



# Alanya University

Student Handbook  
2024-2025 Academic Year



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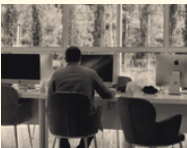
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## MESSAGE FROM THE RECTOR

# Prof. Dr. Mesut Güner



Dear Young People,

Universities are the most important institutions where science, technology and research sprout, where people from different disciplines come together and develop new perspectives. As Alanya University, we aim to provide an education in accordance with the requirements of the age in our district, which aims to achieve world standards in this direction and is adorned with historical and natural beauties.

Our university offers you a universal education with its distinguished and dynamic academic staff and various academic programs within the Faculty of Engineering and Natural Sciences, Faculty of Health Sciences, Faculty of Economics, Administrative and Social Sciences, Faculty of Art and Design and Vocational School. We aim to raise individuals who understand, interpret and apply basic concepts; who have acquired the habit of scientific thinking, who research, question, analyze and synthesize, and think critically. Our aim is to prepare young people for the future in the best way possible, who learn and are prepared for life in every aspect.

I wish you to always feel the power, privilege and happiness of studying at Alanya University, which aims to prepare our young people for life in every aspect by raising scientists and enlightened generations where reason and science are dominant, and I wish you success in your education life.

With love and respect

# About Our University

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## History

The establishment law of Alanya Hamdullah Emin Paşa University, which was founded by Hamdullah Emin Paşa and Haremi Hatice Tahire Hanım Foundation, was accepted by the Turkish Grand National Assembly and published in the Official Newspaper on March 3, 2011. Our university, which started its activities in the 2014-2015 academic year, is the first university of Alanya. The name of our university was changed to Alanya University on February 9, 2023.

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# About Our University

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## **Mission**

**To provide activities and services to become a pioneering and exemplary university that contributes to and participates in urban and regional development, especially in the fields of tourism, agriculture and coastal resources management, taking into account the natural, cultural, economic and social needs of the region.**

## **Vision**

**To be a modern and pioneering university that uses innovative, creative, and student-oriented learning approaches in the national and international arena, that considers social benefit, and that closely follows technology to shape the future.**

**In line with this mission and vision, the strategic goals of our University are as follows:**

- To increase the qualified workforce of the university and to create areas of specialization,
- To open new faculties and departments that will contribute to regional development and to conduct scientific research,
- To organize the content of education and training to meet the needs of stakeholders,
- To become a center of attraction for students and staff,
- To be a university whose graduates are preferred by the private sector,
- To develop projects that create social value based on cooperation with internal and external stakeholders.

## **Values**

**The values of our university are determined as scientific approach, human orientation, social responsibility, internationalization and innovation.**

# About Our University

## Academic Units

Our university has the following academic units:

Faculty of  
Economics,  
Administrative and  
Social Sciences

Faculty of  
Engineering and  
Natural Sciences

Faculty of Health  
Sciences

Faculty of Arts and  
Design

Graduate School  
of Education

Vocational School

School of Foreign  
Languages

# Student Affairs Directorate

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## **Our aim as Student Affairs Directorate**

To ensure that the education and training process is carried out regularly within the scope of legislation, regulations and directives by coordinating with the academic units of our university; to provide secure and fast information/document service to students, academic staff and administrative staff.

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## **Directorate**

It is responsible for the fulfillment of all relevant transactions of the students studying at our university in accordance with the applicable laws and regulations throughout their education life.

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## **ALSO:**

By using developing information and technologies, providing secure and fast information-documentation service; It is in the desire and effort to contribute to the increase of institutional quality on the way to becoming a unit by prioritizing the satisfaction of students, faculty and employees.

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# Student Affairs Directorate

Our main services carried out by our Directorate:

Registration and admission of students

Making and filing official correspondence related to the Directorate

Ensuring information flow and coordination between academic units in transactions related to students

Conducting statistical studies and communicating the results to internal and external stakeholders

Horizontal transfers within and between institutions

Course Registration

Official documents needed by our students (student certificate, transcript, etc.)

Monitoring the scholarship status of students

Student ID card

Military service

Diploma and diploma supplement procedures

University exit procedures

Informing about regulations and directives

Preparation of the academic calendar

Fulfillment of the duties assigned by the Council of Higher Education, ÖSYM and the Rectorate

# REGISTRATION



## First Registration (Settlement)

The first registration takes place in the form of central placement, horizontal transfer (internal-external), academic transfer or international student admission.

According to Alanya University Associate and Undergraduate Education and Examination Regulations;

- For students placed by ÖSYM, online via e-Government or on the days determined by ÖSYM,

Vertical transfer, lateral transfer and international student transfer are made with the necessary documents on the dates announced by the University.

Current announcements regarding registration days and required documents are announced on [www.alanyauniversity.edu.tr](http://www.alanyauniversity.edu.tr) and <https://oim.alanyauniversity.edu.tr/>.



## Double Major Program

Students who complete their programs with outstanding success can double major and have the opportunity to study in a second major and receive a bachelor's degree in that department. Students can apply for the double major program quota announced at the beginning of the 3rd semester of their program at the earliest and the 5th semester at the latest.

[\(For detailed information, you can review Alanya University Double Major and Minor Program Directive\)](#)



## Minor Programs

The purpose of the minor program is to enable students who have successfully completed their major program to gain knowledge in another field of interest. Students who complete the minor program are awarded a certificate. Students can apply to the minor program at the beginning of the 3rd semester of the major program at the earliest and the 6th semester at the latest.

[\(For detailed information, you can review Alanya University Double Major and Minor Program Directive\)](#)



## Course Registration (Registration Renewal)

Registration Renewal procedures must be done by the deadline announced on our website at the beginning of each academic year in accordance with the Academic Calendar (including full scholarship students).

Students who do not register for courses within these deadlines are deemed not to have registered for the semester.

# REGISTRATION



## Course Counting (Adjustment / Exemption)

Students who enrolled in the University through lateral, vertical transfer or ÖSYM exam from another higher education institution are exempted from the courses taken from the institution they came from and deemed successful by the relevant board of directors in line with the proposal of the relevant department, and their equivalents at the University are recorded as letter grades on the students' transcript and are included in the grade point average calculation. It is indicated on the transcripts that these courses are exemption courses.

Students make their applications for course exemption requests to the faculty secretariat with their transcripts and course contents of the university they have previously studied at.



## Registration Hold / Leave of Absence

Students may be granted permission up to a maximum of two semesters (provided that they pay the registration hold fee) with the decision of the relevant Board of Directors, provided that they document their valid excuse. Permission is not granted for less than one semester. In cases of necessity, these periods may be exceeded with the decision of the University Administrative Board. Students who have completed the maximum period of study are not allowed to take leave.

In order for the student to benefit from the leave, the student must submit his/her leave requests in writing to the Dean's Office until the last day of the add-drop period each semester, except for compulsory reasons.

Periods of leave of absence are excluded from the maximum education period.



## Registration Removal

Students can cancel their registration at the University by applying to the Directorate of Student Affairs at any time they wish. These students are dismissed from the University as of the date they apply for withdrawal.

Students who will dismiss from the University must apply online from ÖİBS and obtain approval from the relevant units.

For students who cannot apply in person due to excuses, the dismissal procedures are also carried out through a person to whom they have given a notarized right of attorney.



## Tuition Fee

The annual tuition fees for associate degree/undergraduate programs at the University are determined by the Board of Trustees to be valid for the following academic year.

Students who do not pay the tuition fee cannot register for courses.

You can follow the information about semester fee, leap year fee, summer school fee, special student fee, double major-minor education fees from the announcements on our University's web page.

# EDUCATION and TEACHING PROCESS



## Academic Year (Academic Calendar)

The processes that will continue during the current academic year (start and end of education, course registration, exams, internal and external transfer, double major, minor application dates, etc.) are specified in the academic calendar.

It is important for our students to pay attention to the dates specified in the academic calendar in order to follow the processes.

[Click here to access the academic calendar of our university.](#)



## Study Duration

The duration of education is 2 years (four semesters) for associate degree programs and 4 years (eight semesters) for undergraduate programs. The maximum duration of education is 4 years (eight semesters) for associate degree programs and 7 years (fourteen semesters) for undergraduate programs. The duration of the English Preparatory Class is 2 years (scholarship 1 year). The time spent in the English Preparatory Class is not included in the program duration and the maximum education period.

Students who fail to graduate at the end of these periods cannot benefit from student rights, they have the right to take the exams of the courses they have failed.

Students whose maximum period has expired are treated according to Article 44 of Law No. 2547.



## Curriculum and Syllabus

The courses required for graduation in departments and programs are called curricula. For each course, syllabi containing detailed information such as the subject of the course, credits, weekly subject information, etc. are prepared.

[Click here for the curriculum and syllabus information.](#)

To access the curriculum and course syllabi:

Enter the "Academic Units" section in the left menu and select the relevant associate degree or undergraduate program and open the relevant academic unit.

In the window that opens, click on "Courses" under the heading "Information Package" in the left menu and access the curriculum.

- Each of the curriculum courses is selected and course syllabus information is accessed.



## Course Programs

Students can view the weekly course schedule on the course registration screens in OIBS after the course registration process is completed.

In addition, course schedules are announced every semester on the web page of the departments/programs.

# EDUCATION AND TEACHING PROCESS



## Academic Counseling

Each student enrolled in the Schools/Faculties of our University has an academic advisor appointed by the administration to support him/her throughout the education process.

Academic advisors provide guidance on issues that students need, especially academic issues, and help with the process and planning during registration renewal periods.

Academic advisors provide guidance to students in the following areas:

- Providing information about the courses to be taken each semester and providing guidance if needed,
- Monitoring academic achievement and professional development and assisting in solving problems encountered,
- Helping them to recognize their rights and obligations,
- Giving information about the courses, hours and credits in the department and program curricula,
- Giving information about the other courses in the curriculum and the arrangements in the curriculum,
- Checking the requirements for graduation and providing feedback,
- In case the graduation conditions are met, notifying the dean's office / directorate with the approval of the head of the department at the time when action should be taken,
- Providing information about domestic/foreign exchange programs, lateral/vertical transfer opportunities and conditions and assisting in course matching studies in case of inclusion in the program,
- Communicating the situation and needs to the relevant unit managers in cases with special needs,
- Providing information and guidance on university policy, rules, regulations and directives.

The academic advisor follows the status of the student throughout his/her education and does not change unless it is mandatory. In case the academic advisor resigns, a new advisor (temporary or permanent) is assigned to the student by the relevant academic unit administration and the change is announced to the student.

**Academic advisors provide information and guidance to students, but the student's career planning is their own responsibility.**

**Mutual respect is essential in communication during the academic advising process.**



## Internship

Each department has an "Internship Directive" as the overarching document of all internship practices at our university. Our students can access the necessary information from the links related to internship on the web pages of their departments.

# EDUCATION AND TEACHING PROCESS



## Course Registration, Add-Drop, Withdrawal

Students can add or delete courses taken in that semester during the add-drop week specified in the academic calendar.

When the course registrations are approved by the advisor during the add-drop week, the student's registration is renewed.

Students can withdraw from one of the courses in the curriculum with the approval of their advisor until the deadline specified in the academic calendar for each semester, except for the first two semesters of education.

Students can withdraw from a maximum of one course in a semester and a maximum of two courses during their undergraduate education.

Students who take courses below the minimum course load or normal course load in a semester are not allowed to withdraw from the course.



## Compulsory Attendance

It is compulsory that the issues related to attendance, exams and evaluation are determined by the instructor of each course and announced to the students at the beginning of the academic year in the course syllabus.

Unless otherwise stated in the course syllabus, attendance to at least 70% of the theoretical course hours and at least 80% of the laboratory and application course hours is compulsory to participate in the final exam.

Students who do not fulfill the attendance obligation cannot participate in the final exam of the relevant course and are considered unsuccessful in that course.

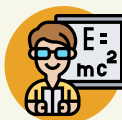
[Click here for detailed information.](#)



## Grades

The success of the students in the courses is determined by the instructor (lecturer / instructor) of each course with a letter grade according to the results of the exams, homework and other studies they have completed during the semester clearly stated in the course syllabus.

[Click here for detailed information.](#)



## Exam Types

At least one midterm and one final exam is held in each course.

Exams consist of midterm exam, excuse exam, final exam, make-up exam, single course exam.

The make-up exam grade replaces the final exam grade.

The student cannot take the semester midterm and final exams during the period he / she is on report. The exam taken by the student while on report is considered invalid.

There is no excuse exam for the make-up exam. Students who do not attend these exams are considered to have used their rights.

# EDUCATION AND TEACHING PROCESS



## Explanation of Grades and Material Error

End of semester letter grades are announced by the instructors on the dates specified in the academic calendar. Letter grades are made available to students on the relevant internet address on the date specified in the academic calendar.

Students may object to the announced exam grades by claiming material error. The objection application must be made in written form to the relevant dean's office, department head or the School of Foreign Languages within five days following the announcement date.



## Graduation

Students who complete the programs are affiliated with in accordance to the relevant provisions of the Regulation are awarded a bachelor's / associate degree diploma in the branch they have studied.

Diplomas and diploma supplements are prepared and given to the students by the Student Affairs Directorate after the graduation ceremony of the relevant academic year.

In order to graduate from associate degree and undergraduate programs;

- Completion of all courses in the curriculum with a minimum letter grade of DD or S,
- A GPA of at least 2.00,
- Those who wish to receive a two-year associate degree must complete 120 ECTS credits, and 240 ECTS credits for four-year undergraduate programs.

# Student Information System

## Student Information System



It is the system where you can see your course registration, grade information, exam schedules, course schedules, advisor information, announcements, etc. You need to follow the courses you have attended during your education period, course registrations, course attendance, announcements and similar issues from the Student Information System (SIS).

Student Information System content consists of automation login, personal information, academic calendar, advisor information, courses taken, program courses, class courses, course schedule, class schedule, department course schedule, course registration, semester averages, exam grades, grade list, transcript, document request, password change, dismissal request, etc.

You can access the Student Affairs Information System after your final registration process is completed.



## Student ID Card

Students who register according to the results of the ÖSYS First Placement exam are given an ID card during registration.

Additional quota, vertical transfer, horizontal transfer, international students can receive it from the Registrar's Office within one week after completing their registration process.

Detailed information for the ID Card; It is announced on the web page of our university.



## Student Certificate

It is the document showing that students who are registered at our university and benefit from student rights are students at our university.

The document printed in standard format from ÖİBS can be requested in both English and Turkish.

Student documents are requested by applying from the "User Operations/Document Request" section in ÖİBS.

Student documents can be requested with wet signature or e-Signature.



## Transcript Document (Transcript)

It is a document showing the courses, grades, credits and weighted grade point average of the students on a semester basis.

The document is prepared in Turkish and English upon request.

Transcript requests are requested by applying from the "User Operations/Document Request" section in ÖİBS.

Wet signed or e-signed transcripts can be requested.

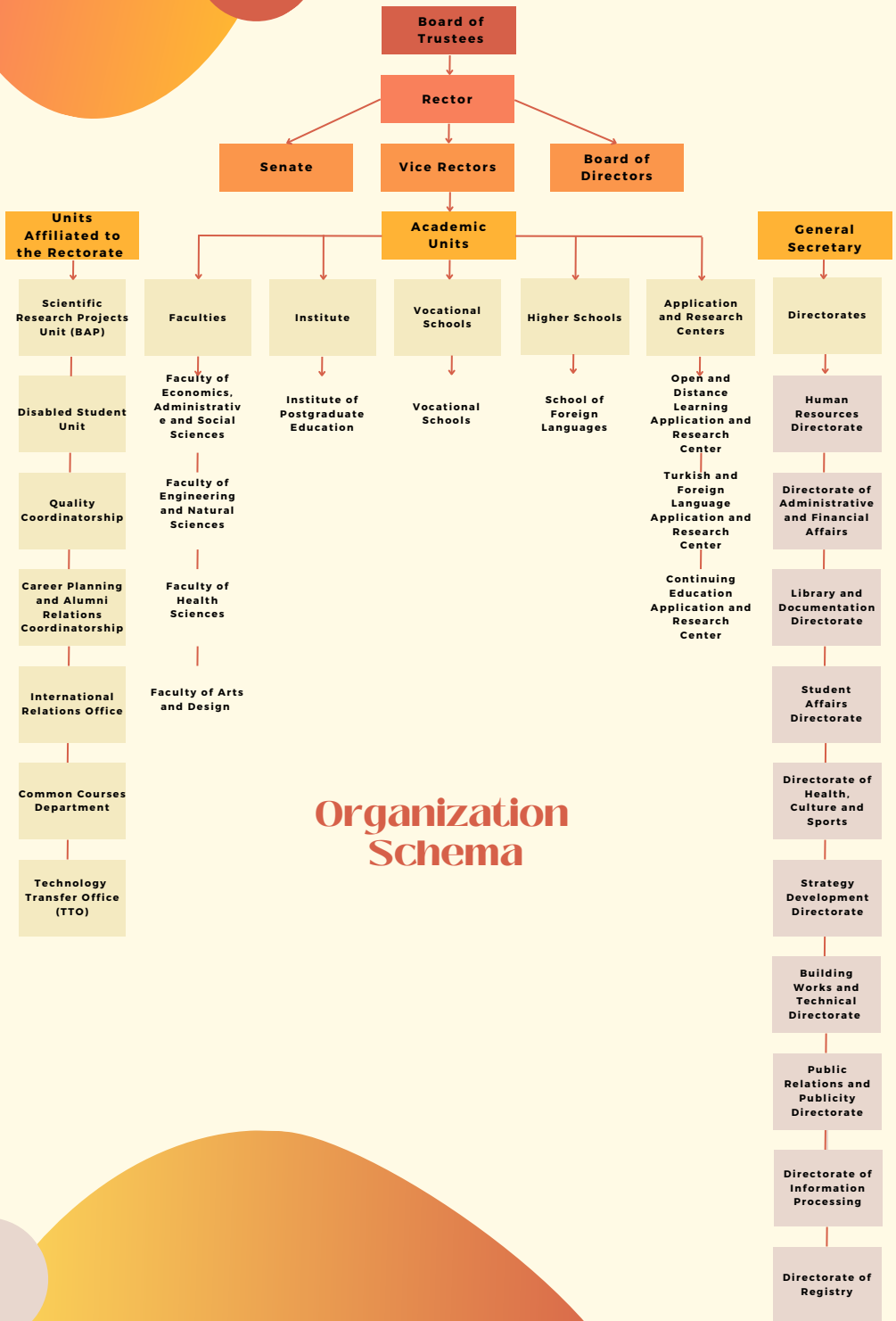


## REGULATIONS

You can access the current Regulations and Directives of Alanya University by scanning the QR code.



[www.alanyauniversity.edu.tr](http://www.alanyauniversity.edu.tr)



# Organization Schema

# Good luck!



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