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STARDOM UNIVERSITY

Policies, Systems, and Regulations Guide to the Requirements for Obtaining a Bachelor's Degree

,Issued pursuant to Article (16) of the Academic Policies Systems, and Regulations for the year 2024

Approval of the University Board of Directors No 65 2024/07

List

Bachelor's degree requirements

Stardom University

Study system and language of instruction

Study system:

The academic year consists of three main semesters, each lasting 10-13 weeks, including registration and examination periods. The University Council reserves the right, when necessary, to extend or shorten the length of semesters.

Language of instruction:

The language of instruction at Stardom University is English and Arabic. However, courses offered in other languages are determined by the University Council.

English Preparatory Year

The English language proficiency of students admitted to associate's and bachelor's degree programs is determined by a "proficiency test" administered by the English Preparatory School. The English language proficiency level of students admitted from institutions where the medium of instruction is entirely English and who have passed foreign language tests conducted by international organizations (PROF, CAMB, GCE, TOEFL, etc.) can be determined by the English Preparatory School. Students who fail the English placement test and whose language level is deemed insufficient are placed in preparatory classes according to their English proficiency. Their English proficiency is determined by a placement test administered by the English Preparatory School. The total duration of training in the preparatory classes is a maximum of two academic years. Students admitted to graduate programs are not placed in English preparatory classes. These students are processed in accordance with the provisions of the Graduate Education Regulations.

Admission and Registration System

Accepting students into the preparatory year and undergraduate programs:

Students are admitted to the preparatory class, first-year classes, and bachelor's degree programs based on the results of placement tests conducted on the university's website under the supervision of the examination centers affiliated with the Student Affairs Department at Stardom University.

Admission requirements:

1. The student must have a high school diploma or its equivalent.
2. The student must meet the admission requirements for each department.
3. Submit the original certificates obtained along with certified copies.
4. The student must fill out the university admission and registration forms.
5. The student must pay the required registration and tuition fees.
6. To sign a pledge to abide by all university rules and regulations.

Registration procedures and transactions required for admission:

Registration procedures for students accepted into any of the educational programs offered by Stardom University are carried out. Students can initially register through Stardom University's electronic portal, fill out the special form, and send it. The registration procedures are completed through the university's electronic portal.

Required transactions:

1. The original certificate of equivalency issued by the relevant authority in the Ministry of Education for those who obtained a secondary school qualification from outside Türkiye, along with a copy of it.
2. A copy of the ID or family card with the original for verification.
3. Passport copy with original for verification.
4. Personal photo (6x4) with white background.
5. A copy of the registration and tuition fee payment receipt.
6. Completing the registration form and having it signed by the student.
7. Pledge to abide by the university's rules and regulations.

Education levels:

- Diploma: A diploma is awarded to students who have completed a four-semester undergraduate study program. Academic, within the framework of the examination and evaluation principles stipulated in the university system.
- Bachelor's degree: A bachelor's degree is awarded to students who have completed an undergraduate study program. Eight semesters, within the framework of the examination and evaluation principles stipulated in the university system.
- Postgraduate studies: Postgraduate studies are conducted within the scope of the higher education system issued by the University. Stardom.

Certificates and titles

The following certificates are awarded to students who successfully complete their programmes in accordance with the principles set out in the regulations:

(A) Bachelor's degree certificate: Signed by the head of the department, the dean, and the university president. Mentioned on Certificate Name of college, department and program (if any) of the student.

(for) Graduate Certificate: Signed by the Dean of the College of Graduate Studies and Scientific Research and the Head of University. The name of the program the student obtained is indicated on the certificate.

(c) Undergraduate students who have not successfully completed their undergraduate programs but have successfully completed all courses of the first four semesters are awarded diplomas. The diploma is signed by the head of the department, the dean, and the university president. The period of education the student spent to obtain the diploma is indicated.

(c) The University Council shall determine the form and dimensions of all certificates and the information that must be entered on the certificates.

(c) In order to obtain a graduation certificate, students must have a high level of education that confirms their qualification for the certificate for at least the last two semesters at Stardom University.

(h) For one time only, a temporary graduation certificate bearing the signatures of the head of the relevant department or Director of the College of Graduate Studies and Head of the Student Affairs Office until the certificates are prepared and printed.

(X) In case of loss of the certificate, a new certificate is issued once, provided that it is announced in the newspaper. Printed in Türkiye, the student must pay the fee and report the problem with a petition submitted to the Student Affairs Office. This certificate must be accompanied by the phrase "Second Copy" issued for the second time.

Titles:

For titles awarded on the diploma, the transactions are conducted by the Stardom University Council, and the titles are determined on the diplomas.

Academic record:

The courses taken and grades awarded from the date of registration to the date of completion are recorded on the student's transcript by the Student Affairs Office. Upon the student's request, certified copies of the student's academic record are delivered in person or mailed to the address on file with the college. Certified academic records may be sent to public institutions upon request.

Academic records arrangements are made, provided to students, or mailed to approved institutions by the Office of Student Affairs.

University card:

The university card is granted to the student who has fulfilled the registration conditions and procedures. He must take it with him during direct educational meetings and exams and present it upon request.

Grading, assessment and GPA system

Admission and registration deadline:

The registration, transfer, withdrawal, suspension, and reinstatement periods are completed according to Stardom University's academic calendar. Academic records are arranged and submitted to students or mailed to accredited institutions by the Student Affairs Office.

Digital estimate of the rate	symbolic estimate of the rate	Test score
4	**AA**	From 90 to 100
3.5	**AB**	From 85 to 89
3	**BB**	From 80 to 84
2.5	**BC**	From 75 to 79
2	**CC**	From 70 to 74
1.5	**CD**	From 65 to 69
1	**DD**	From 60 to 64
0.5	**DF**	From 50 to 59

A grade of (I) is awarded when a student completes most of the class work satisfactorily but is unable to finish due to illness or other valid reasons.

Students who receive a grade of "I" must make up the missing work and receive a grade within 15 days from the day the grades are submitted to the Registrar's Office. Otherwise, the grade (I) will automatically become (FF).

In the event of prolonged illness or any other disability, this period may be extended until the next registration period based on the recommendation of the Dean of the Department and the approval of the College Administrative Committee.

An S grade is awarded to students who successfully complete non-credit courses. Students who have transferred from other universities or previously attended a higher education institution are awarded an S grade for courses they previously enrolled in that are accepted as equivalent based on the recommendation of the dean of the department and the approval of the college's administrative committee.

Transfer students who are required by regulations to repeat a course will not be granted an (S) grade.

The grade (S) is not included in the calculation of the grade point average.

A grade of (P) is assigned to students who progress through non-credit courses over more than one semester.

A grade of (U) is assigned to students who fail non-credit courses.

The EX grade is awarded to students who have been exempted from courses determined by the University Council by successfully completing an exemption exam administered by the relevant department. The EX grade is not included in the calculation of the grade point average, but it is mentioned on the transcript.

A grade of (W) is awarded to students who withdraw from a course after the drop period and within the first ten weeks of the semester, based on the advisor's recommendation and the instructor's permission. The following rules govern student withdrawal from courses:

a) Students may not withdraw any semester from the first two semesters of undergraduate programs.

b) Students cannot withdraw from courses that they must repeat, in which they previously received a grade (W), or that are not included in the calculation of the grade point average.

The student's grades will be announced by the Registrar's Office.

errors in judgment

In the event of a clerical or procedural error in assignment or email notification, the grade change request will be reviewed by a professor appointed by the relevant department council. Clerical or procedural errors must be corrected no later than the registration period for the following semester.

Average grade

A student's academic standing is determined by calculating the cumulative grade point average (GPA) and the cumulative grade point average (CGPA), which are announced at the end of each semester by the Registrar's Office. The total grade for a course is obtained by multiplying the course's credit hours by the final grade coefficient.

The grade point average for any semester is calculated by dividing the total semester points by the number of credit hours the student took in that semester.

The grade point average is rounded to two decimal points. The cumulative grade point average (GPA) will be calculated by including all courses taken by the student since admission to the university and recognized as valid by the department in which they are enrolled. Both the grade point average (GPA) and the cumulative GPA will be based on letter grades from AA to FF. The most recent grade earned in the repeated course will be used in calculating the cumulative GPA. All grades are displayed on the student's academic record.

Honors and Distinction Students

Students who achieve a semester GPA of 3.50-4.00 are considered honor students, while students with a semester GPA of 3.00-3.49 are considered valedictorian for that semester. A list of these students will be announced at the end of each semester.

In order for students to successfully complete the undergraduate program, they must have a cumulative grade point average of 2.00 or higher and obtain a grade of DD or higher in every course they take.

In order to continue their courses of study, students must meet the minimum “GPA” requirements for each semester as follows:

End of Chapter Four. 1.50

End of Chapter Five. 1.60

End of Chapter 6. . . . . 1.70

End of Chapter Seven. 1.80

End of Chapter 8 and beyond. 2.00

Students are placed on academic probation at the end of any semester whose cumulative grade point average falls below the minimum cumulative grade point averages listed above. Academic probation is the official notification to students that they will be dismissed from the university if they also fail to meet the minimum cumulative grade point average requirements for the following semester.

Dismissal procedures

In order to continue in the program, students placed on academic probation must meet the minimum cumulative grade point average requirements for the following semester.

Undergraduate students are dismissed from their programs for the following reasons:

(a) If the student's cumulative GPA is less than 1.00 at the end of the third semester.

(b) If the student's cumulative GPA is less than 1.40 at the end of the fourth semester.

(c) If the student fails three times to obtain a passing grade in any of the required courses in the first two semesters,

(d) If a student who is in the fifth semester or later and who is on probation obtains a cumulative GPA lower than the minimum cumulative GPA requirements for that semester mentioned above.

A student with a GPA of 2.00 or higher will not be dismissed and will remain on probation even if he or she fails to meet the minimum GPA requirements for that semester.

Course Repetition Policy

A student who receives a grade of FF, FD, W, or U or who does not take a course in the regular semester must take it in the next semester in which it is offered.

Students who failed the final semester

A student is considered a senior if he or she has met all requirements for a bachelor's degree when he or she successfully completes courses during the semester.

Students who have received a grade of FF or FD from up to two courses or a grade of U from up to one non-credit course will be granted extra time until the beginning of the next semester at the latest to complete coursework or take an additional exam. The grade obtained on this exam replaces the final exam grade. Students' academic standing will be calculated by including the grades they received during the additional time.

Students whose GPAs remain below 2.00 even if they do not receive a grade of FF or FD in the final semester may be granted additional time for a maximum of two courses that received grades of DC, DD, or CC under the conditions mentioned above.

Students who meet the requirements for this section must request a request from the dean of the department within one week of the announcement of final exam grades. After reviewing the student's academic record, the dean of the department will inform both the student and the relevant instructors of the courses for which extra time is granted.

The extra time and right to an extra exam mentioned in this paragraph will be granted to students only once.

Conditions for obtaining a bachelor's degree

Students are required to complete all courses offered in the Bachelor's program in which they are enrolled. Their cumulative grade point average must not be lower than 2.00, and they must obtain at least 240 ECTS points in a 4-year program, at least 300 ECTS in a 5-year program, and at least 360 ECTS in a 6-year program.

In order to obtain a bachelor's degree, students transferring from other universities must have studied at least two semesters at Stardom University.

Study period

The normal undergraduate study period at Stardom University is four years. Students who successfully complete all required courses with a cumulative GPA of at least 3.00 may graduate in a shorter period. Undergraduate students are required to complete their studies in six years unless they have an acceptable excuse specified by the regulations. Students who fail to graduate within six years will be dismissed from the university.

Implementation of regulations

The implementation of these regulations is approved by the President of Stardom University.

University transfer system

First: Transfer from one department to another within the college

A student registered at Stardom University has the right to transfer from the department he joined to another department in the same college according to the following conditions:

1.The student fills out the transfer form at Student Affairs.

2.The student shall submit his application to the Dean of the College within a period not exceeding two weeks from the beginning of the academic year.

3.The student must meet the requirements for admission to the academic department to which he wants to transfer.

4.The transfer process to the department the student wishes to transfer to will not take place except after the approval of the Dean of the College based on the recommendation of the Head of the Academic Department and the approval of Student Affairs.

Second: Transfer from one college to another

A student registered in one of the university's colleges has the right to transfer from one college to another in accordance with the following conditions:

1.The student must submit an official request to the Deanship of Student Affairs at the university within two weeks of the start of the academic year, stating his desire to transfer to another college.

2.The Deanship of Student Affairs will transfer the application, according to a form prepared for this purpose, to the college to which the transfer is desired for an opinion. In the event of approval, the application will be transferred to the Dean of the college from which the transfer is made for approval and completion of the procedures.

3.The student must meet the conditions for admission to the college he wishes to transfer to, as well as the conditions for the department he wishes to join.

4.The student must not have been expelled from the college from which he wishes to transfer for disciplinary reasons.

5.The student is enrolled in the level determined by the Equivalency Committee after the equivalency process is completed.

The following should also be taken into consideration:

1.In the event that the transfer request is approved, the student will be enrolled in the level determined by the department/college to which he/she is transferred, according to the result of the relevant equivalency.

2.A transferred student is not entitled to any exemptions or financial discounts for the same academic period.

3.The period spent by the student in the department/college from which he transferred is counted within the maximum period permitted to remain in the college/university.

4.The student is obligated to pay the financial obligations arising from the transfer process, and pay the fees set by the college to which he has transferred.

Third: The system of transferring to the university from other universities

A student enrolled in one of the local or international universities recognized by the university may transfer to Stardom University, provided that the following is met:

1.To submit a written application accompanied by all necessary documents to the Deanship of Student Affairs during the admission period. And registration.

2.All academic documents must be authenticated by the competent authority or authorities that issued them.

3.To have successfully completed the first level at the university from which he is transferring.

4.Not to have been dismissed from the university from which he transferred for disciplinary reasons.

5.The transfer student must join the level determined by the Equivalency (Bridging) Committee, in accordance with the equivalency conditions and procedures specified by the university.

6.The grades of the courses previously studied by the student at the university from which he transferred and which were equated in the plan are included in his cumulative GPA at the university.

7.Any course taken by a student transferring to the university that is more than seven years old will not be counted, with the exception of university requirements and elective courses.

8.The number of credit hours that the student studies at the university must not be less than 50% of the total hours of the approved study plan, and he must spend at least half of the prescribed study period, which is two years for the bachelor's degree.

9.When a student transfers from another university to Stardom University under the equivalency (bridging) system, he/she will not be accepted unless he/she has the original transcript of grades from that university certified by the Ministry of Higher Education in his/her country or the country where the university is located, along with the attached subject details to be compared to what the student studied at that university in terms of content and number of hours.

Fourth: Suspension of registration (postponement) and its return

The student has the right to apply during the first two weeks from the beginning of the academic year to postpone his studies if he has convincing reasons and in accordance with the conditions and procedures determined by the university, noting that the student does not have the right to stop registration until a full year has passed since the start of registration.

Cancel registration:

A student's registration shall be cancelled by a decision of the College Council in the following cases:

1. If it is decided to dismiss him in accordance with the provisions of the Student Affairs Regulations
2. If the period allowed for studying to obtain a university degree is exceeded
3. If the registered student withdraws from the study by his own personal desire
4. If the student transfers to another college, university or governorate
5. If more than one academic year has passed since his enrollment was suspended and he has not submitted a request for re-enrollment.

Fifth: Withdrawal from the university

The student has the right to apply during the first two weeks of the study to postpone his studies if he has convincing reasons and in accordance with the conditions and procedures determined by the university.

The student has the right to withdraw from the university, retrieve his documents and obtain a transcript of his grades if he fulfills the following procedures:

1.Submit an official request according to the form prepared for this purpose to the Dean of Student Affairs, specifying the reasons for withdrawal.

2.Providing a certificate of clearance from the university's financial dues.

3.Complete the procedures for obtaining a clearance from the university according to the form prepared for that purpose.

4.Submitting the university card if the student has received it before submitting the withdrawal request.

5.The student is considered to have withdrawn from studies after the written approval of the college deanship and the Deanship of Student Affairs.

Sixth: Failure and dismissal

A student is considered to have failed a course in the following cases:

1.If he does not obtain the minimum grade specified for success in the prescribed subject.

2.If the student is caught cheating or attempting to cheat, in this case the student will be deprived of the subject in which he was caught cheating, in addition to the subject that follows the exam or the one before it if the subject in which he was caught cheating was the last exam subject.

3.A student repeats the academic level he studied if he fails more than three subjects required of him in that level, and he only retakes the exams for the subjects he failed.

The student will be permanently expelled from the university in the following

cases: 1. If he fails an academic level for two consecutive years.

2. If the student cheats twice during his study period.

3. If a decision is issued against him to dismiss him in accordance with the provisions of the university's rules and

regulations. Seventh: Examination System

1.Exams are conducted through the university's website.

2.The coursework consists of:

a . Midterm exam in one course, and the science section determines it in coordination with the subject professor. The dates of those tests.

Virtual classroom work (seminars, meetings and seminars, research and small projects) and other various tasks assigned to the student during the semester according to the study plan b.

3.Grades are calculated and recorded for each course out of one hundred, and the student is considered to have passed the course if he obtains a grade of fifty or more.

4.The final grade for the course consists of the sum of the semester work and the final exam grade.

5.The semester work grade is a maximum of forty percent, while the final exam grade is sixty percent of the total course grade.

6.The department is responsible for distributing the marks allocated for the course's semester work across its component parts.

Eighth: Grievance system

A student may appeal the result of any exam in accordance with the following conditions:

1.The student must submit his grievance in writing to the Dean of the College within a maximum period of one week after the announcement of the results.

2.The aggrieved student shall pay a nominal grievance fee determined by the University's Financial Administration. In the event of a grievance regarding more than one result, the written grievance shall be submitted to the Dean of the College and the fees shall be paid for each result separately.

3.The complaining student shall sign an acknowledgment in front of the Dean to accept the outcome of the grievance, whatever it may be, in accordance with what is stipulated in these regulations, or send it via his personal email.

4.The student may not withdraw the grievance after submitting it, paying the fees, and signing the aforementioned declaration, unless he waives the grievance before the Dean and before the grievance committee begins processing the grievance.

5.The Dean of the College shall form a committee to investigate the grievance, headed by the Head of the Department and two faculty members. After ensuring that all the complaining student's answers have been corrected by the professor and that all grades have been collected, the committee shall compare the grades awarded to the complaining student with those awarded by the professor to five other students representing the range of grades.

6.The committee shall submit a detailed report to the Dean of the College on the results of the investigation within one week of its formation.

7.If there is no change in the grade the student originally obtained, the student will be given a warning and will not be allowed to submit any further grievances. He must also submit a letter of apology to the course professor before the Dean of the College, along with a personal apology to the Dean of the College.

8.If it is found that the grades originally obtained by the complaining student lead to a change in the result, the grades awarded by the committee shall be adopted and the student's result shall be changed accordingly.

Ninth: The most important policies for electronic attendance and discipline:

1.Students are required to attend at least 75% of the lectures allocated for each course in the virtual electronic classes or distance learning courses. Students who exceed the permitted absence percentage will be denied entry to the exam.

2.The student is committed to participating in the activities included in the online course at the times announced by the course instructor. If the specified time is exceeded, the student may be considered absent.

3.The university's attendance and suspension criteria, announced by the Admissions and Registration Department, apply to online courses.

4.Students are required to maintain proper behavior during online lectures. If any student violates the appropriate university conduct, the professor may consider the student absent, and the student will be subject to the penalties stipulated in the University Council's list of penalties.

5.The student is obligated to participate in the virtual class with the course instructor as if he were in the in-person class. If the student does not respond or refuses to participate, he will be considered absent.