

**BİRÜNİ UNIVERSITY FACULTY OF DENTISTRY  
EDUCATION-TEACHING AND EXAMINATION  
REGULATION**

**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Objective**

**ARTICLE 1 - (1)** The purpose of this Regulation is to regulate the principles regarding the education, training and examinations carried out at Biruni University Faculty of Dentistry.

**Scope**

**ARTICLE 2 - (1)** This Regulation covers the provisions regarding the procedures and principles regarding student admission and enrolment procedures, class passing, attendance, exams and education and training at Biruni University Faculty of Dentistry.

**Basis**

**ARTICLE 3 - (1)** This Regulation has been prepared based on Articles 14 and 44 of the Higher Education Law No. 2547 dated 4/11/1981.

**Definitions**

**ARTICLE 4 - (1)** In this Regulation;

- a) Weighted Grade Point Average (GPA): The value to be found by multiplying the success grade coefficient obtained from each course by the ECTS credits and dividing the result by the total ECTS credits,
- b) Academic counsellor: An academic staff member assigned to assist the student in education and training, course-taking procedures and similar issues,
- c) Department: Departments affiliated to Biruni University Faculty of Dentistry,
- ç) Department board: The relevant department board of Biruni University Faculty of Dentistry,
- d) European Credit Transfer System (ECTS): A workload-based system that enables students to transfer course credits and grades that they have taken and succeeded in at home and abroad from one higher education institution to another,
- e) Unit Faculty and vocational school affiliated to the university,
- f) Make-up exam: An exam right recognised for the courses that students fail at the end of the semester,
- g) Dean: Dean of Biruni University Faculty of Dentistry, ğ) Course Year/Semester: One academic year,
- h) Faculty: Biruni University Faculty of Dentistry,
- ı) Faculty Board: Biruni University Faculty Board of Dentistry,
- ı) Faculty Board of Directors: Biruni University Faculty of Dentistry Faculty Board of Directors,
- j) Final Examination: The exam held at the end of the semester for students who successfully complete the clinical/practical applications,
- k) Board of Trustees Biruni University Board of Trustees,
- l) Student Affairs Directorate: Biruni University Student Affairs Directorate,
- m) ÖSYM Measurement, Selection and Placement Centre,
- n) Rector: Rector of Biruni University,
- o) Senate: Biruni University Senate, ö) University Biruni University,
- p) YÖK The Council of Higher Education.

**PART TWO**

**Registration and Admission Principles**

**Student quotas**

**ARTICLE 5 - (1)** The number of scholarship and non-scholarship students to be admitted to the Faculty is determined each year upon the proposal of the Senate, with the approval of the Board of Trustees and the decision of YÖK.

**Student admission**

**ARTICLE 6 - (1)** Student admission to the faculty is made according to the exam results organised by ÖSYM and the principles determined by YÖK.

**Final registration**

**ARTICLE 7 - (1)** Student candidates who are eligible for final registration to the Faculty apply to the Student Affairs Directorate in person with the documents determined and announced by ÖSYM and the University within the periods announced according to the principles determined by YÖK and the Senate. Student candidates who are unable to apply in person can register with a power of attorney.

(2) Registration cannot be made with incomplete or insufficient documents. The original or a copy certified by the Student Affairs Directorate or a notarised copy of the requested documents are accepted. Regarding military service status and criminal record, action is taken based on the candidate's declaration. Those who are found to have falsified documents and those who cannot correct the deficiencies in their documents within the time limit are not registered. If it has been done, it is cancelled. Candidates who do not make their final registration between the specified dates cannot claim any rights.

(3) In order to benefit from student rights and exemptions and to take exams, the student must renew his/her registration at the beginning of each semester and pay the tuition fee in due time. Students who do not pay the tuition fee in due time cannot register, renew registration, take courses and exams, benefit from student rights and receive a diploma.

**Foreign student**

**ARTICLE 8 - (1)** The principles regarding the admission of foreign students at the Faculty are carried out within the framework of the Senate decisions.

**Special students**

**ARTICLE 9 - (1)** Special students are students who are enrolled in a higher education institution in Turkey or abroad and are allowed to take some courses of the University. Special students are not considered as students of the University and cannot benefit from student rights.

(2) Those who apply to the University to be a special student must document that they are a registered student of another university and that the university where they are registered has given permission.

(3) The applications of special students for any semester are decided by the Faculty Board and the Senate.

(4) Special students are not given diploma and title. However, they are given a document showing the courses they are enrolled in and the grades they have received, if any. Special students are required to pay the tuition fee determined by the Board of Trustees.

(5) The time spent by the student as a special student and in the exchange programme is included in the teaching period.

(6) Students studying in programmes whose medium of instruction is Turkish must document that their foreign language level is sufficient in order to take courses from programmes whose medium of instruction is a foreign language. The validity of the relevant documents is evaluated by the Senate.

**Horizontal Transfer**

**ARTICLE 10 -** (1) Transfers to be made within the University or between universities at the Faculty are made according to the provisions of the Regulation on the Principles of Transferring Between Associate Degree and Bachelor's Degree Programmes, Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions published in the Official Gazette dated 24/4/2010 and numbered 27561 and the decisions of the Senate. Lateral transfers are made only at the beginning of the autumn semester. The Faculty Administrative Board decides on transfer and course exemption. The adjustment of these students to the education programme is made by the Faculty Administrative Board.

### **Course exemptions**

**ARTICLE 11 - (1)** Students may apply on the date specified in the academic calendar to transfer the courses they have taken and passed from the higher education institutions they have previously studied or from an institution with recognised equivalence. The courses to be considered equivalent are submitted to the Faculty Administrative Board with the recommendation of the commission including the instructor teaching the relevant course, and if deemed appropriate, the student's course responsibility is removed. The student continues the relevant course until the responsibility is removed.

(2) The grades and letter grades obtained from the courses that the student is exempted from are shown in the success status documents in accordance with the letter grades specified in Article 29 if there is no equivalent letter grade, and are included in the GPA.

### **Identity card**

**ARTICLE 12- (1)** A photo ID card is given to the student who has registered to the University. Graduated and dismissed students are obliged to submit their student ID cards to the Student Affairs Directorate.

### **Notification and address notification**

**ARTICLE 13- (1)** Students are obliged to follow the written announcements made by the University regarding the teaching, course and examination programmes, success status charts and other issues during their education period. Students are obliged to notify the Student Affairs Directorate in writing of any changes in their contact addresses within one week at the latest. Students who have not notified the changes in this way, or who have given incorrect or incomplete addresses, are deemed to have been notified to the last address in their files in accordance with Article 35 of the Notification Law dated 11/2/1959 and numbered 7201.

## **PART THREE Education and Training**

### **Language of instruction**

**ARTICLE 14 - (1)** The language of education is Turkish for students studying in Turkish and English for students studying in English. The language of instruction in preparatory classes is English.

(2) It is decided by the Senate in accordance with the provisions of the Regulation on the Principles Regarding Foreign Language Teaching in Higher Education Institutions and Foreign Language Teaching in Higher Education Institutions published in the Official Gazette dated 23/3/2016 and numbered 29662 to offer courses in foreign language in programmes whose medium of instruction is Turkish or in Turkish in programmes whose medium of instruction is foreign language.

### **Foreign language placement test and compulsory foreign language preparatory class**

**ARTICLE 15 - (1)** Students enrolled in a diploma programme where education is provided in a foreign language are subjected to a foreign language placement test related to the language of instruction of the diploma programme they are enrolled in.

(2) According to the results of the foreign language placement exam; those whose foreign language level is found sufficient and those who are exempted from the exam start the first year directly. Those who do not participate in the foreign language placement exam or whose foreign language level is not sufficient according to the results of this exam continue to the compulsory foreign language preparatory class.

(3) The conditions for exemption from the foreign language placement exam, the nature and method of the exam, the success criteria and other issues related to foreign language teaching are determined by the Senate in accordance with the provisions of the Regulation on the Principles Regarding Foreign Language Teaching and Foreign Language Teaching in Higher Education Institutions.

### **Academic year**

**ARTICLE 16 - (1)** Education at the Faculty is conducted according to the academic calendar decided by the Faculty Board and approved by the Senate. Semester/year-end exams and make-up exams at the end of the semester/year are excluded from this period. However, in cases where the Faculty Board deems necessary, clinical practice courses may exceed the period of theoretical education and exams specified in the academic calendar.

(2) An academic year consists of two fourteen-week semesters: autumn and spring semesters. This period can be changed to not less than fourteen weeks with the decision of the Faculty Board and the approval of the Senate.

### **Academic calendar**

**ARTICLE 17 - (1)** The academic calendar covers the registration, courses, exams and similar activities related to the academic year and is prepared by the Rectorate by taking the opinions of the education commission and put into practice with the approval of the Senate.

### **Academic counselling**

**ARTICLE 18 - (1)** A full-time academic staff member is appointed as an academic counsellor by the Faculty Board for each student studying at the Faculty.

(2) The academic advisor monitors the academic status of the student during his/her education, informs the student about the relevant legislation and principles, guides the student in arranging the course programme and other academic issues.

### **Tuition fees and scholarships**

**ARTICLE 19 - (1)** Education at the Faculty is subject to a fee. Annual tuition fees and payment principles are determined and announced by the Board of Trustees every year.

(2) Students are obliged to pay the tuition fee every year according to the principles determined by the Board of Trustees. Students who do not pay the tuition fee in due time cannot benefit from student rights.

(3) Students who cannot graduate in the normal period must pay the tuition fee for the courses and exams they will register for, taking into account the ECTS credits of the courses.

(4) Decisions taken by the authorised bodies of the University on issues such as the scope, continuation conditions and distribution of scholarships provided at the University are applied.

### **Education and training period**

**ARTICLE 20 - (1)** The faculty's education and training period is five years in total, each of which covers one academic year. Education is organised on a year basis and the class passing system is applied. However, some courses are semester based on their characteristics.

(2) Basic dental sciences education is given in the first three years of the academic year and clinical dental sciences education is given in the last two years.

(3) Students who have not succeeded in their education and training at the end of five years continue their education and training according to the principles determined by YÖK, provided that they pay the tuition fees.

(4) Saturday, Sunday and public holidays are not counted as education days. However, if deemed necessary, courses and/or exams can be held on Saturdays and/or Sundays with the decision of the Faculty Executive Board.

### **Credit values of courses and education plans**

**ARTICLE 21 - (1)** The credit of a course refers to the study load required for the learning outcomes determined for that course. All kinds of education and training activities of the student are credited and ECTS values of the courses are determined.

(2) ECTS of the courses are used in course load, success evaluation and similar calculations at the faculty.

(3) The course plan to be followed during the education period and the distribution of the courses according to the semesters are determined by the Faculty Board and finalised with the approval of the Senate.

(4) In the education-training plans, the total credit load required to graduate from the faculty and the compulsory and elective courses, the weekly, theoretical, practical and laboratory hours and credits of these courses and their prerequisites, if any, are specified. The total ECTS of courses and applications is determined to be 60 for each year.

(5) Changes to be made in education plans and courses are made by the decision of the Senate upon the proposal of the faculty board on the dates specified in the academic calendar, taking into account how the students will be affected by this change. How the equivalence and adjustment of the students affected by the changes to the new education plan will be made is specified in the decision of the faculty board. The changes are implemented as of the beginning of the first semester following the Senate decision.

(6) Courses are categorised into two groups: compulsory and elective courses. Atatürk's Principles and History of Turkish Revolution, Turkish Language and Foreign Language courses are compulsory in education plans.

### **Courses**

**ARTICLE 22 -** (1) Courses are included in the education plans as compulsory and elective courses.

(2) Compulsory courses;

- a) Vocational Compulsory courses are the prerequisite courses that are included in the Faculty's education and training plans and that the student must take and succeed in order to graduate.
- b) Common compulsory courses are Atatürk's Principles and History of Turkish Revolution and Turkish Language courses specified in Article 5 of Law No. 2547.
- c) Compulsory clinical (practical) applications have the status of vocational compulsory courses. In the third, fourth and fifth academic years, these are courses and on-patient applications carried out by one or more departments.

(3) Elective courses;

- a) Field elective courses; These are the courses that the student will take by choosing among certain courses or course groups in the Faculty education plans and recommended for graduation.
- b) University elective courses are courses that are not included in the student's Faculty education plans, but are opened by different academic units.

#### **Course registrations, course load and class passing**

**ARTICLE 23 -** (1) (**Amended: RG-28/10/2021-31642**) Students must fulfil their financial obligations within the period specified in the academic calendar at the beginning of each academic year. Students who fulfil their financial obligations register for courses at the beginning of the autumn and spring semesters, between the dates announced in the academic calendar, with the approval of their advisors. Students who do not fulfil their financial obligations and do not register for courses within the deadline cannot benefit from student rights.

(2) (**Amended: RG-28/10/2021-31642**) Vocational compulsory theoretical and practical courses given by the faculty departments are the complementary courses of the previous year and the prerequisite courses of the following year. For the prerequisite courses, it is a condition to be successful in the course. Students who fail the prerequisite courses due to failure can continue to the next year. These students cannot take the theoretical, practical and / or clinical courses that are the continuation of the failed prerequisite course in the next year, but if they have met the attendance requirement of the failed theoretical prerequisite course, they can take the course again without the attendance requirement. Attendance to failed prerequisite practical and/or clinical courses is compulsory.

(3) (**Amended: RG-28/10/2021-31642**) Students who have received the letter grade FD for absenteeism from common compulsory and elective courses must retake the course they failed and attend the course, and students who have received the letter grade FF for failure must retake the course without the obligation to attend.

(4) Course load is the sum of the credits of the courses a student enrolled in any semester.

(5) (**Mülga:RG-28/10/2021-31642**)

#### **Attendance**

**ARTICLE 24 -** (1) Attendance is compulsory for pre-clinical laboratory studies, discussions, seminars, field and clinical studies and theoretical courses. Students who do not attend more than 30% of the theoretical hours and 20% of the clinical/practical practice hours, including excuses, will be absent from that course and will not be taken to the final and make-up exams of the relevant course.

(2) Course attendance is monitored by the relevant course instructor and the list of students who cannot take the exam due to absences is announced by the instructor responsible for the relevant course before the final exam.

(3) In case of absenteeism due to excuse or health problems, delegation reports are considered valid if deemed appropriate by the faculty board of directors. If the sum of the student's reported and other absenteeism days exceeds half of the total annual/semester course hours, the student is considered absent. Students cannot attend classes and take exams during the report period.

(4) Class attendance is compulsory between the start and end dates of the Academic Calendar. In case of late registration, attendance is the responsibility of the student.

### **SECTION FOUR**

#### **Principles of Execution of the Curriculum**

#### **Clinical/practical practice and compensation**

**ARTICLE 25 -** (1) The content, number and minimum number of clinical/practical applications to be completed are determined by the relevant department and announced to the students at the beginning of the academic year.

(2) In clinical/practical applications, the student has to complete and submit a certain number of clinical/practical applications within the academic year. The student who completes at least 70% of the clinical / practical work is given a make-up period to complete the missing clinical / practical applications.

(3) How the make-up period will be given is determined by the relevant department and announced to the students at the beginning of the academic year.

(4) The student who fails to complete the clinical/practical application in the given make-up period is considered unsuccessful in that course.

#### **Clinical courses**

**ARTICLE 26 -** (1) The fourth and fifth grades of the Faculty are clinical course years. Midterm, final and make-up exams are applied in clinical courses.

Exams are conducted as practical and/or theoretical.

(2) Clinical class students who attend the clinical course but are not successful in the final exam or who cannot take the final exam because they cannot complete the number of clinical work determined by the main science departments, but who complete their missing work during the make-up period are taken to the make-up exam.

(3) Since there is theoretical and clinical/practical integrity in the Faculty, clinical/practical applied courses and clinical courses (internship) are not accepted in any institution outside the Faculty except Erasmus and exchange programmes. Except for Erasmus and exchange programmes, external student applications for clinical courses or internships are not accepted.

#### **Repetition of fourth year clinical/practical applied courses**

**ARTICLE 27 -** (1) In the fourth year, the student must complete the clinical/practical applications completely and successfully until the final exam date. Students whose clinical applications are incomplete or unsuccessful are not taken to the final exam.

(2) Students who have incomplete clinical/practical applications but complete the minimum ratios are given a maximum of five working days to complete the missing clinical/practical applications during the make-up period, on the dates to be determined by the Dean's Office before the make-up exam date. The student who successfully completes the clinical practices in this period is entitled to take the make-up exam. The student who fails to complete the clinical / practical applications successfully in the given make-up period is considered unsuccessful and repeats that clinical / practical application in the next academic year.

(3) The student who fails to complete the specified minimum clinical practice rates within the specified period in the academic year in which the course is given is considered unsuccessful and is not taken to the final and make-up exams. They repeat that clinical practice in the next academic year.

#### **Repetition of fifth year clinical/practical applied courses**

**ARTICLE 28 -** (1) Students who attend the clinical courses during the year but fail to complete the clinical practices cannot take the final clinical/practical practice exam. Students who complete 70% of the clinical practices determined by the main branches of science within the clinical course period can take the make-up exam provided that they complete their missing work in the given time, and if they fail, they have to repeat the clinical / practical application.

(2) Those who fail in the clinical/practical practice repetition must repeat the second clinical/practical practice starting on the date specified in the academic calendar.

### **SECTION FIVE**

#### **Measurement of Success and Examinations**

#### **Course success grade**

**ARTICLE 29 -** (1) Success in a course is determined by the course success grade. The course success grade is 60 and is obtained by

evaluating the student's achievement during the semester (midterm exams, homework, practical studies and similar) and the final or make-up exam together. Course success grade is obtained as a result of the sum of 30% of the midterm exam grade average, 10% of the course preparation studies grade, 60% of the final exam grade in theoretical courses, 40% of the midterm exam grade and 60% of the final exam grade in clinical / practical applied courses. In addition, students are required to get at least 50 points from the final or make-up exams in order to be successful.

(2) Make-up and clinical/practical practice repetition exam results are processed as final exam results.

(3) Exam grades are announced in the student information system and calculated as follows:

<b>Letter Grade</b>	<b>Number of contributions</b>	<b>Score</b>
AA	4,00	90-100
BA	3,50	85-89
BB	3,00	75-84
CB	2,50	70-74
CC	2,00	60-69
FF	0,00	0-59
FD	0,00	
FG	0,00	
E	0,00	

(4) The meanings of the letter grades are given below:

a) FF: The student fails the course.

b) FD: Students who fail to fulfil the course attendance requirements or the conditions related to the course applications and therefore do not have the right to take the exam.

c) FG: Students who fulfil their attendance obligations but do not take the exam. d) E: Did not take the exam due to an excuse.

#### **Exams**

**ARTICLE 30** - (1) Examinations consist of midterm exams, semester / year-end exams, exemption exams, make-up exams, make-up exams, grade improvement exams and single course exams. These exams can be written, oral or both written, oral and/or practical. If deemed necessary, exams can be held on Saturdays and Sundays except national and religious holidays with the decision of the Faculty Administrative Board. Students are obliged to take the exams on the day, time and place announced by the Dean's Office and to have their identity documents and other documents to be requested with them. Otherwise, they are not allowed to take the exam. The principles regarding the exams are given below:

a) Midterm exam: At least one midterm exam can be held for each course in each semester. Evaluations of homework, laboratory, clinical and field studies in the semester can be substituted for midterm exams.

b) Companion exam A make-up exam is an exam held instead of a midterm exam. Students who cannot take the midterm exams due to justified and valid excuses must notify the relevant dean's office in writing within five working days at the latest following the end of their excuse. If their situation is deemed appropriate by the Dean's Office, they are given an excuse exam right for each exam they cannot attend. Students whose excuses are not deemed appropriate are considered unsuccessful in that exam. No excuse exam is organised for the student who has the right to take the semester / year-end and make-up exams but does not take the exam and no report is accepted for these exams. Exams cannot be taken during the reported period.

c) Semester / year-end exam: Students who fulfil the attendance requirement of the courses and/or complete the compulsory workload are entitled to a final exam. The exams of applied courses can be done as applied.

ç) Make-up exam: It is the exam for the courses failed at the end of the semester / year. In addition, students with a grade of CC at the end of the semester / year can also apply for this exam in order to raise their grade. The grade taken in the last exam is valid in the calculation of the success grade. Students who want to take the exam to raise their letter grade must apply through the Student Information System within the period announced in the academic calendar.

d) Single course exam: It is the exam held for a single course that is failed as a result of the make-up exams at the graduation stage. The grade obtained in this exam replaces the course success grade. The student must receive at least CC in order to be successful in this exam. Students who fail the single course exam are given the right to take the single course exam again within one month after the make-up exams of the following semester. A student can only take a single course exam once in a semester. Single course exams are not held for courses such as laboratory, practice, clinical practice, workshop, project and graduation projects for which semester / year-end exams are not applied. A single course exam cannot be taken for a course that has not been taken before or a course that has been absent. Students who cannot achieve the grade required for graduation with a single course exam register for more than one course in the following semester / year. If the student who is given the right to take a single course exam cannot take the exam, his/her excuse is not accepted.

(2) Students who do not have unsuccessful courses but cannot achieve the 2.00 GPA required for graduation, with the decision of the relevant Board of Directors, a grade-raising exam is opened for only one course of their choice from the courses they have previously taken within one month following the make-up exams. As a result of the grade-raising exam, the student who cannot achieve an AGPA of 2.00 must repeat the course in the following semester.

(3) The provisions of Biruni University Associate and Undergraduate Education and Examination Regulations are applied for common compulsory and university elective courses.

(4) Students who cannot graduate, whose cases are evaluated and decided by the Faculty Administrative Board, apply to the Student Affairs Directorate with a petition to benefit from one of the following rights if they wish:

a) Repeating a course they have chosen among the common compulsory courses or university elective courses or courses they have taken and succeeded in order to improve their grades,

b) To take a single course exam from a single course they choose among the common compulsory or university elective courses.

(5) Examination papers and/or records are kept for two years.

#### **Announcement of exam results and objection**

**ARTICLE 31** - (1) Exam results are announced in the student information system.

(2) Students may appeal to the Dean's Office in writing with the justification of material error within five working days at the latest after the exam results are announced.

(3) Correction requests arising from any material error in grades are evaluated by the Faculty Administrative Board and forwarded to the Student Affairs Directorate by the Dean's Office within one week after the announcement of the exam results.

#### **Clinical/practical practice exams**

**ARTICLE 32** - (1) The fourth and fifth year is the clinical/practical practice period. In the fourth and fifth terms, an exam is held at the end of each internship. These exams are theoretical (written or oral or both written and oral) and practical (written or oral or both written and oral). Students who fail in these exams are given the right to a make-up exam for the failed clinical / practical application.

#### **Compassionate examination**

**ARTICLE 33** - (1) Make-up exams are conducted as follows:

a) Students who attend the courses and cannot take the exam due to excuses must notify their excuses within five working days following the exam date. Students whose excuses are accepted by the Faculty Board are given the right to an excuse exam. The excuse exam can be written or oral or both written and oral.

b) Students whose health excuses are accepted by the Faculty Administrative Board cannot attend classes and take exams during the report period.

c) There is no make-up exam for clinical/practical practice final and clinical/practical practice make-up exams.

## **SECTION SIX**

### **Graduation, Diploma, Discipline, Dismissal and Registration Freeze**

#### **Graduation requirements**

**ARTICLE 34** - (1) In order to graduate from the Dentistry programme, the student must have successfully completed the total credit amount of 300 ECTS stipulated by the education and training plan and must have a weighted GPA of at least 2.00.

#### **Diplomas and titles**

**ARTICLE 35** - (1) Students enrolled in the faculty must pass all courses and exams in the first two years and have an AGNO of 2.00. Those

who do not continue their education after the first two years are awarded an associate degree diploma in basic sciences, and those who successfully complete the five-year dentistry education programme are awarded a master's degree in dentistry and the title of Dentist.

### **Discipline**

**ARTICLE 36 -** (1) In the disciplinary procedures of students, the provisions of the Regulation on Student Discipline of Higher Education Institutions published in the Official Gazette dated 18/8/2012 and numbered 28388 are applied.

(2) Students who are suspended from the University for any reason cannot participate in education and social activities during this period and cannot enter the facilities of the University.

### **Disassociation**

**ARTICLE 37 -** (1) Registrations made by central placement, after the notification date of the number of registrations to ÖSYM, can perform the deregistration process provided that they pay the full tuition fee.

(2) Current student; If he / she requests to be deregistered, he / she can perform the deregistration process after the academic year starts, provided that he / she pays the full tuition fee.

(3) According to the provisions of the relevant legislation, the registration of the student who has received a penalty of expulsion from the University is deleted.

(4) Students who fail to pay the tuition fee or renew their course registration for five consecutive years may be dismissed from the University with the decision of YÖK.

### **Registration freeze**

**ARTICLE 38 -** (1) Students may apply to the faculties to which they are affiliated for registration freeze for reasons such as health, military service, family, studying abroad, provided that they provide documentation. If the relevant board of directors approves, the student's enrolment may be frozen. The periods of registration freeze are not included in the education periods and the student is considered to be on leave during these periods.

(2) Registration suspension requests made after the last working day of the fourth week following the start date of the courses are not taken into consideration.

(3) Enrolment can be suspended for a maximum of two semesters at a time, for a maximum of half of the normal education period in total. In cases of military service, arrest and conviction, the period of suspension of enrolment is the duration of these cases.

(4) For students whose registration suspension application is approved and who fulfil their financial obligations, the courses taken in the relevant semester are deducted from their semester records.

(5) Students who take a leave of absence cannot benefit from the opportunities and student rights provided by the University during the leave of absence.

(6) Students continue their education by paying their tuition fees and registering for courses in the semester following the end of their leave. Students who wish to return to the University before the end date of their leave of absence must apply to the faculties to which they are affiliated with a petition.

(7) Half of the tuition fee for the suspended semesters is paid.

## **SECTION SEVENTH Miscellaneous and Final Provisions**

### **General appearance and dress of the students**

**ARTICLE 39 -** (1) The general appearance and dress of the student must be in a manner befitting a university student and in accordance with the conditions of the Faculty and the profession of Dentistry. The provisions of the Regulation on Student Discipline of Higher Education Institutions are applied to those who do not comply with the decisions made by the authorised bodies in this regard.

### **Cases where there is no provision in the Regulation**

**ARTICLE 40 -** (1) In cases where there are no provisions in this Regulation, the provisions of other relevant legislation and the decisions of the Senate are applied.

### **Repealed regulation**

**ARTICLE 41 -** (1) Biruni University Faculty of Dentistry Education and Examination Regulation published in the Official Gazette dated 7/1/2018 and numbered 30294 has been repealed.

### **Enforcement**

**ARTICLE 42 -** (1) This Regulation shall enter into force on the date of its publication.

### **Execution**

**ARTICLE 43 -** (1) The provisions of this Regulation shall be executed by the Rector of Biruni University.

<b>Official Gazette of the Regulation</b>		
	<b>History</b>	<b>Count</b>
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