

**UNIVERSITY OF KYRENIA
FACULTY OF DENTISTRY**

DIRECTIVE ON UNDERGRADUATE DEGREE EDUCATION and EXAMINATION

SECTION ONE

Purpose, Scope, Foundation and Definitions

Purpose

Article 1 – (1) The purpose of this regulation is to establish procedures and principles regarding the education and the examinations in the faculty of dentistry of the University of Kyrenia.

Scope

Article 2 – (1) This regulation governs the undergraduate degree curriculum, duration and structuring of studies, enrollment, courses and attendance, examinations, evaluation and appeals, graduation, deregistration and deletion, as well as disciplinary measures at the Faculty of Dentistry in the University of Kyrenia.

Foundation

Article 3 – (1) This Regulation has been prepared based on the relevant laws of the Higher Education Planning, Evaluation, Accreditation and Coordination Council (YÖDAK), Articles 14, 44 and 46 of the Turkish Higher Education Act No. 2547 dated 4/11/1981 and the University of Kyrenia Associate and Undergraduate Degree Education and Examination Regulations.

Definitions

Article 4 – (1) In this regulation, the definitions represent;

- a) **YÖDAK:** Higher Education Planning, Evaluation, Accreditation and Coordination Council of TRNC
- b) **YÖK:** Council of Higher Education of TR
- c) **University:** University of Kyrenia
- d) **Rector:** Rector of the University of Kyrenia
- e) **University Senate:** Senate of the University of Kyrenia
- f) **University Administrative Board:** Administrative Board of the University of Kyrenia
- g) **Faculty:** University of Kyrenia Faculty of Dentistry
- h) **Dean:** Dean of the University of Kyrenia Faculty of Dentistry
- i) **Faculty Administrative Board:** Faculty Administrative Board of the University of Kyrenia Faculty of Dentistry
- j) **Faculty Board:** Faculty Board of the University of Kyrenia Faculty of Dentistry

- k) **General Coordinator:** The coordinator responsible for planning the Faculty of Dentistry curriculum and implementing the assessment and evaluation process in accordance with regulations,
- l) **Term (Semester):** An academic year,
- m) **Coordinators Board:** The board that coordinates undergraduate degree education and advises the Faculty Board,
- n) **Term Coordinator:** The academic member responsible for planning the portion of the Faculty of Dentistry curriculum pertaining to his or her semester and implementing it in coordination with the other terms, and for conducting the measurement and evaluation process for that term in accordance with the Regulations,
- o) **SA (Student Affairs):** The unit responsible for the enrollment, attendance, evaluation of courses, issuance of transcripts, exemption from courses, leaves of absence, responsibility and storage of examination documents and issuance of de-enrollment certificates for the students of the Faculty of Dentistry,
- p) **Compulsory course:** The courses in the faculty curriculum that the student must take and succeed in order to graduate,
- q) **Course board:** An educational module consisting of complementary courses from the related fields of science on a specific topic in semesters one, two, and three,
- r) **Elective course:** Subject-specific and non-subject-specific courses chosen voluntarily by the students,
- s) **Common compulsory course:** Atatürk's Principles and History of the Turkish Revolution, Turkish Language, Foreign Language courses and basic courses on the use of information and communication technologies in accordance with Article 5 of Higher Education Law No. 2547,
- t) **Professional Theoretical Course:** Theoretical courses covering the knowledge and working principles of dentistry in all semesters,
- u) **Practical course:** Practical courses in semesters one, two and three,
- v) **Internship course:** Training modules in the form of a rotation in various branches for clinical training in semesters four and five, in which skills and attitudes are taught in addition to theoretical education,
- w) **ECTS:** The European Credit Transfer System, which allows students to transfer credits and grades earned at home and abroad from one higher education institution to another,
- x) **Semester Grade:** The grade of 100 for each course, course board and internship,
- y) **Additional Examination:** The exam right granted to students who are not dismissed at the end of the maximum educational period but is not entitled to receive a diploma.
- z) **Student whose enrollment is suspended:** A student whose enrollment is not renewed and who cannot benefit from any student rights because he or she has not paid the tuition fee in due time,
- aa) **Students with extension:** Students who have completed the maximum educational period specified in this Directive, but who are not dismissed and continue their education in accordance with the provisions of Article 44 of Law No. 2547.

- bb) **PM:** Practice of Medicine
- cc) **CMS:** Communication Skills Training
- dd) **CST:** Clinical Skills Training
- ee) **EBM:** Evidence-Based Medical Education
- ff) **PBL:** Problem-Based Learning Training
- gg) **BSC, DST 200, DST 300:** Basic Sciences Course
- hh) **DST:** Dental Sciences Course

SECTION TWO

Student Admission and Enrollment Requirements

Faculty admission and enrollment requirements

Article 5 – (1) Admission of students to the Faculty of Dentistry will be in accordance with the provisions of the YÖK and YÖDAK and the Enrollment and Admission Regulations of the University of Kyrenia.

(2) The number of students to be admitted and the admission requirements will be determined on the proposal of the University Senate and the Faculty Board and in accordance with the principles established by YÖK.

(3) Foreign students and citizens of the TRNC are enrolled at the Faculty within the framework of the relevant legislation and/or the selection examination to be conducted by the University and the principles and conditions established by the Rectorate.

(4) Enrollments are renewed at the beginning of each semester between the dates indicated in the University academic calendar. The status of students who do not renew their enrollment will be suspended until the end of the maximum period of education. They may continue their education, enroll and exercise student rights by making adjustments to their current program of study as determined by the Faculty Administrative Board, provided they pay the tuition rate applicable to the academic year in which they enrolled.

Lateral transfers

Article 6 – (1) Transfer of TR, TRNC and foreign students from other dentistry faculties to the Faculty will be made according to the provisions of the Directive on the Principles of Transferring Between Associate and Undergraduate Programs, Double Major, Minor and Credit Transfer Between Institutions in Higher Education Institutions published in the Official Gazette dated 24/4/2010 and numbered 27561 and in accordance with the sixth section of the University of Kyrenia Associate and Undergraduate Degree Education and Examination Regulations.

Lateral transfers are made only at the beginning of the fall semester. The Faculty Administrative Board decides on lateral transfer and exemption from the courses. In the Faculty of Dentistry, students are not accepted by transfer in the first and fifth semester.

Course Exemption

Article 7 – (1) Students admitted to the Faculty of Dentistry by inter-institutional lateral transfer may, within the first ten working days, apply to Faculty Board for exemption from courses they have taken and passed at previous institutions of higher education by submitting their transcripts, provided that two years have not yet elapsed.

(2) If the student requests an exemption, the Faculty Board of Directors, in consultation with the relevant department and the Coordinating Office, will evaluate the courses the student has already taken and decide which courses the student will be exempted from and adjusted to. Assuming that 16 credit/week courses will be passed in each semester, the number of semesters/years corresponding to the exempted courses is calculated. The courses for which exemption is granted will be deducted from the maximum time granted in Article 11 of this Regulation, and the remaining courses in the program must be successfully completed in the remaining years.

(3) The grades of the courses that the students who have left the Faculty and enrolled again to the Faculty with the Central Placement Examination will be issued in their transcripts in accordance with the grades referred to in Article 19 of this Regulation by the decision of the Faculty Administrative Board in line with the report of the Faculty Board and will be included in the academic average.

(4) In all other respects, the relevant regulations of University of Kyrenia will apply.

Student Status

Article 8 – (1) Only full-time students will be admitted to the Faculty. No auditory student will be admitted to the courses of the Faculty.

(2) In order to enjoy student rights and exemptions and to be able to take examinations, it is mandatory to enroll at the beginning of each semester and to pay the tuition fees on time.

Enrollment Renewal, Course Taking

Article 9 – (1) Each student begins the semester by enrolling within the period specified in the academic calendar at the beginning of the year after payment of the tuition fee. Students who do not register within the stated deadline may later if their excuse is accepted by the Faculty Administrative Board. Students who do not renew their enrollment by the specified deadline and do not submit an excuse will not be able to attend classes or take exams that year and will not be eligible for student privileges. The year in which the student fails to renew enrollment will be counted toward the student's education time.

If the student fails to present an excuse acceptable to the Faculty Administrative Board, the student must renew his or her enrollment in person and is responsible for completing the enrollment procedures.

(2) Students will not be dismissed for non-renewal of enrollment due to non-payment of tuition within the maximum time limits established in Article 44 (1)(c) of Act No. 2547. Students in this situation who are unable to complete their education will renew their enrollment by paying the fee established by the Board of Trustees at the beginning of each semester. Students in this situation continue their student status without enjoying other rights granted to students, with the exception of theoretical, practical and clinical courses and examinations, and internships.

SECTION THREE Principles on Education

Language of Education

Article 10 – (1) The language of education at the University of Kyrenia Faculty of Dentistry is Turkish. However, by decision of the Senate, courses may be held in a foreign language. Foreign students must prove their knowledge of the Turkish language, both written and spoken, with the Certificate of Proficiency in the Turkish Language, which they can obtain from the institutions designated by the Faculty Administrative Board.

Duration of Education

Article 11 – (1) The educational period includes enrollment, courses, examinations and similar activities related to the academic year. It is put into practice by decision of the Faculty Board and with the approval of the Senate.

a-) Education is based on the academic calendar. However, in cases where clinical practice exceeds the duration of the academic calendar in relation to theoretical education and examinations, clinical internships and multidisciplinary clinical training programs may be started before and completed after the academic calendar. Education periods can be organized separately upon decision of the Faculty Board and approval of the Senate, if necessary.

(2) The education period at the Faculty consists of five semesters, each of which covers one academic year.

(3) At the end of each academic year, the academic calendar for the next academic year will be prepared by the Faculty Board and submitted to the Faculty Administrative Board to the University Senate for approval.

(4) Students are required to complete their dentistry education in no more than nine years, beginning with the start of the academic year in which they enroll, regardless of whether they enroll for each year. The penalty periods of students who are suspended from the University for a specified period of time will be counted toward the period of education. Students who have never completed an internship are dismissed from the University at the end of the maximum period.

Type of Education

Article 12 – (1) Education at the Faculty will, as a rule, follow an integrated system organized on the basis of the coordination of courses and study hours; based on course boards, theoretical and practical courses and internships. This coordination will be applied in the first, second and third semesters in the form of course boards, non-board courses and elective courses.

(2) The curriculum is structured as theoretical courses, laboratory and practical applications (simulated patient application, patient treatments, etc.).

(3) Practice Principles for Introduction to Medicine (CST, CMS, EBM, PBL, etc.), which are included in the first three classes and are part of the integrated system, are defined in the training guide published every year.

(4) In fourth and fifth semesters, education is structured as theoretical courses and internships.

Advisory

Article 13 – (1) Each student will be assigned a faculty member/assistant advisor to ensure that the student is pursuing the academic program in accordance with this regulation. Advising responsibilities will be distributed equitably among faculty members/assistants. In

cases where sufficient faculty members/assistants are not available, research assistants may also be assigned as advisors.

(2) The advisor is recommended by the head of the department, or in the case of units without a department head, by the head of the discipline or program, and is appointed by the department's administrative board. The advisor who cannot be present during the enrollment period for good cause will notify the department administrator in writing. In place of the advisor whose excuse is accepted, a temporary faculty member will be assigned in accordance with the provisions of this paragraph, and such assignment will be announced to the affected students.

(3) Except for temporary changes, the advisor's or student's request for change will be decided by the unit administrative board with advice from the department head/program advisor.

(4) The student's advisor will guide the student throughout his or her education and make recommendations regarding the courses to be taken each semester or year and the changes to be made in the course of study the student is pursuing. The compulsory and elective courses to be taken by the student will be recommended by the advisor, taking into account the student's success status in the program he or she is attending and the distribution of courses within the program, their structural characteristics, and similar technical assessments.

(5) The student will determine his or her courses with his or her advisor during the enrollment or renewal of semester/year and the courses will not be finalized until approved by the advisor.

Structuring and Implementation of Education

Article 14 – (1) The structuring consists of education committees that work under the responsibility of the Dean of the Faculty of Dentistry and General Coordinator. Committees carry out their work with their own directives.

(2) The course committees, courses, and internships held by the faculty each semester, as well as their duration and credits, are determined upon the recommendation of the Faculty Board and with the approval of the Senate. Education and training courses are evaluated on the basis of credits. To graduate, students must earn at least 250 credits during their five years of education.

(3) The education period at the Faculty consists of five semesters, each of which covers one academic year. Each semester lasts at least 28 weeks excluding exams. At the end of each academic year, the academic calendar for the next academic year is submitted for approval by the Faculty Board and the Rectorate.

(4) Courses are distinguished according to their nature as compulsory, common compulsory, elective, internship and seminar courses, according to the qualifications as prerequisite courses, and according to the way in which the prerequisites are taught (teaching methods) as theoretical and practical courses.

a) Compulsory courses: These are the courses that students are required to take as part of their degree program.

b) Common Compulsory Courses: Atatürk's Principles and the History of the Turkish Revolution, Turkish Language, and English courses in the dentistry education program are common required courses 4(u). Students must be successful in all of these courses by the end of the fourth semester in order to advance to the fifth semester.

- c) Prerequisite courses are all courses except 4(u) courses specified in Article 13/1-b of the Faculty of Dentistry Education Program and electives.
- d) Elective courses are classified as subject specific or non-subject specific elective courses and may be taken from the department in which the student is enrolled or from other departments. The semesters in which electives are offered and the minimum number of electives to be taken in those semesters will be determined by the appropriate departmental councils in the educational programs. The number of students required to open an elective is determined by the department councils, a minimum of five students for subject specific elective courses and a minimum of ten students for non-subject specific electives. In degree programs offering education on an annual basis, the number of students in elective courses is determined by the appropriate department councils. Electives to be taken by students cannot exceed 25% of the total credits in the program.
- (5) Electives will be included in the student's Diploma Supplement.
- (6) Preclinical Practices and Make-up
- a) The content and number of practical applications in the first, second and third semesters are determined by the relevant department and announced to the students at the beginning of the academic year.
- b) In the practical applications, the student is required to complete and submit a certain number of practical studies during the academic year. To complete the missing practical applications of the practical work, the student is required to complete the missing applications in the make-up period given before the final examination.
- (7) Clinical Practices (Internship and Make-up):
- a) The fourth and fifth semesters of the Faculty of Dentistry are clinical (internship) academic years. Theoretical courses also continue.
- b) The content and number of patient treatments to be performed in the fourth and fifth semester internships are determined by the relevant department and announced to the students at the beginning of the academic year.
- c) Since there is theoretical and clinical/practical integrity at the Faculty of Dentistry, clinical/practical applied courses and clinical courses (internships) can be organized in an institution outside the Faculty only with the approval of the Faculty Board and with the decision of the Faculty Administrative Board.

Attendance Requirement

Article 15 – (1) Attendance requirement is applied within the framework of the principles and conditions set forth in Article 19 of the Regulation on Undergraduate Degree Education and Examination of the University of Kyrenia.

(2) Attendance is confirmed by signature and the relevant coordinators are informed. A student who signs for another student is considered absent and disciplinary proceedings are initiated.

(3) During the first, second, and third semesters, attendance is required for at least 70% of the theoretical courses and 80% of the practical and applied courses in a course board. Students who do not fulfill the attendance requirements repeat the semester.

(4) In the fourth and fifth semesters, the attendance requirement for each internship is 80%. Students who are absent more than 20% in each internship will not be allowed to

take the final internship exam and will repeat the fourth semester, the internship in the new academic year that will start in fifth semester.

(5) Students who are absent more than 20% of any small group assignment in Introduction to Medicine will receive zero (0) points for that small group assignment.

(6) In order for students who arrive after the beginning of the academic year due to lateral transfer, amnesty, and judicial decision to begin their education in the corresponding semester, they must have attended 80% of the course board or internships and 70% of the theoretical courses in the period from the beginning of the academic year to the beginning of their arrival. Students who exceed these periods can begin their education at the beginning of the next academic year or the next internship without affecting their rights.

Excuses / Leave of Absence / Interruption of Education / Assignments:

Legitimate and Valid Reasons:

Article 16 – (1) The legitimate and valid reasons for students who fail to meet any of the enrollment, attendance, practice and midterm/final examination requirements to be accepted by the Faculty Administrative Board are listed below.

- (a) The student is excused for health reasons, as evidenced by a medical certificate from a health facility. In this case, it is essential that the reports to be taken for health reasons are from full-fledged official health institutions. Reports from full-fledged private health institutions may also be accepted, provided they have been approved by the District Community Health Centers affiliated with the District Governorships. Health reports will include all examinations on the day or days to which they pertain.
- (b) Interruption of education by decision of the Council of Higher Education due to events that lead to interruption of studies in accordance with the provisions of Act No. 2547,
- (c) Interruption of education due to natural disasters, provided that this is evidenced by a document issued by the supreme local authority,
- (d) In case of serious illness of first-degree blood relatives and in-laws, the student must prove that he or she must interrupt his or her studies because he or she has no one to take care of this person,
- (e) Arrest of the student,
- (f) Conviction that does not revoke student status or require dismissal,
- (g) Enlistment of the student due to loss of the right to defer or revocation of deferment,
- (h) The student has a documented extramural fellowship, internship, or research opportunity that contributes to the student's education for a maximum of one year,
- (i) Other reasons accepted as justified and valid by the Faculty Administrative Board.

(2) Students who are unable to attend a midterm examination for excused reasons or who request this within five working days of the end of the excuse at the latest, submitting appropriate proof, have the right to attend a make-up examination only once per course board/internship if the excuse is deemed appropriate by the relevant Administrative Board. Make-up examinations will be held on the dates specified by the departments.

Leave of Absence:

Article 17 – (1) A student who has to interrupt his or her education for the legitimate and valid reasons mentioned in Article 16 of this Regulation will be considered to be on excused leave, unless he or she fulfills the attendance requirement specified in Article 15 of this Regulation for the period he/she cannot use due to his or her excuse. In the case of such long-term leave, the unused time will be added to the maximum period of study.

(2) The attendance requirements referred to in Article 15 of this Regulation will not be required for students who represent our university at the national and international level, both at home and abroad, through academic, cultural, social and sports activities of University of Kyrenia. In this case, students reserve the right to take the final examination of the course board/internship.

(3) With the exception of reasons such as health, imprisonment, military service, the maximum duration of leave of absence for legitimate and valid reasons deemed appropriate by the Faculty Administrative Board is one year.

(4) During the education, students may participate with notification in national and international congresses upon the recommendation of the Coordinators Board and with the approval of the Faculty Administrative Board.

SECTION FOUR

Examinations, Evaluations and Appeals

Examinations

Article 18 – (1) Examinations are conducted in accordance with the principles and conditions set out in Article 19 of the Regulation on Undergraduate Degree Education and Examination of University of Kyrenia.

(2) All faculty examinations are weighted at 100 full points. The weighting of the midterm and final examination grades, which is included in the calculation of the passing grade, is recommended to the Rectorate by the relevant boards, taking into account the specifics of the courses. In addition, the course coordinator will announce at the beginning of the semester, the content of the course, the topics relevant to the calculation of the passing grade, the relevant resources and the time available to students outside of class time.

(3) In the courses other than the course boards in the first, second and third semesters, 60% of the average of midterm exams and 40% of final / make-up exams will be graded as the course's year-end passing grade.

(4) Examinations in the first, second and third semesters may be theoretical (oral and/or written) and/or practical/laboratory (oral and/or written or as an objectively structured practical examination). Taking the laboratory/practical examinations of the course boards is mandatory. In the basic courses of medicine, a student who does not take a laboratory/practical examination in the relevant course board will not be admitted to the

theoretical examination of the relevant course board. Students who cannot take the laboratory/practical examinations in the year-end examination for any reason may take the year-end theoretical examination, but the grade of the practical examination of that course will be accepted as zero (0). If the attendance requirements for the DST 100 course are met, students must score 55 on the practical exam, and the student who passes the practical exam may take the theoretical examination. In determining the passing grade for the course, 50% of the practical grade and 50% of the theoretical grade will be considered.

(5) Make-up and internship repetition exam results are processed in the same way as general exam results.

(6) The examination grades will be announced in writing.

(7) Examination results and papers will be announced numerically within 8 days of the examination date and submitted to the Faculty Student Affairs Office no later than 15 days. Examination papers and/or records will be retained for two years.

(8) Examinations are held under the names of quiz, midterm exam, end-of-year exam (final), end-of-year make-up exam, end-of-internship exam, end-of-internship make-up exam, and excuse exam, single course exam. Examination dates are determined by the relevant departments and coordinators. These are:

a) **Quiz:** These are short-term exams that are given without notice to the students.

b) **Midterm examination:** These are examinations given at the end of each course board, and at least once each semester for theoretical and practical courses outside the course boards each semester. The midterm exam grade point average is determined by dividing the sum of the student's grades from the midterm exams by the number of midterm exams. The midterm exam grade of a student who fails to attend the midterm exams of the related course board(s) without an excuse accepted by the Faculty Executive Board will be posted as FF "0". The grade point average for the midterm examinations will be calculated accordingly. Students with a grade point average of "0" will not be allowed to take final or make-up exams.

c) **Final examination:** These are single examinations taken at the end of each semester for course boards and non-board courses, on the date specified in the academic calendar following the end of the last course board exam or the last common compulsory courses and covers all courses or course boards. Students who do not take the final exam will be considered unsuccessful in the relevant course.

d) **Final's make-up exam:** Make-up exams for University of Kyrenia Faculty of Dentistry students are held within the framework of the principles and conditions specified in the Examination Directive. There is a break of at least fifteen working days between final examinations and make-up examinations. These are exams that are held in the same exam period and on the date specified in the academic calendar after the final exam and cover all courses or course boards for students who have not passed the final exam or who wish to improve the grade of the course they have succeeded with DC and DD. The make-up exam replaces the final exam. The theoretical exam may be oral and/or written. 60% of the average of the midterm exams, 40% of the final exam, or the make-up exam will be evaluated as the passing grade for the year-end course examination. Students who do not take the makeup exam will be considered unsuccessful in the relevant course.

e) **End of internship examination:** In the fourth and fifth semester internships, the practical examination at the end of the internship will be in the form of a bedside assessment

or clinical evaluation as determined by the respective department. It is mandatory to obtain at least 55 points in the practical examination at the end of the internship. Students who successfully pass the internship practical examination are eligible to take the theoretical examination. The theoretical exam is taken orally and/or in writing, and a minimum of 55 points must be achieved. Students who do not take any of the practical final and make-up exams are not eligible to take the theoretical final and/or make-up exam.

The attendance requirement for each internship in the fourth and fifth semester is 80%. Students who are absent more than 20% in each internship will not be eligible to take the end-of-internship exam and will repeat the fourth semester and repeat the internship at the beginning of the new academic year in the fifth semester.

f) End-of-internship make-up examination: This is the exam given on the date indicated in the academic calendar after the end of the last internship of the academic year for fourth and fifth semester students who have not passed the end-of-internship exam.

- A final exam is held at the end of clinical internships. Exams are conducted as bedside practice, oral and/or theoretical.

- Fourth semester students who continue in clinical internship but fail the final examination or are unable to take the final examination because they are unable to complete the number of clinical/practical assignments specified by the departments but make up the missing assignments within the make-up period, will be admitted to the make-up examination. Students who fail the make-up exam will repeat the semester.

- In the same situation, if fifth semester students do not pass the make-up exam, they will repeat the internships they failed with the beginning of the next academic year.

- Students who do not participate in any of the practical final and make-up examinations are not eligible to participate in the theoretical final and/or make-up examination.

g) Common compulsory elective courses examination: For 4 (u) courses, there is a midterm exam in each semester and a final exam at the end of the semester (year). For elective courses opened for each class, a midterm exam and a final exam at the end of the semester.

h) Excuse examination: Excuse examinations apply only to midterm examinations, and students whose justified and valid excuses are accepted by the Faculty Administrative Board are eligible for an excuse examination. Beyond this, students are not eligible for an excuse examination for other examinations. In order for the student to be considered excused, he or she must document his or her excuse in accordance with Article 15 of the Examination Regulations of the Faculty of Dentistry of the University of Kyrenia and it must be accepted by the Faculty Board. It is obligatory to notify the Dean's Office with a request at the latest within 5 working days after the end of the excuse. Excuses submitted after 5 days will not be accepted. Students who are unable to take the excuse exam will not receive another excuse exam.

Students who have the right to take the midterm examination but are unable to do so, and whose legitimate and valid excuse is accepted by the Faculty Board, use their right to take the examination on the day, place and time determined by the Dean's Office. No second right to an excused examination will be granted for excused examinations. Excuse exams will not be opened for end-of-year exams (final and make-up exams).

i) Single Course Exam: The right to take a single course examination is granted only to students in the fifth semester. Students who have not exhausted the maximum time allowed

for graduation, who have failed a single course for which they have completed the attendance requirement, or who have completed all requirements for graduation except the requirement to achieve a cumulative grade point average (CGPA) of at least 2.00; provided they are able to bring their CGPA to at least 2.00 with the contribution they will receive as a result of this examination, they are given the right to take a single course examination in only one course at the end of the year. The date for single course exam is indicated in the academic calendar.

Students may not take the single course examination for a course in which they have not fulfilled the attendance requirement. Students who wish to exercise the right to take a single course examination must submit their written request to the Dean's Office within 7 days after the results of the make-up examination are announced. Requests submitted outside this period will not be processed.

Success Grade Calculation

Article 19 – (1) The semester evaluation of a course consists of midterm exams, assignments, applications, and other studies. The grade for a course is calculated from the grades for midterm exams, assignments, practices, projects, and final exams for which the student is responsible.

(2) The success grade is calculated from the grades of the semester assessment and the end-of-semester examination. However, the contribution of courses consisting of thesis, final project, final term paper, internship field work, laboratory courses, or presentation to the success grade is determined by resolution of the Faculty Board and with the approval of the Senate. The student's success grade is calculated over 100 full points.

(3) The course boards grade is the sum of 60% of the weighted grade point average of the course boards for the semester and 40% of the final exam grade. A grade of at least 50 on the final exam (final or make-up exam) is required to pass the course boards. In order for students who have received this grade to be considered successful in the semester, the grade point average for the semester must be at least 55.

(4) In the fourth and fifth semesters, the practical and theoretical grades of students who have successfully completed the bedside internship exam, provided they have earned at least 55 points, are averaged 50-50% from the practical and theoretical grades of the oral and/or written examinations of that internship.

(5) The letter grades, the coefficients of which are fixed, are announced by the Coordinatorship in the first, second and third semesters and in fourth and fifth semesters by the lecturer assigned by the departments.

(6) The points, grades, letter success grades, coefficients and meanings of the course grades for the Faculty of Dentistry are listed below:

a)

Letter Success Grade	Success Coefficient	Grade	Success Evaluation
AA	4.00	90-100	VERY GOOD
BA	3.50	85-89	GOOD/VERY GOOD
BB	3.00	75-84	GOOD
CB	2.50	65-74	MEDIUM/GOOD
CC	2.00	55-64	MEDIUM-GRADUATION REQUIREMENT
DC	1.50	50-54	CONDITIONALLY

			SUCCESSFUL PASS
DD	1.00	47-49	CONDITIONALLY SUCCESSFUL PASS
FF	0.00	<47	FAILED

b) In addition, the meanings of the letter grades are as follows:

NA: No right to take general, make-up and single course exams due to absence or failure to reach the minimum quota in the clinical/practical courses within the time limit established in the academic year in which the course is held, failed. Article 22/3 will be evaluated in this framework.

FF: Has not participated in the course board examination, the midterm examination, the general examination or make-up examination, end-of-internship exam, failed

FF: Has participate in the course board examination, the midterm examination, the general examination or make-up examination, end-of-internship exam, failed

I: This grade is given to students who were unable to participate in the general examination due to lack of clinical/practical applications but have met the minimum quota during the period up to the make-up and single course examinations. Students who have not made up the deficiencies by the end of the make-up period will not be allowed to take the make-up and single course examinations and their grade will still be reported as such. (In clinical and practical applications of Dentistry, a make-up period is given before the final exam for the student to complete the missing assignments. Students who complete their missing assignments within this period can take the final exam).

W: Withdrawal from a course.

(7) A student who receives any of the grades AA, BA, BB, CB and CC in a course in all classes is considered successful in that course. In the first, second and third semester, if the GPA of the student in the relevant semester is 2.00 and above, the courses with DC and DD grades are considered conditionally successful. The raw success grade equivalents of letter grades will be determined by the Education Coordinators Board.

(8) For grade improvement in the fifth semester, students may repeat only the non-subject electives passed with DC or DD without attendance requirement and take the make-up exams of up to 4 internships passed with DC or DD. Students wishing to take the exam must notify the faculty general education coordinator at least three days prior to the exam by submitting a request. Conditional passing is not applied in the fourth and fifth semesters. The last grade of the semester in which the course is repeated applies.

(9) The previous grades of the students who come from outside the university by transfer or who enroll in the university through ÖSYM exam and lateral transfer are recorded in the student's transcript using the grade conversion table in accordance with the directives on lateral transfer and credit transfer.

Academic Success Grade Point Averages

Article 20 – (1) Student success is determined by the CGPA average for all courses taken.

(2) This average is obtained by multiplying the letter grades earned in each course, as defined in Article 19 of this Regulation, and the corresponding success coefficients by the credits earned in that course and dividing the sum of the numbers by the total credits of the

same course. The values resulting from these calculations are rounded to two digits after the comma. If the third digit after the comma is less than five, it is rounded to zero; if it is five or more than five, it is rounded to increase the second digit by one.

(3) For the GPA calculation of a semester, only the courses of that semester are considered; for the CGPA calculation, all courses taken by the student are considered. For repeated courses, the last success coefficient is used. When determining the GPA or CGPA at the end of the semester of enrollment, courses not taken as specified in the curriculum are not included in the average calculation.

(4) Students with a CGPA between 3.00 and 3.49 become honors students, and students with a CGPA of 3.50 and above become high honors students. This information will be indicated on the student's transcript.

Participation in Examinations and Validity of the Examination

Article 21 – (1) Examinations are conducted within the framework of the principles and conditions specified in Article 20 of the Regulation on Associate and Undergraduate Degree Education and Examination of the University of Kyrenia.

(2) Students must take all examinations to which they are entitled at the place, day, and time announced. The grade received by a student who takes an examination to which he or she is not entitled is invalid. To be eligible to take the final examination or final's make-up examination for a course, the student must register for and attend that course and meet the other requirements of the course.

(3) Students convicted of cheating, attempted cheating, or aiding and abetting cheating on exams will receive "NA" as a result of the disciplinary investigation initiated against them. It is strictly prohibited to take theoretical, practical and laboratory examinations using electronic devices such as cell phones and/or computers. Students who take the examination with such devices will be considered as cheating or attempting to cheat and a disciplinary investigation will be initiated against them.

Announcement of Exam Results and Appeals Against Results

Article 22- (1) Exams are numerically graded using the 100-point system. The faculty member conducting the examination will announce the examination results numerically within eight days after the examination date and will deliver the examination documents and the minutes to the responsible department.

(2) Students may appeal the examination results to the appropriate department within five working days with a petition.

(3) Upon the appeal, the examination paper will be examined by the faculty member of the course within five working days the latest from the notification of the issue to him or her, and the result will be communicated to the responsible department in writing and with reasons. Changes in the grade may be made only by the unit concerned and the office of student assistants with the approval of the unit administrative board and under the supervision of the unit administrator or his/her authorized assistants. Corrections made in this manner will not affect the final grades of other students.

Additional exams, Dismissal

Article 23 – (1) Students are required to complete their dentistry studies in no more than nine years, beginning with the start of the academic year in which they enroll, regardless of whether they enroll for each year. The penalty periods of students who are suspended from the University for a specified period of time will be counted toward the period of education. After the expiration of the maximum period, students who have unfinished internships will be dismissed from the University.

(2) Extended students who will take the exams must pay the exam fee on the dates specified in the academic calendar and submit their written applications indicating the internship exams they will take to Student Affairs.

(3) Students who fail to take the exams for a total of three consecutive academic years are deemed to have given up their right to unlimited exams and are dismissed from the University.

(4) Students will be dismissed from the University by a decision of the Faculty Administrative Board if they have been sentenced to dismissal from the University in accordance with the provisions of the Regulation on Student Discipline of University of Kyrenia.

(5) Students may also be dismissed from the University at their own request. In this case, students must submit a written request in person to the Dean's Office. Other procedures related to dismissal are carried out by the SA.

(6) In the case of schizophrenia and other mental disorders leading to a permanent loss of the ability, students whose absenteeism exceeds two years in the entire education period are documented with a medical board report, the Faculty Administrative Board decides whether they can continue their education.

(7) The Faculty Administrative Board may decide on de-registration if tuition fees are not paid.

(8) If students fail to renew their enrollment twice in a row without excuse, they will be dismissed from the University by decision of the Faculty Administrative Board.

SECTION FIVE

Graduation and Diploma

Graduation Success Degree

Article 24 – (1) Students who will be ranked in the top three in graduation are required not to have received a disciplinary penalty and not to have lost a year except for excuses accepted by the Administrative Board.

(2) Students who transfer to our faculty as of the fourth grade will not be included in the rankings.

(3) Students with a CGPA between 3.00 and 3.49 become honors students, and students with a CGPA of 3.50 and above become high honors students. This information will be indicated on the student's transcript.

Diplomas, Graduation and Other Documents

Article 25- (1) Students who successfully complete the theoretical and practical studies and examinations required for graduation in accordance with the provisions of the directives related to Higher Education Law are entitled to receive the "Graduate Diploma of Faculty of Dentistry" with all the powers and responsibilities to benefit from all the rights

and powers granted by the laws of the Republic of Turkey and the Turkish Republic of Northern Cyprus.

(2) Associate Degree Diploma: Students who have not completed or are unable to complete an undergraduate degree program and who have successfully completed all courses for at least the first four semesters of the relevant undergraduate degree program will be awarded an associate degree diploma upon application. There is no time limit for applying for an associate degree. The provisions of the Regulation on Associate Degree Diplomas for Those Who Have Not Completed or Could Not Complete Their Undergraduate Education or Adjustment to Vocational Schools, published in the Official Gazette of 18.3.1989 under number 201 12, will apply to the award of an Associate Degree Diploma.

(3) Students will be awarded a Diploma Supplementary Certificate, which will be prepared in accordance with the procedures and policies established by the YÖK, the YÖDAK and the Senate of the University, as well as the relevant legislation, a transcript showing their grades on a semester basis, and a temporary graduation certificate until the diplomas are prepared.

Registration Suspension and Voluntary Withdrawal from the University

Article 26 – Registration suspension is made within the framework of the principles and conditions set out in Article 29 of the Regulation on Associate and Undergraduate Degree Education and Examination of University of Kyrenia and voluntary withdrawal from the University is made within the framework of the principles and conditions set out in Article 30 of the same regulation.

Exemption and Grade Adjustments

Article 27 – Exemption and Grade Adjustments are made within the framework of the principles and conditions set out in Articles 32 and 33 of the Regulation on Associate and Undergraduate Degree Education and Examination of University of Kyrenia.

SECTION SIX Discipline and Dress Code

Discipline

Article 28 – (1) The provisions of the YÖK, the YÖDAK and Regulation of Student Disciplinary of University of Kyrenia will apply to the disciplinary affairs and procedures of students during their education.

(2) Students who are temporarily suspended for any reason may not attend classes or social activities during that time and may not enter University facilities. Students who have been arrested or convicted, who have a judgement of absence against them, or who have been notified by the authorities that they are wanted, may not sit for the examinations and their examination rights are not reserved. However, the manner and procedure of exercising the educational and training rights of persons who have been arrested, acquitted or convicted for a short period of time during the period of arrest and conviction will be determined according to the Regulation on Associate and Undergraduate Degree Education and Examination of University of Kyrenia.

Dress Code

Article 29 – At the Faculty of Dentistry, students are dressed in attire befitting the dignity of the medical profession, and appropriately in hospital and laboratory practices as required by the special conditions of dentistry education. Detailed information is given in the training guide.

SECTION SEVEN

Miscellaneous and Final Provisions

Cases where there is no provision

Article 30 – In cases where there is no provision in this regulation, the Regulation on Associate and Undergraduate Degree Education and Examination of University of Kyrenia, Higher Education Law No. 2547 and other relevant Higher Education legislation provisions and the decisions of the Senate, University Administrative Board and Faculty Administrative Board shall apply.

Enforcement

Article 31 – This regulation is valid as of September 1, 2019.

Execution

Article 32 – The provisions of this regulation are executed by the Rector of University of Kyrenia.