

## Grades, Examinations and Achievement

### Article 20- Grades

Students, for each course they have taken, are awarded the following grades in letters by the lecturer of the course as the final grade of achievement for that course.

Letter	Grade Equivalent Out of 4:00	Letter	Grade Equivalent Out of 100
AA	4.00	AA	90-100
BA	3.50	BA	85-89
BB	3.00	BB	80-84
CB	2.50	CB	75-79
CC	2.00	CC	70-74
DC	1.50	DC	60-69
DD	1.00	DD	50-59
FD	0.50	FD	40-49
FF	0.00	FF	0-39

a. Grades not included in the averages are the following:

1. S – Satisfactory
2. U – Unsatisfactory
3. P – Progressive
4. EX – Exempt
5. NI – Not Included
6. NA – Non-Attendant
7. T – Transfer
8. I – Incomplete

b. Explanation of the letters above:

1. The (S) grade is given to students who pass the courses which does not have any credit and courses taken at preparation schools or during the student exchange

program.

2. The (U) grade is awarded to students who fail to pass courses taken as non-credit courses, which are courses not included in point averages and courses taken at preparation schools or during the student exchange program.
3. The (P) grade is given to students who are successfully pursuing non-credit courses.
4. The (EX) grade is given to students who have passed the exemption tests administered by the relevant department with regard to courses specified by the University Council. The (EX) grade is not included in GPA.
5. The (NI) grade is given with respect to non-credit courses taken out of the academic program(s) the student is enrolled in. This grade is indicated on the student's transcript along with the grade in letters the student has received from the relevant course. This grade is not taken into account in enrolled program or related point average calculations. Courses in which students have scored (NI) cannot be repeated.
6. The (NA) grade is given to students who have failed to fulfill the requirements of attending a course or course applications. The (NA) grade is treated as an (FF) when calculating GPA.
7. The (T) grade is given to the students who come from national and international universities through a transfer and also for the students who want to include the courses taken at their former schools, a preparatory program is applied to his/her graduate program or participated in an exchange program, and also for the lessons that they achieved and those lessons that their equivalence are accepted by the faculty board that is offered by the head of department.
8. The (I) grade is awarded by the instructor to a student who failed to complete the requirements of a course due to illness or other valid reason although s/he was successful during the term. In the event that a student receives an (I) grade for a course, s/he must receive a grade by completing the previously unfulfilled requirements within fifteen days from the announcement date of the grades, otherwise, the (I) grade will automatically turn into an (FF). However, in the case of long - lasting illness or a similar situation, the term for the (I) grade may be extended until the beginning of the following registration term, upon a proposal by the relevant department and subject to the approval of the relevant Faculty Board.

1. A student with a grade point average of (2.00) or over and without a failing grade in a course in the program is considered satisfactory. Students should pass all the courses in the program in order to satisfactorily complete the undergraduate preparation program.
2. A student is satisfactory if s/he has received an S, EX, CC or over from a course. A student who has taken FF, FD, U, and NA from a course is unsatisfactory and has to repeat that course. If a student has a Semester PA over 2.00, her/his DC and DD grades are accepted as passed. DC is turned into DC+ and DD is turned into DD+. If a student has semester PA less than 2.00 in a semester, her/his DC and DD grades are accepted as failed. DC is turned into DC- and DD is turned into DD-.

Following exception applies to the Faculty of Dentistry and Pharmacy;

DC and DD grades are accepted as failed regardless of the SPA.

3. Except summer term at the end of each semester, students who have achieved all the courses of that semester and whose SPA is between 3.50 and 4.00 are placed in the high honors List.
4. Students who do not take Final Examination fails from relevant course.

## **Article 22 - Increasing Grade Point Average**

Students who want to increase their GPA can retake a single course per semester that they had previously passed with the condition that attendance in class is mandatory. The last grade received by the student with respect to any course will be valid when calculating the GPA.

## **Article 23 - Determination of Grades**

1. Final grade of a course includes all the studies (mid-term exams, quizzes, field studies, practices, assignments, projects, workshops, seminars, attendance, laboratory studies, etc.) within a semester with respect to such course and the result of the final examination according to the performance evaluation system of the course.
2. The relevant lecturer announces the achievement evaluation system regarding the courses to be offered within one week following the beginning of each semester.

3. The achievement grades of a course are submitted to the relevant administrative unit within the time specified in the academic calendar and the results are announced by Departments within the time specified in the academic calendar.
4. The exams and the other evaluation criteria applied during the semester will count for 60% of your overall grade. The final exam counts for the remaining 40% of your overall grade.

The following exception applies to Faculty of Dentistry and Pharmacy:

A student must obtain at least 60 out of 100 in final exam to be able to pass from the course. They get FF as a result regardless of what they have got in other exams or other evaluation criteria.

## **Article 24 - Final Examination Period**

1. There is a Final Examination Period of examinations at the end of the courses of each semester.
2. The period of examinations is extended to cover the number of days in which examinations could not be held due to acceptable reasons to the relevant Faculty Board.
3. The graduation project examination is held within the final examination period. The examinations regarding the laboratories, applied and field studies, and others where the results of such studies shall be considered with a view to granting the right to take exams, can also be held after such studies are over.
4. Instructors of the courses arrange and conduct the midterm examinations. If the instructor in charge is not at the university, it is decided by the Head of Department. In case an instructor leaves the university, the Head of Department can assign a relevant academic to undertake the examination (Midterm, Final and Make-up exams).
5. Other rules about the exams are announced before the exams.



## **Article 25 - Programs and Locations of Examinations**

The final examination programs in a semester are decided upon and announced at least two weeks before the beginning of the examination period by the relevant Faculty Board. The exams are held in the University buildings at the date, venue and time specified in the programs. However, exams relating to courses and practices based on fieldwork can be held in the field or in other external venues.

## **Article 26 - Make-up Exams**

1. According to the decision taken by the University Council in 2015 depending on the results of the final exams, failed students can participate the final exam of summer school as make-up exam.
2. Students are allowed to have make-up examinations of the course(s) they have failed the final examinations. Make-up examinations are held for the courses indicated below: Courses failed in FF, FD, DD- or DC.
3. Make-up examinations cannot be taken to increase the GPA.
4. Students failed with NA cannot have make-up examination.
5. Students eligible for makeup exam for failed courses are not required to write a petition.
6. Students who have missed make-up examinations cannot have another exam for it. In the make-up examinations, the same achievement grading system of final exams is applied and the score of make-up examination is accepted as final exam score. Make-up examination score is included in GPA of the semester the student has failed in the course.
7. In the make-up examinations the highest score cannot be more than CC.
8. Make-up examinations are held on different dates including weekends decided by the University Council.

9. Students who fail in make-up examination of any prerequisite course should repeat the course in the following year.

For Dentistry Faculty: Students of Dentistry Faculty cannot take upper grade prerequisite courses.

10. If two make-up examinations overlap (are at the same time), the student will choose one of them for Pharmacy and Dentistry Faculties.

11. If two make-up exams overlap (are at the same time), extended time will be given to the students to complete both exam consecutively.

### **Article 27 - Examination Method**

1. Examinations are generally in written form. However, the instructor of the course may decide to conduct the exam in the form of an oral exam, project or assignment on condition that s/he states it on the course information form (syllabus).

2. Examinations are arranged and conducted by the examination committee of the faculty and instructors teaching the courses prepare questions for the exams.

### **Article 28 - Objections to Examination Results**

A student may object to the result of a final examination by submitting a petition to the Directorate of Student Affairs within 3 days following the announcement of final grades. The objection is assessed by the relevant examination committee in terms of material mistakes and the application is finalized by the relevant Faculty Board upon a proposal by the board of the department offering the course in one week. Results are announced by the relevant departments.

### **Article 29 - Summer Term**

The summer term education shall be carried out in accordance with the "Tishk International University Regulations for Summer Term ":