failed with FF, FD, BZ grades can enter the single course exam.

A single course exam is held at the end of each semester. Single course exam dates and exam application dates are announced in the academic calendar. Students who want to take a single course exam can apply for the single course exam via OIS on the date specified in the academic calendar.

For the students whose objections to the exam grades have been granted; for the students participating in the national and international student mobility program; and for the students who participated in the summer education program in another higher education institution and could not take a single course exam but has only one course left to graduate, an additional single course exam right can be granted through a Senate decision.

The semester work and studies are not taken into account in the evaluation of the single course exam for success. In order to be successful in the exam, a minimum grade of CC must be obtained.

The single course exam grade is shown on the transcript within the semester in which the course is included and is taken into account in the calculation of GPA. In case of failure in a single course exam, students can choose to take the course again in the semester in which the course is opened, or take the single course exams opened at the end of the semester, within the maximum period of study.

### Make-Up Exam

Make-up exam is a right granted by the relevant board of directors for students who cannot attend the midterm and final exams due to a valid excuse. The student who cannot attend the exams due to an excuse, submits the document stating the nature of their excuse to the dean's office or directorate of the academic unit to which he is affiliated, within five working days following the end of the exams at the latest. The relevant board of directors may grant the right to take a make-up exam for the relevant course for the students who submit their excuses in due time and whose excuses are justified and based on valid reasons. Make-up exams are held on dates to be determined by the relevant board of directors. Excuses related to health must be documented with a medical health report obtained from official health institutions.

### Exemption Exam

Within the scope of the recognition of prior learning and course exemption, the University Senate may decide to give exemption exams for some courses in the curriculum on the dates specified by the academic calendar. Students who succeed in these exams are exempted from the relevant courses, the success grades of the exempted courses are converted into letter grades and these grades are included in the GPA calculation.

### Additional Exam

The final year students that cannot meet the graduation requirements at the end of their maximum education period are granted an additional exam right allowing them to graduate only within the framework of the provisions of Article 44 of the Law No. 2547.

### Final Grade

In formal education programs, students' final grades related to a course are calculated by taking 50% of the weighted average of the grades they received from the mid-term assessment and evaluation activities and 50% of the grades they received from the final exam.

In the relative evaluation of a course, students with a passing grade and/or final exam grade below 35 are considered unsuccessful in that course.

There are no midterm and final exams for Applied Training (internship) at

the workplace. The evaluation regarding the internship activity is carried out according to the principles determined by the Senate. Internship final grade is evaluated with BI (Pass) and BZ (Fail) grades and these grades are not included in the grade averages.

### Objection to Exam Grades

Mid-term and final exams are announced by the instructors in EÖBS as raw grades. Students can object to the exam grade of a course in writing to the relevant dean's office or directorate within five working days following the announcement of this grade on EÖBS.

### Calculation of Success Score

Final grades are calculated by considering the statistical distribution of absolute grades within a class and the class average, and are determined by converting them into letter grades. The absolute grade system is used for the number of students who do not comply with the minimum relative evaluation limit. The relationship between the absolute grades and the letter grades and the principles regarding the numerical success grade equivalents of these grades are given below.

The relationship and definitions of absolute grades with letter and numerical success grades are given in the table below;

Absolute Grade	Letter Grade	Numeric Grade	Meaning
90-100	AA	4,00	Perfect
80-89	BA	3,50	Very Good
73-79	BB	3,00	Good
66-72	CB	2,50	Average
60-65	CC	2,00	Adequate
55-59	DC	1,50	Pass
50-54	DD	1,00	Pass
36-49	FD	0,50	Fail
0-35	FF	0,00	Fail

-	DZ	0,00	Absent
-	BI	-	Pass
-	BZ	-	Fail
-	M	-	Exempt
-	W	-	Withdrawn
-	E	-	Incomplete

The correlation between absolute grades and letter grades and their numeric grade equivalents:

- a) A student who gets (AA), (BA), (BB), (CB), (CC), (DC) and (DD), (BI), (M) as a final grade for a class is considered to have passed from that class.
- b) A student who gets (FD), (FF) from a class is considered to have failed from it.
- c) Students who do not meet the attendance requirements of a class are given DZ grade. DZ grade is counted as FF when grade point average is calculated.
- d) (BI) is given as a grade which is not added to the grade point average and for the classes a student has passed.
- e) (BZ) is given as a grade which is not added to the grade point average and for the classes a student has not passed.
- f) (M) is given as a grade which is not added to the grade point average, and is given to the students who is counted as exempt from a class as a result of the evaluation of the exemption in accordance with paragraph 3 in article 29 of this regulation
- g) (W) is a grade used to identify a students' situation in the transcript in the event of a withdrawal from a class.
- h) (E) Ungraded is a temporary grade which is given to the students when the assessment process has not been completed yet. (E) grade which is not changed within the predetermined deadline will be converted to a failed grade.

### Double Major

A double major program can be opened between associate degree programs and other associate degree programs of our university, between undergraduate programs and other undergraduate programs or associate degree programs, upon the recommendation of the relevant departments and faculty/school boards, with the approval of the Senate.

It is not possible to enrol in more than one double major diploma program at the same time. However, it is possible to enrol in a double major diploma and a minor program at the same time.

### Application Period

Application dates are announced in the academic calendar. For the double major diploma program, an application during the undergraduate diploma program can be made at the beginning of the third semester at the earliest and at the beginning of the fifth semester at the latest. An application during the associate degree program can be made at the beginning of the second semester at the earliest and at the beginning of the third semester at the latest.

### Application Conditions

Students with a grade point average of at least 70 out of 100 at the time of application and who are in the top 20% of the major diploma program in terms of success in the relevant class of the major diploma program can apply to the second major diploma program.

Students who have a grade point average of at least 70 out of 100 in the major diploma program but are not in the top 20% of the major diploma program in terms of success in the relevant class of the major diploma program can also apply to the double major program if they have a score not less than the base score of the program to be double major.

In order to apply for the double major diploma program, the student must successfully complete all the courses taken in the major diploma program until the semester he/she applies.

As far as the student's GPA in the major diploma program and in the second major diploma program is concerned, it can decline to 2.50 out of 4 for once during double major education. A student whose GPA falls below 2.72 for the second time in the same program will be deregistered from the second major diploma program.

In order to graduate from the second major undergraduate diploma program, the student must provide at least 240 ECTS course credits, provided that at least 60 ECTS credits are taken from the second major undergraduate diploma program, and his GPA is at least 2.72 in both the major undergraduate diploma program and the second major undergraduate diploma program. In order for the student to graduate from the second major associate degree program, on the condition that at least 30 ECTS credits have been taken from the second major associate degree program, he/she must provide at least 120 ECTS course credits and his/her GPA must be at least 2.72 in both the major associate degree program and the second major associate degree program. A graduation diploma can only be given to a student who continues his/ her second major undergraduate program if he/she graduates from the first major diploma program he/she has attended.



A student who does not take courses from the double major program for two consecutive semesters will be deregistered from the second major diploma program.

### **Minor**

Minor is the course of students enrolled in undergraduate programs from another undergraduate diploma program in our university in order to increase their knowledge.

Only a certificate of achievement (minor certificate) is issued to the students who complete their minor programs. These documents do not replace diplomas.

### **Application Period**

Students can apply to the minor program at the beginning of the third semester at the earliest and at the beginning of the sixth semester at the latest.

### **Application Conditions**

Students who have successfully completed all the credit courses in the undergraduate program they have taken until the semester they apply can apply to the minor program.

At the time of application, the student's overall grade point average in the major program must be at least 65 out of 100.

In order to continue the minor program, the student's grade point average in the major program must be at least 60 out of 100.

The student who cannot meet this requirement will be deregistered from the minor program. Courses in which the student is successful and which are not counted towards the major program are included in the transcript and diploma supplement, without being included in the GPA.

### **Graduation**

Students are entitled to graduate if they successfully complete all the courses and internships in the curriculum they are enrolled in, meet the minimum ECTS credit requirements, and achieve their cumulative grade point average of at least 2.00 out of 4.00. The provisions of Beykoz University Double Major and Minor Program Directive are applied for the graduation of double major program students.

For students who have successfully completed all their courses and whose overall grade point average is below 2.00 even though they can graduate, for once for a maximum of two courses that they will choose among the courses they have taken before, in order to enable them to increase their grade point average to 2.00. The right to increase the grade point average through these exams are given to the students that can increase their GPA to 2.00 by participating in the exams to be opened at the end of each

semester. The provisions of the fourth paragraph of Article 25 of the Beykoz University Undergraduate-Associate Degree Education Regulation are applied to students who cannot raise their GPA to 2.00 by using this right. As for the students who want to continue their education by taking courses in order to increase their grade point average despite meeting the graduation requirements, if they apply in writing to the dean's office and directorate, they are related to within fifteen working days from the date of the announcement of the final exams, they are allowed to repeat the courses they have passed before, provided that they do not exceed the maximum education period.

Graduating students are given a diploma supplement and grade status document in English along with their diplomas.

Those with a GPA of 3.00-3.49 graduate as honor students, and those with a GPA of 3.50 and above graduate as high honor students. A special document stating their status is given to these students along with their diplomas.

According to the provisions of the Higher Education Institutions Student Disciplinary Regulations, honor or high honor certificates are not issued for students who have received a disciplinary penalty.

### **Suspension of Studies**

Enrolment of students can be frozen for at least one semester, at most two semesters in associate degree programs, and at most four semesters at once, provided that they are documented to be for justified and valid reasons within the maximum period of study. These periods are not included in the maximum period of study.

Students whose registrations are frozen cannot participate in educational activities and cannot take mid-term and end-of-term exams in that period.

### **Disenrollment**

Students, if they wish, can request deregistration through the Student Affairs System (OIS). In case of approval from all units, the record is deleted. Documents belonging to the student are received by the student from the Registrar's Office.

In case of dropping out of the University for any reason or dismissal, students who pay the tuition fee in Associate, Undergraduate and Postgraduate Programs, or renew their registration, are refunded from the tuition fees they have paid at the rates specified by the Board of Trustees.

### **Exmatriculation**

In the following cases, the student is dismissed from the University with the decision of the University Administrative Board:

- Within the maximum education period; students who do not renew their registration for four years in undergraduate programs and two years in a row in associate degree programs.

- They are exmatriculated with the decision of the University Administrative Board and the approval of Higher Board of Education (YÖK).

According to the provisions of the Higher Education Institutions Student Disciplinary Regulation, a student who receives the penalty of expulsion from the higher education institution is exmatriculated.

In case of dropping out of the University for any reason or exmatriculation, the students who have paid the tuition fee in Associate, Undergraduate and Postgraduate Programs, or renew their registration, are refunded from the tuition fees they have paid at the rates specified by the Board of Trustees.

### **Disciplina**

Disciplinary procedures of students are carried out in accordance with the provisions of the Higher Education Institutions Student Disciplinary Regulation and the Law No. 2547.

### **Student Affairs Directorate**

The main purpose of the Student Affairs Directorate is to ensure that all transactions of the students, starting from the admission and registration process until their graduation, are planned and executed in a complete, correct and regular manner, based on the relevant legislation and regulations, and to ensure coordination with the academic and administrative units.

### **Student Affairs System (OİS)**

You can access the Beykoz University Student Affairs System at <http://ois.beykoz.edu.tr> or by clicking the “OİS” article in the “Our Students” menu on the [www.beykoz.edu.tr](http://www.beykoz.edu.tr) homepage and can see your grades, register for courses, start your internship, track your attendance-absence status, request documents, announcements, etc. you can access the information. If you forget your password; click “Forgot Password” and fill in the required information, and your new password will be sent to your mobile phone registered in the system as an SMS.

### **Health, Culture and Sports**

The Directorate of Health, Culture and Sports organizes sports teams that include our students, academics, and administrative staff through university teams and student clubs, participating in inter-university and regional special competitions. In the 2023-2024 Academic Year, the Directorate of Health, Culture, and Sports has organized activities and participated in tournaments and competitions with teams in Football, Futsal, Basketball, Volleyball, Beach Volleyball, E-Sports, Dragon Boat, Snow Volleyball, Orienteering, Chess, Kickboxing, Taekwondo, Foot Tennis, Sailing, and Wushu. While continuing their activities, our teams have also achieved significant success in various fields on behalf of our university.

Health, Culture and Sports The Directorate of Health, Culture and Sports organizes sports teams that include our students, academics, and administrative staff through university teams and student clubs, participating in inter-university and regional special competitions. In the 2023-2024 Academic Year, the Directorate of Health, Culture, and Sports has organized activities and participated in tournaments and competitions with teams in Football, Futsal, Basketball, Volleyball, Beach Volleyball, E-Sports, Dragon Boat, Snow Volleyball, Orienteering, Chess, Kickboxing, Taekwondo, Foot Tennis, Sailing, and Wushu. While continuing their activities, our teams have also achieved significant success in various fields on behalf of our university. Our Beach Volleyball Team became the Turkey Champion in the Ünilig Beach Volleyball Turkey Championship, organized by the Turkish University Sports Federation as part of the 100th Anniversary of our Republic celebrations. In the Winter Games organized by the Turkish University Sports Federation, our Men's Snow Volleyball Team finished as the 2nd place in Turkey. Our Sailing Team came in 3rd place in the IRC-0 category of the Marmaris Campus Cup 2024 and finished 2nd in the IRC-II category of the 13th Jimmy Key Universail Sailing Cup Race. Our Kickboxing Team won the Championship and a 2nd place medal in the Turkey Kickboxing Championship, organized by the Turkish University Sports Federation. The Beykoz University Search and Rescue Team in Natural Disasters (BÜDAK) successfully passed the AFAD Light Level Urban Search and Rescue Accreditation Exam, becoming the "First Foundation University" in Turkey to receive this accreditation. Throughout the year, BÜDAK continues to participate in operational calls made by AFAD and organizes drills and training camps. As the Directorate of Health, Culture, and Sports, we aim to establish teams in fencing, athletics, badminton, wrestling, skiing, billiards, shooting, and tennis in the upcoming periods and would be delighted to welcome all students to join us. Beykoz University also organizes events that support the holistic personal development of our students and enhance their general cultural and artistic knowledge through various activities.

There are 41 student clubs actively operating at Beykoz University, which color and shape the social and cultural life of our university through their activities. These student clubs, which also simulate the working life, continually increase their membership with the participation of new students. In coordination with the Student Clubs Union and in collaboration with 41 student clubs, a total of 268 events, including social, cultural, panel discussions, and interviews, have been organized by the Directorate of Health, Culture, and Sports.

### **Dormitories**

Beykoz University continues its education at five different campuses in Kavacak. Our students have the opportunity to stay in state dormitories as well as private dormitories located in the Beykoz district.

### **Clubs**

In line with the philosophy that "Education is not preparation for life, it is life itself," Beykoz University hosts 41 active student clubs formed by students, including the Disaster Preparedness Club, Culinary Club, Anime Club, Beşiktaş Club, Science and Fantasy Club, Cartoon and Animation Club, Computer Engineering Society, Dance Club, Maritime Club, Nature Sports Club, Literature Club, E-Sports and Gaming Club, Photography Club, Gastronomy Society, Travel and Activities Club, Google Developer Student Club, Graphic Design Club, Public Relations Club, Aviation Club, International Students Club, Interior Design Club, Business Club, Career and Management Club, Red Crescent Club, Logistics Club, Architecture Club, Music Club, Psychology Club, Rail Systems Club, Cyber Club, Political Science Club, Water Sports Club, City and Culture Club, Television Club, Theater Club, Community Volunteers Club, International Trade Club, Fenerbahçe University Club, Artificial Intelligence Club, Software Engineering Club, and Management and Technology Club. These clubs enrich and shape the social and cultural life of our university through their activities.

With the participation of new students, the number of clubs is continuously increasing. The activities organized by these clubs are shared with all students, academic, and administrative staff via the university's social media accounts. Students who join these clubs, which also simulate working life, gain extracurricular skills such as taking responsibility, developing their talents, working in teams, and meeting social and cultural needs.

You can become a member of any club you like or take the initiative to establish a new one!

### **Student Council**

The Student Council seeks to help students in meeting and developing their educational, health, sports and cultural needs, as well as helping them to solve their personal problems without considering them. The Student Council, which is elected every two years, is an excellent example of the democratic and student-oriented university model. The Student Council President also attends the University Executive Board meetings, representing all students.

### **Technical Trips**

Technical Trips provide the opportunity to examine the theoretical and applied training received by our students practically in companies. In these pre-planned technical trips, our students get the opportunity to learn what they are curious about by asking questions to company officials.

### **Library**

At the Kavacak Campus, the Central Library operates on two floors, providing students with spaces for studying, reading, and working on projects. The Unit Library has a total enclosed area of 50 m<sup>2</sup> and a seating capacity for 14 people. The Terrace Library, on the other hand, covers an area of 225 m<sup>2</sup> and has a seating capacity of 60.

The library houses over 26,000 printed publications, more than 200,000 electronic books, around 40,000 electronic journals, nearly 30,000 conference papers, periodicals, maps, DVDs/CDs, and a rare books collection.

Guided by the principle that "The Library is the Heart of the University," our library continues its efforts to provide the necessary infrastructure to ensure easy access to information for our university's academic and administrative staff, as well as students. In this regard, the library is a member of ANKOS, the largest organization in the field of librarianship in our country. It also offers access to databases included in the EKUAL program, with its collection growing day by day to serve our users. By adapting to changing and developing technologies, it will continue to provide services in the future.

### **Eat & Drink**

Our students can enjoy all meals of the day together at the "Palegg Cafes" located in all campuses of our university. The cafes offer many alternatives consisting of menus ranging from breakfast plate to chicken/meat dishes.

### **Psychological Counselling Unit**

Psychological Counselling and Guidance Unit seeks to assist the individual, social and academic development of Beykoz University students, to

facilitate their university adjustment and to provide them with the necessary skills in these issues. Interview, information, psychological evaluation and guidance services are offered on many issues that may complicate their lives, such as anxiety, depression, stress, academic concerns and difficulties, adjustment problems, relationships, difficult decisions and dilemmas.

All meetings at the Psychological Counselling Unit are free of charge and are made by appointment, except for emergencies. Confidentiality is essential in meetings.

The Psychological Counsellor is located in the office no. 108 on the 1st floor of the University Bachelor's Campus and provides its services between 08.30 and 17.30 on weekdays.

### **Career Centre**

The aim of the Career Centre is to contribute to the development of our students' competencies before they finish their education, and to support them in making their career choices consciously; to enable them to get to know the business life and to be ready for the business world before they graduate, by participating in practice trainings (internships), conferences, and industry fairs in the workplace.

The main duties of the Career Centre include carrying out cooperation activities with various sectors for activities that will bring together the student-graduate-sector trio in order to guide the career plans of students and graduates, announcing the personnel requests for the needs and wishes of the sectors to graduates and students in the form of "Practice Training (internship) and Job Opportunities" via e-mail.

In addition, the "Alumni Information System" has been established and it transformed into a system where news and events regarding graduates are included, and graduates can update their profile information with secure login, leave news/advertisements, and communicate with the alumni office.

The Career Centre serves as a centre where all of our students and graduates can stop by whenever they want and consult on all matters related to their careers. Provides support in career planning, creating a resume, preparing for an interview.

It provides the opportunity to get to know the business world, benefit from sectoral experiences and conduct practical training (internship) in the workplace by meeting with senior company managers.

### **Healthcare Services**

There is an infirmary that provides free services to students on Beykoz University campuses. Infirmary is open from Monday to Friday between 08.30 - 17.30 every day. A doctor and nurse assist students with minor injuries and minor ailments. In more serious ailments, students are directed to hospitals.

### **International Opportunities**

Today, the increase in mobility of students, faculty members, and alumni has led to diversity that transforms the higher education environment into a multinational and multicultural space. Beykoz University takes international dimensions and current developments into account in all its functions, striving to become an institution of international standing.

Internationalization is one of the university's key goals. Beykoz University, through partnerships and collaborations with other countries, offers international opportunities and recognition to its students, while also providing a multicultural and international environment with its foreign students.

The learning outcomes of all programs at our university and the related courses are aligned with the European Credit Transfer and Accumulation System (ECTS) and the Turkish Higher Education Qualifications Framework. Upon graduation, our students receive a Diploma Supplement, a requirement of the Bologna Process, which aims to create the European Higher Education Area. They also receive "EuroPass" documents, which help make the skills and competencies of European citizens clear and understandable. These documents, provided in addition to the diploma, assist in the recognition of Beykoz University graduates' degrees by relevant institutions abroad.

National and international programs that support student mobility, such as Erasmus+ and Fulbright, along with bilateral agreements and other scientific, social, and cultural activities, provide opportunities for students to experience different environments and cultures. These opportunities help students develop as global citizens with shared values beyond geographical borders.

Our university offers exchange programs and bilateral agreements that allow students to study abroad for one or two semesters. Additionally, opportunities for internships abroad, completing undergraduate degrees, and joint degree programs are provided. Through student mobility activities, our students have the chance to study in countries such as the Netherlands, Austria, Latvia, and Poland for one or two semesters.

Beykoz University also opens its doors to international students seeking education of international quality, creating a multicultural campus experience for all students.

In its pursuit of becoming a university recognized on the international stage, Beykoz University places special emphasis on the following areas:

- English-Focused Education
- Multinational, Multicultural Campus and Classroom Environment
- International Exchange Programs
- At Least One Semester of Study Abroad
- Internships Abroad
- Joint Programs with International Universities

#### Contact Information:

Email: erasmus@beykoz.edu.tr

Address: Vatan Caddesi No: 69 PK: 34805 Kavacık- Beykoz / Istanbul

#### IT Technologies

Our university has an informatics network equipped with the latest technology. There are many computers available to our students in laboratories and free use areas. The density of internet access via mobile devices is increasing day by day. BEYKOZ wireless network bandwidth is increased in parallel with the need.

An e-mail account with the extension @ogrenci.beykoz.edu.tr is opened for each student during registration. All kinds of information e-mails about the University that may be of interest to you will be sent to your e-mail box. Therefore, it is important to check this e-mail address frequently.

#### Student Satisfaction and Continuous Improvement

As committed in our Governance Policy, the participation of our students in decision-making processes is essential, supporting the development and implementation of creative and innovative ideas in line with continuous improvement. In this context, through the "Beykoz University 24/7 Communication Platform," students can easily submit all kinds of requests, suggestions, satisfaction, and complaints to the relevant department. All submissions made through the system are responded to by the appropriate department within one day.

**Telephone:** +90 216 912 22 52

**Fax:** +90 216 413 9520

**E-Mail:** info@beykoz.edu.tr

#### Contact Details

##### Student Affairs Directorate

Rectorate Campus

**e-mail:** ogrencisleri@beykoz.edu.tr

##### Health, Culture and Sports Directorate

Student Clubs Centre

**e-mail:** sks@beykoz.edu.tr

##### Corporate Communications Directorate

Rectorate Campus

**e-mail:** kurumsaliletisim@beykoz.edu.tr

##### International Office

Rectorate Campus

**e-mail:** international@beykoz.edu.tr

##### Library and Documentation Directorate

Kavacık Campus

**e-mail:** lib@beykoz.edu.tr

##### Financial Affairs Directorate

Rectorate Campus

**e-mail:** muhasebe@beykoz.edu.tr

##### Psychological Counselling and Guidance Office

Bachelor Programmes Campus

**e-mail:** pdr@beykoz.edu.tr

##### Infirmary

Kavacık Campus

##### Career Centre

Rectorate Campus

**e-mail:** kariyermerkezi@beykoz.edu.tr

##### Information Technologies Directorate

Kavacık Campus

**e-mail:** bim@beykoz.edu.tr



## Addresses

### Addresses regarding our campuses are below:

#### Rectorate Campus

Orhan Veli Kanik Caddesi No:114 PK:34810 Kavacık - Beykoz/ İstanbul

#### Kavacık Campus

Vatan Caddesi No: 69 PK: 34805 Kavacık - Beykoz/ İstanbul

#### Bachelor's Program Campus

Muhtar Sokak No: 3 Kavacık - Beykoz/ İstanbul

#### Bachelor's Program Campus-Labs&Studios

Ekinciler Caddesi Ertürk Sokak No:4 Kavacık - Beykoz/ İstanbul

#### School of Foreign Languages Campus

Fatih Sultan Mehmet Caddesi Şehit Er Cengiz Karcıoğlu Sk. No: 7  
Beykoz/ İstanbul



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