

**ANTALYA BILIM UNIVERSITY**  
**DIRECTIVE ON MAKE-UP EXAMS**

**FIRST CHAPTER**  
**Objective, Scope, Grounds and Definitions**

**Objective and Scope**

**ARTICLE 1 - (1)** The objective of this directive is to regulate the procedures and policies regarding make-up exams to be carried out at the faculties, colleges, vocational schools and institutes of Antalya Bilim University.

**Grounds**

**ARTICLE 2 – (1)** This directive has been prepared in accordance with the Higher Education Law no: 2547, Antalya Bilim University Directive on Associate and Undergraduate Degree Programs and Exams and Antalya Bilim University Directive on Postgraduate Programs.

**Definitions**

**ARTICLE 3 – (1)** The concepts and terms used in this directive are as follows:

- a) Unit: The faculty, college, vocational school and institute of Antalya Bilim University
- b) Board of the Relevant Unit: The board of the faculty of faculties; the board of the college of colleges and vocational schools; and the board of the institute of institutes of Antalya Bilim University.
- c) Rector: The Rector of Antalya Bilim University
- d) Senate: The Senate of Antalya Bilim University
- e) University: Antalya Bilim University.

**SECOND CHAPTER**  
**Provisions Regarding Excuses**

**In case of illness**

**ARTICLE 4 – (1)** In cases where a student undergoes surgery, or has an illness that requires hospitalization or a 3-day sick report, the medical status of the student must be documented,

**2.** This report must be obtained from a specialist (not including private health clinics) or an emergency physician.

## **Death of Relatives**

**ARTICLE 5 – (1)** In the case of the death of a student's 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> degree relatives on a date preventing the student from taking the exam, the death certificate must be delivered to the relevant Dean's Office or Directorate within 5 (five) days after the exam date.

## **Traffic Accidents and Unexpected Situations**

**ARTICLE 6 – (1)** If a student has a traffic accident on the way to the university to take the exam, preventing the student from taking it, s/he must deliver the accident report received from the traffic division.

If a disaster (fire, flood, earthquake, building collapse, destruction) occurs on the exam day or the day before the exam date near the building where the student resides, causing the building to collapse or be severely damaged and thus preventing the student from taking the exam, the student must deliver the report received from official authorities.

## **Detention and Imprisonment**

**ARTICLE 7 – (1)** In order for a student to be eligible for a make-up exam in the case of detention and imprisonment:

- a) If the student has been taken to a police station for any reason and for that reason cannot take the exam, s/he must deliver the report received from the relevant police station chief.
- b) If the student has been taken into custody, s/he must deliver the report received from the Public Prosecution Office or the relevant Police Unit.
- c) If the student has been arrested, s/he must deliver an official copy of the arrest warrant.

## **Being Tasked by the University or Other Official Institutions**

**ARTICLE 8 – (1)** If a student cannot take the exam due to having been tasked by the university or other official institution for activities such as national or international competitions or sports activities, s/he must deliver the original assignment report.

## **Other Excuses**

**ARTICLE 9 – (1)** If a student has not been able to take or complete the exam due to reasons not stated above, the status of the student is evaluated and resolved by the Board of the Relevant Unit by taking into account the document provided by the student or the report written by the exam proctor.

## **CHAPTER THREE**

### **Notification and Acceptance of the Excuse, and the Implementation of the Exam**

**ARTICLE 10 – (1)** A student who has not been able to take an exam for any of the reasons stated above must deliver, to the relevant Dean's Office or Directorate, a petition which specifies the course(s) for which the student requests to take make-up exam(s) together with the original report(s) stating the excuse attached to it.

Petitions and attached documents are evaluated by the Board of the Unit, and the decision is made regarding the status of the student.

**(2)** Those whose excuses are accepted by the Board of the Unit use their rights during the make-up exam period specified on the academic calendar.

**(3)** A student whose excuse has been accepted by the Board of the Unit cannot take other exams on the report day or during the report period.

## **FOURTH CHAPTER**

### **Various and Final Provisions**

#### **Legal Clauses**

**ARTICLE 11 – (1)** Regarding the cases for which there are no provisions in this directive, Higher Education Law no: 2547, Antalya Bilim University Directive on Associate and Undergraduate Degree Programs and Exams, Antalya Bilim University Directive on Post Graduate Programs, Antalya Bilim University Directive on Exams and Assessments and other legislation provisions are applicable.

#### **Enforcement**

**ARTICLE 12 – (1)** This directive enters into force upon being approved by the Senate of Antalya Bilim University.

#### **Execution**

**ARTICLE 13 – (1)** This directive is executed by the Rector of Antalya Bilim University.