PART I

OBJECTIVE-EXTENT-BASIS-DESCRIPTIONS

Objective

ARTICLE 1-
The objective of the regulation is to determine the procedures and principles related to the educational and instructional programs conducted in the faculties and colleges affiliated to Dokuz Eylül University.

Extent

ARTICLE 2 – This regulation covers the rules concerning the educational and instructional programs and the exams of short cycle and first cycle degree.

Basis

ARTICLE 3 – This regulation was determined based on the 14th and 44th articles in the Law of Higher Education dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 4 – Some descriptions in this regulation are defined as below:

a) Department/Related Departments: Faculties, Colleges and Vocational Schools affiliated to Dokuz Eylül University
b) Rector: Rector of Dokuz Eylül University
c) Senate: Senate of Dokuz Eylül University
d) University: Dokuz Eylül University
e) ECTS: European Credit Transfer System

PART II

The Principles of Education and Instruction

The Academic Calendar and Academic Year

ARTICLE 5 – The academic calendar of the university is determined by the Senate upon the suggestion of the related departments. The academic year consists of Fall and Spring semesters and each semester consists of seventy days except Saturdays, Sundays and official
holidays. This period consists of theoretical and applied lessons, other studies and mid-term exams. End-of-term exams, final exams and make-up exams are not included in this period. If necessary, with the decision made by the board of directors of the related departments, lessons and their exams, field studies and practices can be done on Saturdays as well.

Related departments can open summer schools if necessary. The Instruction in the summer school is carried out according to related decisions of the regulations.

**ARTICLE 6** – Education and instruction programs are approved and put into rule by the department commission and the Senate, upon the suggestion of the academic councils of the related departments.

Related to compulsory and optional lectures that have to be taken by the students during their educational period, their theoretical lectures on weekdays, practice and laboratory lectures -if there are any-, term and year projects, workshops, degree studies, practice, knowledge, skill and proficiency lectures are taken into account according to the students’ workload.

Students’ workload refers to whole time consumed for education and training activities such as lecture hours as well as workshops, clinical studies, assignments, presentations, examination preparations, examinations, and business training.

In an academic year, the total credit of courses and practice for pre-graduate degree program, undergraduate program is 60 ECTS per year. Lower and upper limits of the total course hours are determined by the related departments according to the basis determined by the Senate and these limits can not be exceeded.

 Atatürk’s Principles and History of Turkish Revolution, Turkish Language, Foreign Language, Physical Education or Fine Arts are not considered in determining these limits. Related departments can determine additional courses.

Courses are organized for one or two terms. Provided it is not contrary to the regulation, related departments can organize some courses as recurrent theoretical courses, board of courses, practice, modules and training periods instead of programming some courses on weekly basis upon request.

If prerequisite conditions indicated in educational and institutional programs are not provided, that course cannot be taken. For the courses requiring prerequisite conditions, provided that indicated conditions of **ARTICLE 20 item 1** of this regulation are fulfilled, a course or course related to that one can be taken in the following semesters or years.
According to educational and instructional program, a student who has to retake an optional course he has taken for the first time can take another equivalent optional course in the following semesters or years.

**Preparatory Education**

**ARTICLE 7** – Foreign language preparatory education is conducted according to the related regulations about the fundamentals of Teaching Foreign Languages in Higher Education Institutions and Teaching in a Foreign Language and according to the other regulation provisions dated 4/12/2008 and numbered 27074 published in Official Journal.

**Duration of Study**

**ARTICLE 8** – In related departments of the university, except preparatory class, the study period is maximum four years for short cycle degrees, maximum seven years for four-year first cycle degrees, eight years for five-year-short cycle degrees, nine years for six-year-first cycle degrees.

Those who can’t graduate at the end of these periods could register to continue their education providing they pay school fees and learning expenditures according to the 46th ARTICLE of the law 2547. In this case, their status as a student continues without having the rights of the other students, except for taking the courses and exams, practices, and writing thesis.

Students who pass all the courses of the academic program they take but fail one, having completed the practice and the final project -if there are any- can sit for a one course exam providing they meet the requirements stated in the first item of ARTICLE 20.

However, in a program that applies curved grading, students whose Grade Point Average (GPA) is less than 2.00 cannot take the one course exam even if they have taken AA for the course they have failed before. The principles of the one course exam are determined by the Senate.

**Passing a Class or a Course**

**ARTICLE 9** – Related departments can give education on the basis of either passing a class or passing courses.

In the departments that use the class passing system, a student who cannot pass the pre-determined number of the courses for a school year, cannot take any other courses of the next year.
In the departments that use the course passing system, the courses which are not achieved in the previous year, must be taken prior to the courses of the following year.

In the university, there are two grading systems which are standard grading and curved grading. The principles related to which evaluation system will be used in different departments are determined by the Senate.

In departments using curved grading, a student has to have a grade point average of at least 1.80 by the end of the second semester and the following semesters in order to take the subjects which are not taken before. However, this condition is not applied to additional subjects and practices specified by the departments related to the subjects like; Atatürk’s Principles and History of Turkish Revolution, Turkish Language, Foreign Language, Physical Education and Fine Arts which are common compulsory subjects.

Semester Average Score (SAS), in standard grading the credits of the taken subjects in the semester in question are multiplied by subject score coefficient and added, as specified in ARTICLE 26 of this regulation, and the score obtained is divided by the total number of credits in that semester.

GPA is calculated by multiplying the credits of all the courses taken so far - including those in the completed semester- by grades in the standard grading and the coefficients stated in the ARTICLE 26 of the regulation in curved grading and then dividing the outcome to the total number of the credits.

Grade point average (GPA) and Semester Average Score (SAS) calculation is based on only the courses taken. The courses that are not taken in the previous semesters are not taken into account. For the repeated courses, the final grade in that course is taken into account. In calculation of the averages, two digits after the decimal point are also added.

Accordingly, the courses from which the students get D, Y, FF and FD grades in each semester are repeated the next semester if the course is opened, or they are primarily repeated in the next education period if the class is not opened. Also, students who could not attain the score of 1.80 GPA cannot proceed to the courses which they have not taken before unless they raise their grades. In order to raise their Grade point average (GPA) to the expected level of grades, the students should first repeat their courses in which they scored D, Y, FF or FD.

The last grades which are received from the courses retaken or from the repeated courses are the passing grades. In addition to the maximum credit to be taken, on condition of not exceeding two courses, the Senate decides on whether a course could be taken or not, or decides on its conditions.
Financial Liability

ARTICLE 10 – The students must undertake the financial liabilities which have been identified by the ARTICLE number 46 of the law 2547 and other related regulations in order to start and continue their education and to get their diplomas.

At the beginnings of Fall and Spring semesters, according to the related regulation, the matriculation of the students is not renewed for the ones who have not paid their student fee of the current service cost and the fee per credit which is determined for each semester.

The Matriculation is not done or renewed if the student does not reimburse the financial liability. His/her exam paper is not evaluated and his/her exam result is accepted invalid even if he/she has attended the classes and taken the exams.

PART III
REGISTRATION AND COURSES

University Registration Regulations and Required Documents

ARTICLE 11: Students are required to be enrolled presenting the original or the copies of the documents approved by the university in accordance with the principles agreed by Higher Education Council(YÖK),Student Measurement, Selection and Placement Centre(ÖSYM),and the Rectorate within announced time.The applicant who doesn’t register in time loses his/her right for registration. As for the Military and Criminal records, written declaration of the applicant is taken into consideration.

Applicants who are unable to present all the required documents cannot be admitted.

Admission Through Transfers

ARTICLE 12: Transfers to university are conducted in accordance with the criteria determined by the Senate considering the regulations about Transfers Between Associate (short cycle) and Undergraduate (first cycle) programs in Higher Education Institutions and Double Majors and Minors and Credit Transfers Between Institutions as illustrated in the Official Journal dated 24/4/2010 and issued as 27561.

As for the transfers from associate (short cycle) degree programs to undergraduate (first cycle) programs regulation rules about Vocational High School and Open University Associate Degree Graduates attending Undergraduate Programs, published in the Official Journal dated 19/2/2002 and issued as 24676 are applied.

As for transfers of the students who didn’t or couldn’t complete their graduate education to the Vocational High Schools, the regulation rules about granting an associate (short cycle) degree to the students who didn’t or couldn’t complete their graduate education or their orientation to Vocational High Schools are applied according to the Official Journal dated 18/3/1989 and issued as 20112.
Students with a Special Status

Article 13: Persons who are competent to attend the lessons in accordance with the relevant legislation and students from other universities may be allowed to take lessons as students with a special status to enlarge their knowledge on a special subject. These students have to obey all the rules for these lessons and they must pay the fee determined by the Board of Administration. These students cannot make use of students’ rights. They are not given any certificates. However, they can get a document declaring their status by the related department.

Cooperation with Contracted National and International Universities

Article 14: A mutual program may be opened in accordance with the contract between the university and another national or international university. Regarding the student exchange programme, the university may send a student to a national or international university for one or two terms. Likewise, students may be admitted from these national or international universities. During this period, the student registration is valid and it counts toward education duration.

The subjects to be taken are determined with the approval of the student’s advisor and the related Board of Administration determines how they will affect the pass grade.

Double Major/Minor Programs

Article 15: The principles related with double major/minor programs are determined by the Senate according to the regulations about the transfer between graduate and undergraduate programmes at Higher Education Institutions, and the credit transfer between double major/minor programs and the institutions.

Term and Course Registration

Article 16: The students have to fulfill their financial responsibilities determined by the article 46 of the law issued as 2547 and the other related legislation in order to begin and continue their education. The dates for the term/lesson registration, adding/dropping lessons and fulfilling their financial responsibilities are determined by the Board of Administration of the related departments two weeks before and one week after the start of the related half-term lessons.

A student who doesn’t fulfill these conditions or who doesn’t register without an excuse approved by the Board of Administration of the related department cannot continue his/her education in that term or during the year.

The other principles related to term/lesson registration are determined by the Senate.

Apprenticeship

Article 17: Apart from the term or annual apprenticeship programme, the principles related with the obligatory student apprenticeship programmes and their evaluation are determined by the Senate.
The Obligation to Attend and Its Supervision

Article 18: It is obligatory that students attend lessons and the other studies. The principles related with the students’ attendance control and its supervision are determined by the Senate.

Students are considered to be absent during periods covered by medical report and they are not allowed to take any lessons or exams during that period. The exam results of the students who take lessons or exams during that period are regarded as invalid and they cannot take the make-up exams. The student is required to prove the improvement of his health with a new medical report in order to be able to take the lessons and exams before his medical report expires.

PART IV

Examinations and Evaluation of Success

Examinations and Applications of Examinations

ARTICLE 19: In semester programs for each course at least one examination is applied in each semester; in yearly programs at least one exam is applied for the courses. In departments where more than one monthly examination is required, the number of examinations is determined by the Senate.

In one day, maximum two monthly examinations can be applied for the final or semester scheduled courses.

Students have to take the examinations and all the other compulsory studies for each semester or for the entire year. Students get a ‘0’ (zero) if they do not take one of the monthly/mid-term examinations, semester or yearly studies or mid-term, final, and resit examinations without a valid/documentated excuse accepted by the Board of Administrators of the respective department. Semester/yearly finals and resit examinations carried out according to the academic schedule (the time and the place of the examinations and how they are applied), are determined by the Board of Administrators of the respective department and the details are announced at least a week before the examinations.

No change can be made in the programs of monthly, final, or resit exams without the approval of the Board of Administrators of the respective department.

At the end of each semester or year, examinations related only to that semester or that year are given.

Each student has to provide a student ID in the examination. Invigilators may not give the examination to the students who do not provide their student IDs or cannot be identified by their IDs.

Oral exams are carried out in the presence of all the lecturers and students.

Other principles relating how to give the examinations are determined by the Senate.

Conditions to Take the Mid-term, Final and Resit Examinations

ARTICLE 20: A student must meet the following required conditions in order to take the mid-term, final and resit examinations for each course:

a) Attending at least 70% of the theoretical courses and the practice carried out by the professors, instructors and lecturers.
b) Attending at least 80% of the laboratory practices, projects, workshops, out-class activities and similar studies during the semester or year.

c) Successfully carrying out the semester or yearly laboratory studies, projects, workshops, internships, assignments and all other kinds of studies required by that course, within the given time, provided that the level of success is determined previously by the lecturer giving the course.

A student who does not meet all the requirements determined by the regulations and other articles issued by the university Senate has to repeat the course in order to take the mid-term, final and resit examinations.

**Missing an Examination with a Valid/Documented Excuse**

**ARTICLE 21:** A resit examination, limited to one occasion, is given to a student who comes up with an excuse which is approved by the Board of Administrators of the respective department according to the regulations. The date, the place, and the type of the resit examination are determined and announced by the Board of Administrators of the respective department.

A make-up examination is given only once. A student who does not take the mid-term/final or resit examinations of a course cannot take the make-up examination.

A resit examination can be given by the related department to a student who is a national sportsman and misses final or mid-term examinations because of sporting events.

If a student misses a monthly, mid-term, final, or resit examination without a valid/documented excuse accepted by the Board of Administrators of the respective department, s/he is considered to have failed that examination.

**Examination Management**

**ARTICLE 22:** If a student cheats, attempts to cheat, helps others to cheat in any examination, practice, laboratory class, workshop, assignment or term project, or if it is understood subsequently that s/he has cheated in the exam, s/he gets a ‘0’ (zero) in that examination or any one of the studies mentioned above.

Students who break the rules of the examination are expelled from the examination hall and get a ‘0’ (zero) in that examination.

Besides, the students stated above are subject to Higher Education Association Student Discipline Regulations, published on 13/01/1985 and in the Official Journal numbered as 18634.

**The Announcement of the Examination and Project Results**

**ARTICLE 23:** The results of an examination or term project are to be announced to the students within 20 days after the deadline for the submission that the instructor determines or the last day of that semester. Under these circumstances, according to the properties of education, the regulations concerning the announcements of evaluation results of any examination, semester or yearly study to the students are determined by the Senate.

It is determined by the Senate in how many days the state of success and the list showing the grades of students who take monthly, final or resit examinations should be presented to the Dean of the Faculty or to the Director of the College.
Objection to Exam Results:
Article 24: The results of an examination can be objected against within seven days after the announcement only for calculation mistakes. Students can object to the results by writing a petition to the respective Dean of the Faculty or to the Director of the College. If a mistake is found on the exam paper, on the list of exam results or on other evaluation records by the administration, this mistake is corrected and announced by the Board of Administrators upon getting the instructor’s opinion. Students cannot object to the instructor’s grading.

Failure in Courses
Article 25: A student who fails a course has to repeat it by fulfilling all the obligations stated in the article numbered as 20 in the regulations. If a student attending the course regularly fails the course, s/he can demand dispensation over the theoretical part or the practice done in class by the lecturer through informing the respective Dean of the Faculty or the Director of the College by a petition during enrollment renewal. Regulations on this issue are determined by the Senate. In a condition of dispensation from attendance, the student is obliged to reenroll the course and participate in mid-term examinations and fulfill the conditions stated in the clause (b) and (c) of the 1st subsection of item 20 of the regulations again. Students who fail the applied courses or laboratory classes which do not require any mid-term/final and/or make up examinations have to repeat and attend all these courses.

Grading and Students’ Success:
Article 26: At departments applying the relative evaluation system, a student’s success is calculated according to the success level of the class by evaluating all the grades that the student gets both in the mid-term, final, resit examinations and the coursework during the semester. The mentioned conditional evaluation is carried out by the instructor by taking statistical correlation of grades and class average into account. Following the relative evaluation, each student’s grade represented by letters is given by the course instructor.

Grading of success and coefficients are shown in the following table:

<table>
<thead>
<tr>
<th>Score</th>
<th>Semester grade</th>
<th>co-efficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>AA</td>
<td>4.00</td>
</tr>
<tr>
<td>85-89</td>
<td>BA</td>
<td>3.50</td>
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<tr>
<td>80-84</td>
<td>BB</td>
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<td>75-79</td>
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<tr>
<td>70-74</td>
<td>CC</td>
<td>2.00</td>
</tr>
<tr>
<td>65-69</td>
<td>DC</td>
<td>1.50</td>
</tr>
<tr>
<td>60-64</td>
<td>DD</td>
<td>1.00</td>
</tr>
<tr>
<td>50-59</td>
<td>FD</td>
<td>0.50</td>
</tr>
<tr>
<td>49 and below</td>
<td>FF</td>
<td>0.00</td>
</tr>
</tbody>
</table>
A student who gets AA; BA; BB; CB; CC; DC; DD in a course is considered to be successful. In addition, Y (I) (insufficient), B (S) (successful), M (P) (proficient) and D (A) (absentee), E (I) (incomplete) grades are temporary grades;

a) D represents the students who cannot have the right to take the exam because they do not fulfill the conditions related to compulsory attendance or coursework and the students are considered to get FF.
b) B represents students who succeed in the courses which are not calculated in the grade point average.
c) Y represents students who fail the courses which are not calculated in the grade point average.
c) Despite being successful during the semester, if a student does not meet the requirements for the course, that student gets E (I) (incomplete) and s/he has to complete his/her coursework to get a valid score within one month following the submission of the grades into the Dean of the Faculty or to the Director of the College. In the contrary case, the student gets FF.

d) M represents the exempting grade which is given for the courses taken previously and are added into the minimum course load calculation decided by the Board of Administrators of the respective department upon the request of the Dean of the Faculty or the Director of the College.

As for the institutions applying the absolute evaluation system, a student has to take 50 out of 100 in the final or resit examinations, and also the grade of success which is calculated according to (a) clause of the first subsection of the 27th item of this regulation should be at least 50 out of 100 in order to complete the course successfully. Students’ grades in the absolute evaluation system and their success rates are shown in the following table:

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>85-100</td>
<td>AA</td>
</tr>
<tr>
<td>70-84</td>
<td>BB</td>
</tr>
<tr>
<td>60-69</td>
<td>CC</td>
</tr>
<tr>
<td>50-59</td>
<td>DD</td>
</tr>
<tr>
<td>49-00</td>
<td>FF</td>
</tr>
</tbody>
</table>

Passing Grade and the Evaluation of Success Level

ARTICLE 27: The passing grade that a student gets in a course or a semester is the grade to be used in determining the student’s success level or the diploma degree/grade. The criteria to be used in determining the passing grade and the success level are as follows;

a) Attendance is compulsory, thus the passing grade of a course is determined according to the student’s grade obtained in mid-term, final or resit examinations based on the percentages required by the respective departments and the results are rounded up to the closest exact number.
b) The list of the students who will not take the mid-term, final and resit examinations as they have failed to meet the requirements will be announced by the respective lecturer within the last week of the semester or the year. These students get a D for this course.

c) There are no mid-term examinations for Physical Education and Fine Arts. The success of students is assigned as B or Y considering the level of success they achieve during the semester on the condition that they fulfill the requirements in the 20th item. The students getting Y have to repeat this course and attend the course.

c) The regulations related to the evaluation of other studies which are evaluated with non-numeric evaluation are determined by the Senate.

d) In departments applying the relative evaluation system, in accordance with the 3rd subsection of the 8th article of this regulation, students who have the right to take the examination of only one course and have previously taken the course at least once and have met the requirements in the 1st subsection of the 20th article will be regarded as successful if they get a DD without considering the grades taken during the semester or the year. Providing that the requirements in the 1st subsection of the 20th article are met, the students will be regarded as successful if they get 50 out of 100 without considering the grades taken during the semester or the year.

e) In departments applying the absolute evaluation system, students who have met the requirements to take the mid-term, final and resit examinations and provided that at least two mid-term examinations are given, the students whose grades are 80 or above are considered successful without having to take the final or resit examinations. The criteria related to this are determined by the Senate.

PART V.

Keeping Exam Documents

ARTICLE 28-Unless the board of directors of the related unit decides to keep the documents such as exam papers, assignments, projects, laboratory and training reports for a long time, they are kept for 2 years after they are last evaluated.

Clothing and General Appearance

ARTICLE 29-Students have to obey the related regulations about clothing and general appearance.

Notification

ARTICLE 30-All notifications and announcements to the students are made by post to the address they have given during registration or the related unit makes these announcements in another suitable way. Students have to inform the related student office about the changes in their address in written form within one week the latest. If the students do not inform the school about the changes in their address or give an incomplete or wrong address, the school uses the previously given addresses for notifications and consider students to have been notified.
Permission for Suspension in Education

**ARTICLE 31** - A student who has to suspend education due to a right and valid excuse stated in this regulation and accepted by the related unit’s board of management may be permitted to suspend education by the related unit’s board of directors for minimum one term or two terms at the most. To use this given right, the student has to write a petition asking for suspension and present a legal excuse. The length of the period during which the student has suspended his education is added to the period of education which is stated in the article 8 of the regulation. The reason for adding this extra time and its length are stated in the decision of the related unit’s board of directors.

Students cannot continue their education when they suspend their studies and all their rights are suspended. The suspension of school for one term starts in the beginning of the related term and ends when the following term officially starts.

**Legal Excuses**

**Article 32** - Make-up exams can be given upon the approval of the respective unit’s board of directors and students can get suspension under the following conditions:

a) health excuses of students certified by health institutions  
b) Suspension by the decision of The Institution of Higher Education due to the reasons which will hinder education  
c) student’s having to suspend his/her education due to natural disasters on condition that it is certified by the senior local authorities.  
d) student’s proof that he/she has to suspend his education due to financial reasons  
e) The acquittal of the student from a charged crime or a non-suit in a custody or arrest  
f) The student’s recruitment in the army due to the loss of the right of postponement  
g) Other excuses accepted by the related unit’s board of directors.  

The documents of excuses must be submitted to the related faculty management or the directorate of school within 5 official work days beginning from the last date of duration of excuse. Otherwise, the application of student shall not be taken into consideration.

**Weighted Average and Diploma Degree**

**Article 33:** The credit of a course is determined by adding the weekly theoretical hours and half of the weekly hours of the field work, laboratory or other activities.

The grades which students get from Physical Education and Fine Arts courses and the grades which are considered as non-credit will not be taken into consideration in the calculation of the weighted mean.

In the Relative Grading System, in order for a student to complete his education successfully
and get a diploma it is essential that his average should be at least 2.00.

Some senior students can pass all the courses they take during the academic year but still may not get the average passing score 2.00. Such students have the right to take another exam so that they can increase their average score in order to graduate from the program they are attending. This exam covers the courses in the last four terms in the curriculum.

Those who can not meet the requirement of getting the average score of 2.00 by taking the above mentioned exam will be given the right to take term exams/monthly exams, term-end exams, final exams and re-sit exams covering the courses given in the last four terms. Students take these exams in the related terms in which they take the courses. Those who would like to take the related exams should inform the school about which exams they will take during the re-registration process in the beginning of the term.

An honorary degree is given to the students whose marks are between 80 and 84, 99 in the absolute grading system and between 3.00 and 3.49 according to the relative grading system. The students whose marks are between 85 and 100 according to the absolute grading system and between 3.50 and 4.00 in the relative system are given certificates showing that they are placed in the high honor list. However, the students who get disciplinary punishment cannot take any benefit from this right.

The diploma degrees of students will be determined by the use of the original documents in the student affairs office showing the grades of students.

**ARTICLE 34**– The diplomas to be given by the respective units are prepared within the principles which will be determined by the University Executive Board.

A temporary graduation certificate is given to the student until the diplomas are prepared.

In order to receive a diploma or a temporary graduation certificate, all the financial liabilities must be fulfilled.

**Associate Degree (Short Cycle) Diploma**

**ARTICLE 35**– The associate degree diploma is given to the students who take undergraduate courses provided that they complete all of the courses in the first four academic terms successfully. Those who have not completed or have not been able to complete their undergraduate studies are given associate degree diplomas upon request. They can also be given the associate degree diploma according to the legislations of the orientations to the Vocational Schools.

**Removal of Registration**

**ARTICLE 36**– With reference to related legislation, in the case of deregistration, the name of the student will be expunged from the registration with the related decision of the board of Directors.
Cases without Provision

**ARTICLE 37**- On the occasion of cases without provision in this Regulation, the other related legislations and the decision of Senate’s Board of Directors will be applied.

Abolished Legislation

**ARTICLE 38**- Dokuz Eylül University’s Undergraduate and Graduate Educational and Examinational Framework Regulation dated 14.08.2003 and numbered 25199 in the official journal was abolished.

Effect

**ARTICLE 39**- This Regulation shall enter into effect on the date of publication.

Implementation

**ARTICLE 40**- The provisions of this Regulation shall be implemented by the Rector of Dokuz Eylül University.

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