

Below, you can find the Frequently Asked Questions (for Students) section (in Turkish).

TC
ÇANAKKALE ONEKİZ MART UNIVERSITY
TOURİSM FACULTY

Topic: FAQ for Students	13.07.2022
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IMPORTANT LINKS

S: Where can I view the academic calendar?

A: You can access our University's Academic Calendar under the "Academic Calendar" heading on the ÇOMÜ website . See also <https://ogrenciisleri.comu.edu.tr/akademik-takvim-r10.html>

S: How can I access the course schedule?

A: You can access it under the "Course Schedule" heading on our department's website . See also <http://tarih.fef.comu.edu.tr/ders-programi/lisans-ders-programlari-r3.html>

RECORD

Q: I was placed at your University by ÖSYM. Where can I learn the documents required for registration and the registration dates ?

A: You can find out the required documents and registration dates under the title of **OSYM Transactions / Initial Registrations on the top menu of our website .**

Q: Will I have to re-register?

A: They should check the "Registration Renewal" dates on the academic calendar and select courses themselves, including first-year students, via the University Information Management System (ÜBYS) within the relevant calendar range.

Students' registration renewal processes are carried out between the dates specified in the Academic Calendar of our University. Students are obliged to register for courses via the

university information management system (ÜBYS) by paying the contribution/tuition fee between the relevant dates . After the advisor's approval, the course registration approval report is printed and signed by both the student and the advisor and kept by those concerned.

CONTRIBUTION - TUITION FEE

Q: Where can I find out the amount of student contribution/tuition fee I need to pay?

A: You can learn the student contribution/tuition fee amounts under **the Contribution Fees heading** on our website or from the Student Information System.

Q: What are the requirements to enter the 10% ?

A: You can access the Ten Percent Success Evaluation Directive in the Guidelines section of the Legislation tab under the Regulations heading of our website .

Q: Where can I get the document proving that I got into the 10% ?

A: You can get it from the student affairs office of the relevant academic unit you are a student of.

HORIZONTAL TRANSITION – VERTICAL TRANSITION

Q: Can you give information about horizontal transfer?

A: Horizontal transfers between institutions and within the institution to ÇOMÜ Faculty/School and Vocational Schools are carried out in accordance with the provisions of the "Regulation on the Principles of Transfer between **Associate and Undergraduate Degree Programs in Higher Education Institutions , Double Major, Minor and Inter-Institutional Credit Transfers**" . Inter-institutional transfer quotas and application dates are announced by the Council of Higher Education. You can access the Application Conditions and required documents under the Horizontal Transfer heading of our website. See also [2022-2023 academic year fall semester horizontal transfer announcement](#)

Q: I got into your university through vertical transfer. In which grade will I start education?

A: Your adjustment procedures are carried out by the Administrative Board of the Faculty/ School you are registered to and it is decided in which grade you will start your education.

Q: Can I get information about minor and double major?

A: History department students can only do MA and CHAD in the Art History department at ÇOMÜ . For detailed information, please check the ÖSYM Transactions section of the Student Affairs Department website.

See also : [ÇOMÜ - Student Affairs Department](#)

FARABI and ERASMUS

Q: Where can I get information about the Erasmus Programme?

A: It can be obtained from our University Erasmus Coordinatorship .

See also [ÇOMÜ - Erasmus Coordination Office](#)

Q: Where can I get information about the Farabi Exchange Program?

A: You can get information from the Farabi Office for domestic exchange programs, and from the Foreign Relations Coordinator for international exchange programs . You can also benefit from our University's Farabi Exchange Program website.

See also [COMU - Farabi Exchange Program](#)

Q: Where can I get detailed information about accepting foreign students to your university?

A: Our University student.comu.edu.tr You can get detailed information from the website.

COURSE – EXAM

Q: Can newly registered students be exempt from courses they have previously taken and passed?

A: Our university According to the 12th article of the Associate Degree - Undergraduate Education and Examination Regulation, newly registered students can apply for exemption by applying to the unit they registered with in the first week of the first semester of their education with a petition (approved transcript and course contents).

Q: Where can I find out which curriculum I am subject to and how many credits I will graduate with?

A: You can find out from your department secretariat, your school's student affairs office or the Registrar's Office.

Q: During the registration renewal process, can I drop the course I failed from the lower semester and take the course from the upper semester?

A: According to our regulations, you must first take the courses you failed and did not take during the semester.

Q: Is there a requirement to attend classes?

A: It is mandatory to attend 70% of theoretical courses and 80% of applied courses.

Students who fail a course due to absences cannot take the exams for that course.

Q: What does Academic Disability mean?

A: Students whose General Grade Point Average (GPA) is below 1.80 are considered to be academically incompetent. These students cannot take courses from the required semesters. For Academic Insufficiency, GPA at the end of each semester is taken into consideration, starting from the 4th semester of undergraduate programs.

Students who have Academic Deficiency can take conditionally successful (DC-DD) courses, if they wish, along with the courses they failed, in order to increase their GPA .

Q: Who can take the make-up exam?

A: Students who fail the Final Exams (FF-FD) or who have the right to take the final exam but do not take it and fail can take the make-up exam.

Q: How many credits can I take at Summer School?

A: A student can take a maximum of 3 courses in the Summer School, not exceeding 18 ECTS (those registered in 2013 and before, maximum 3 courses and 10 credits).

Q: In order for a course to be opened in the Summer School, at least how many students must be enrolled in that course?

A: At least 8 students must register.

Q: Is there a compulsory attendance at Summer School?

A: Attendance at Summer School is mandatory. Having previously met the attendance requirement for a course does not remove the attendance requirement for that course.

Q: What should I do for internship?

A: You must apply to the relevant department or academic unit.

DOCUMENT - IDENTITY APPLICATIONS

Q: Where can I get a student certificate?

A: You can request a document online via UBYS and download it via UBYS after it is signed electronically. You can contact your school's student affairs office for your wet signature document applications.

Q: I lost my student ID, what should I do?

A: They must apply to their unit's student affairs office along with a missing person's notice placed in any local newspaper and the 25 TL ID fee receipt deposited at Ziraat Bank Onsekiz Mart Branch.

Q: Where can I get information about Military Service Procedures?

A: You can get the necessary information from the Faculty/College student affairs office or military service branches. EK-C2 documents are sent to the relevant military branches by your student affairs office.

REGISTRATION FREEZING / ANNUAL LEAVE

Q: Where can I get information about Registration Suspension and Leave?

A: You can find the necessary information on the subject in articles 29, 30 and 31 of our regulation.

Q: How many semesters can I freeze registrations?

A: In accordance with paragraph d of Article 29 of our Regulation, "A student's registration may be suspended for a maximum of half of the normal education period during the education period." However, if the reasons stated in Articles 30/c and 30/f persist, the board of directors may choose to extend the registration freeze. Registration suspensions are not counted as part of the education period . Registration is suspended.

Q: How long can I petition to Freeze Registration?

A: Applications to freeze registration are made until the end of the first month of the academic semester. In other cases, the student must apply to the relevant Faculty Dean's Office / School Directorate within 10 days from the date of the student's excuse and prove the incident with documents.

SCHOLARSHIP

Q: Where can I get information about scholarships?

A: You can follow the announcements about the scholarships on the boards in your unit. For detailed information, you can contact the Faculty/College student affairs office or our university's [Scholarship and Accommodation Coordinatorship](#) .

REGULATION / DIRECTIVE

Q: Where can I find our University's Regulations and Guidelines?

A: You can access our University's Regulations and Directives under the Legislation section of our website.

Q: Who can I talk to about the issues I have trouble with regarding the Regulations and Directives?

A: You can contact your advisor, department secretariat or your unit's student affairs office.

Q: Where can I get information about the provisions and practices of the Graduate Regulations?

A: You can get information from the Graduate Education Institute .

OTHER

Q: Where can I get information about the preparatory class?

A: You can get information from the School of Foreign Languages and the website of the relevant unit.

Q: What are the perks of having studied optional preparatory?

A: If you really want to advance in the field of history and want to get rid of the English language requirement, the preparatory class is perfect for you. You do not need to have any prior knowledge.

Q: I know English at a certain level, so what kind of situation awaits me in the preparatory class?

A: Before the preparatory class, a placement test is held to measure the English level of each participant. Through this exam, classes are determined according to the levels of the participants and training starts from different levels in these classes. Therefore, you will be educated according to the level you currently master in a foreign language.

Q: I have a good command of English, do I have to take a compulsory English course in the first year of my undergraduate degree?

A: At the beginning of each fall semester, an English exemption exam is held for first-year undergraduate students. If you register for this exam by contacting the student affairs office at the beginning of the semester and get enough points from the exemption exam, you can avoid having to take the compulsory English course in the first year of your undergraduate degree.

Q: I do not have a foreign language and I did not study preparation, what should I do?

A: It's never too late for anything. You can still learn any foreign language, including English, either by personal study or by enrolling in private courses. But remember, time passes quickly, so the sooner you act, the better.

Q: How can I reach my advisor and the instructor teaching the course?

A: You can reach the secretariat in the relevant academic unit or by asking the officials in the student affairs office.

Q: Where can I get information about student rights and procedures?

A: Regarding student rights and procedures; First of all, you can get information from the department secretariats, your advisor, the department head or assistants, the student affairs staff in the unit, and in case of a deadlock, from the Rectorate Student Affairs Department.

Q: Where can I get the document required for a gray passport ?

A: It can be obtained from our University's External Relations Coordinatorship .

Q: How can I find out about my advisor?

A: You can access it under the " Consultancy" heading on our department's website .

Q: What is a letter grade? What is the success grade? What does the note I received mean?

C: Success grade; It is determined by taking the contribution of 40% of the midterm exam grade average and 60% of the final or make-up exam grade and is notified to the students in the first two weeks of education. The course instructor evaluates the success grades of the students for each course out of 100 points, and in accordance with the normal distribution statistics and relative evaluation, the final grade of the course is evaluated in the form of letter and coefficient grades as follows:

- 90 – 100 AA 4.00
- 85 – 89 BA 3.50
- 80 – 84 BB 3.00
- 70 – 79 CB 2.50
- 60 – 69 CC 2.00
- 55 – 59 DC 1.50
- 50 – 54 DD 1.00
- 40 – 49 FD 0.50
- 0 – 39 FF 0.00
- Sufficient RE -
- Insufficient YS -

- Discontinuous DS 0.00

According to the table above;

a) One student from a course; If he received one of the grades (AA), (BA), (BB), (CB) or (CC), he passed the course; if he received one of the grades (DC) or (DD), he passed the course conditionally, (FD) and (FF). If he received one of his grades, he is considered to have failed that course.

b) In the evaluation of absenteeism and success of non-credit courses and internships; (YE) is considered satisfactory, (YS) is considered inadequate, (DS) is considered absent.

c) The grade received by a student who takes an exam that he does not deserve to take will be cancelled.

d) (YE) and (YS) grades taken from common compulsory courses specified in Article 5 of Law No. 2547 and (DS) grades for non-credit courses are not taken into account in the calculation of the weighted grade point average; However, in credit courses, the equivalent of (DS) is counted as 0.00.

Students are not given a success grade lower than the success grade corresponding to the above scores.

Q: How much fee will I pay? How does the fee payment process work?

A: The tuition fee to be paid by our evening education students is announced on the ÇOMÜ website every year.

See also <https://ogrenciisleri.comu.edu.tr/katki-paylari-r35.html>

S: What are the scholarships I can benefit from during my student life and which institutions can I apply for?

A: The first scholarship that can be recommended in this regard is the Credit and Dormitories Institution scholarship. Don't miss the application process that takes place in November every year. If you can't win a scholarship, you also have the option of a student loan, the repayment process of which begins two years after you graduate. Since you are studying in the history department, you can also try to apply for the Turkish Historical Society scholarship. Apart from these, some local institutions such as municipalities, district governorships, chambers of industry also provide scholarships to students.

S: What are the fall semester and spring semester?

A: Each academic year consists of two terms, and the terms are named after the seasons they coincide with. Since the fall semester coincides with the autumn season, the first semester of

the academic year is called the "fall semester". The second semester is called the "spring semester" for the same reason.

Q: Is there a special meal service provided by the university to the students on campus?

A: Yes, the ÖSEM building is located just above the Adnan Menderes Park, opposite the Faculty of Arts and Sciences. On the third floor of this building, special low-cost table d'hôte meals are served to students at certain hours. Payment is made with your prepaid student ID card.

Q: What is formation? How to take

A: The training, known as the Pedagogical Formation Training Certificate Program, aims to provide individuals who have not received training for teaching with technical information about teaching and to provide them with the competencies to do the teaching profession. It consists of courses such as classroom management and introduction to the teaching profession. Pedagogical formation includes providing information about educational pedagogy in pedagogical science. Graduation is required for the Formation training given within the Faculty of Education at our university (2022).

See also : <http://formation.comu.edu.tr/>

Q: How can I reach the Academic Units?

A: You can access it from the Academic Units Contact Information page on the student affairs website.

See also : [Academic Units Contact Information](#)

Q: I couldn't take the exam due to my excuse/I missed it, what should I do?

A: According to Article 24 of the Exam Regulations;

1. Students who have a health problem and document this situation with a health report, whose first-degree relative has passed away, or whose situation meets a situation specified in Articles 21 or 32 , can be admitted in person and/or notarized, provided that they notify and document their situation to the relevant unit within one week following the exam day. They can request a make-up exam through their representatives to whom they have given a certified authorization certificate.
2. The names and excuse exam dates of the students whose health report and/or excuse are accepted by the relevant Board of Directors are announced before the exam.
3. If the student puts forward a valid reason, the relevant department Board of Directors decides whether the midterm exams taken while excused or on medical leave will be cancelled.

Q: What is KYK?

A: General Directorate of Credit and Dormitories is a legal entity affiliated with the Ministry of Youth and Sports of the Republic of Turkey, established on 22 August 1961, aiming to financially support students who are receiving higher education and lack financial means, and provides services for social purposes, with a special budget, subject to the provisions of private law. It is a public institution.

See also : [Frequently Asked Questions \(Dormitory\)](#)

Q: What is KYK Scholarship?

A: It is the money given free of charge to successful and needy higher education students in accordance with the provisions of Law No. 5102 on Granting Scholarships/Loans to Higher Education Students.

See also : [KYK Scholarship](#)

Q: What is KYK Education Loan?

A: It is a loan given to Turkish citizen students who are receiving higher education during their regular education at the higher education institutions they attend, in order to financially support them and facilitate their social and cultural development, and which does not have compulsory service obligations. Student loan debt; It is determined by adding the amount to be calculated by applying the increases in the Turkish Statistical Institute Domestic Producer Price Index to the amounts given to the student during his normal education.

See also : [KYK Scholarship](#)

Q: What is ECTS?

A: ECTS credit is the numerical value (between 1 and 60) indicating the student workload required to complete the course units. In our department, 45 Akts credits are given each semester , but at least 30 Akts . We have to complete the loan . When we fail the course during the semester or when we want to take courses from the top, we can take courses up to 45 Akts credits.

See also: <https://ogrenciisleri.comu.edu.tr/egitim-ogretim-ve-sinav-yonetm.html>

Q: What is Bottom Lesson?

A: For students in the Fall semester, it is the failure of the courses taken in the previous Fall semester. The same applies to the Spring semester. You cannot take the Fall semester course in the Spring semester (unless the program changes). If you failed the course you failed due to

absence, you are also required to attend. If you do not have an absenteeism problem, it is not mandatory to attend class. But you have to take the exams. You also have to take these courses during your current semester. Otherwise, you cannot use your credit for the courses in your new semester.

See also: <https://ogrenciisleri.comu.edu.tr/egitim-ogretim-ve-sinav-yonetm.html>

Q: What is Top Lesson?

A: For students in the Fall semester, it is the condition of having courses in the next Fall semester in advance. The same applies to the Spring semester. You cannot take the Fall semester course in the Spring semester (unless the program changes). Students with a GPA of at least 3.00 at the end of the current semester, provided that they have taken and succeeded in all courses between the first year and the previous semester, can take courses from the next semester with the approval of their advisors. The provisions of Article 18 apply regarding the maximum amount of credits that a student taking courses from the upper semester can receive.

See also: <https://ogrenciisleri.comu.edu.tr/egitim-ogretim-ve-sinav-yonetm.html>

Q: What is the Lesson Learned to Upgrade?

A: Courses with a grade of “DD-DC” can be upgraded regardless of GPA and cannot be deleted from the transcript. If the GPA is over 2.00, the courses with a grade of “CC” and above can be upgraded.

See also: <https://ogrenciisleri.comu.edu.tr/egitim-ogretim-ve-sinav-yonetm.html>

REGULATIONS

1. **Çanakkale Onsekiz Mart University Associate Degree - Undergraduate Education and Examination Regulations**
2. **Çanakkale Onsekiz Mart University Associate and Undergraduate Education and Examination Regulations for students registered in 2013 and before ()**
3. **Associate and Undergraduate Programs in Higher Education Institutions , Double Major, Minor and Inter-Institutional Credit Transfer**
4. **Higher Education Institutions Student Disciplinary Regulations**
5. **Çanakkale Onsekiz Mart University Summer School Regulations**

6. of Vocational Schools and Open Education Associate Degree Programs (Vertical Transfer)
7. Regulation on the Principles to be Followed in Teaching Foreign Languages and Teaching in Foreign Languages in Higher Education Institutions
8. Çanakkale Onsekiz Mart University Associate and Undergraduate Distance Education and Examination Regulations
9. Çanakkale Onsekiz Mart University Postgraduate Education Regulations
10. Regulation on Specialization Education in Medicine and Dentistry
11. Çanakkale Onsekiz Mart University Faculty of Dentistry Education and Examination Regulations
12. Framework Regulation on Applied Trainings in Higher Education

GUIDELINES & APPLICATION PRINCIPLES

1. Çanakkale Onsekiz Mart University Faculty of Theology Compulsory Arabic Preparatory Class Education and Examination Directive
2. Çanakkale Onsekiz Mart University Foreign Language Education and Foreign Language Preparatory Education Directive
3. Çanakkale Onsekiz Mart University Associate / Undergraduate Student Counseling Directive
4. Çanakkale Onsekiz Mart University Attendance Tracking Directive
5. Çanakkale Onsekiz Mart University Ten Percent Success Evaluation Directive
6. Çanakkale Onsekiz Mart University Directive on Application and Admission for International Students at Associate and Undergraduate Level
7. Çanakkale Onsekiz Mart University Vocational Schools Distance Education Application and Internship Directive
8. Çanakkale Onsekiz Mart University Special Student Directive
9. Çanakkale Onsekiz Mart University European Credit Transfer System (ECTS) Directive
10. Çanakkale Onsekiz Mart University Directive on the Regulation of Diploma, Diploma Supplement and Other Documents
11. Çanakkale Onsekiz Mart University Associate and Undergraduate Exemption and Adjustment Procedures Directive
12. Framework Procedures and Principles for the Pedagogical Formation Training Certificate Program
13. Implementation Principles of Paragraph (c) of Article 44 of Law No. 2547 (About Additional Exams)
14. Opinion Questions About the Additional Examination Process of the Faculty of Tourism
15. Associate and Undergraduate Applied Training Directive

<https://destek.comu.edu.tr/makale/ogrenci-mail-adresine-nasil-giris-yapiyorum>