



FREQUENTLY ASKED GENERAL QUESTIONS

1. I have been accepted to Selçuk University Faculty of Law. I want to register as a student.

1.1. Where can I learn the registration dates?

Registration dates are indicated in the academic calendar of our University. The academic calendar can be accessed from the Selçuk University website. In addition, relevant announcements are made on our Faculty's website during registration periods.

1.2. How is student registration done?

Student registration can be completed electronically via e-Devlet by uploading the required documents to the system. Students wishing to complete their registration through the e-Devlet portal can register for courses if they bring the documents specified in the announcement and meet other requirements on the dates announced on the University's website (SÜHFY Art. 5). Students may also register in person within the given period by submitting the required documents.

1.3. Can I have someone else complete my student registration?

Students must apply for registration in person. However, applications can be made through a legally authorized representative or with a notarized power of attorney (SÜHFY Art. 5/3). Documents other than these or verbal agreements are not binding for our Faculty.

1.4. Do I need to renew my registration/register for courses after my student registration is complete?

A newly registered first-year student is also considered to have registered for the courses in the first-year program in units providing annual education (SÜHFY Art. 6/3). Our Faculty of Law provides education based on an annual program. Since the first-year courses of students who have completed their registration are automatically assigned by the system, they do not need to register for courses again. However, from the second year onwards, students must renew their annual course registrations.

1.5. What happens if I do not complete my student/course registration within the specified time?

Students are obliged to register, renew their registration by paying the student contribution or secondary education tuition fee, and register for courses within the periods specified in the academic calendar (SÜHFY Art. 6/1). According to this article, a student who does not renew their registration cannot benefit from student rights, cannot attend classes, and cannot take exams in that academic year. This period is counted towards the education period specified in the relevant legislation (SÜHFY Art. 6/2).

2. I would like to get information regarding the academic staff and office hours.

2.1. How can I access the information of the faculty members in your academic staff?

It is possible to access our academic staff, consisting of faculty members and research assistants, from our Faculty's website (<https://selcuk.edu.tr/birim/personel/5338/0>). Additionally, our Faculty of Law's academic staff can be reached by searching for academic personnel by name or by applying a filter on the Council of Higher Education's (YÖK) Academic Search page (<https://akademik.yok.gov.tr/AkademikArama/>).

2.2. Is it possible to have one-on-one meetings with the academic staff?

Every faculty member and research assistant announces their available office hours at the beginning of the academic year. Students can have a meeting with the relevant faculty member or research assistant during these office hours. Students who request a meeting outside of these hours must contact the relevant faculty member or research assistant via e-mail to explain their situation.

3. I would like to get information about lateral transfer applications.

3.1. How can I make a lateral transfer?

Lateral transfers are carried out in accordance with the Regulation on the Principles of Transfer Between Associate and Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer published in the Official Gazette dated 24/4/2010 and numbered 27561 (Transfer and Credit Transfer Regulation - GKTY) and Senate decisions. According to the regulation, lateral transfer applications can be made in two ways: based on General Grade Point Average and based on Central Placement Score.

3.2. How is a lateral transfer based on Central Placement Score done?

If the student's central placement score in the year they registered for the higher education program is equal to or higher than the base score of the diploma program they want to transfer to, the student can apply for a lateral transfer, including the preparatory class (GKTY, Additional Art. 1/1).

3.3. How is a lateral transfer based on General Grade Point Average done?

In our faculty, inter-institutional transfers can be made based on the general grade point average. Intra-institutional lateral transfer is not practiced in our Faculty. Students who want to transfer from evening education (second education) to regular education (first education) can make a lateral transfer according to the principles and provisions of inter-institutional transfer based on the general grade point average.

3.4. When can I apply for a lateral transfer?

A lateral transfer request can be made for the second and third years in our Faculty based on the General Grade Point Average. The application period is in July-August every year, and applications can be made with the required documents between the dates determined and announced by the Selçuk University Student Affairs Department. Applications based on the Central Placement Score can be made every year between August 1-15 with the documents requested by the Selçuk University Student Affairs Department.

3.5. In which year/semester can I not apply for a lateral transfer?

Based on the General Grade Point Average, lateral transfers cannot be made in the first two semesters and the last two semesters of undergraduate programs. This rule does not apply to lateral transfers made based on the Central Placement Score.

4. I have been placed in your university through Vertical Transfer/Lateral Transfer. I would like to get information about course exemption.

4.1. Is it possible for me to apply for exemption when I make a Vertical Transfer/Lateral Transfer?

In lateral transfers made based on the General Grade Point Average, an exemption request can be made for the courses taken in the previous institution and the courses taken in the associate degree program from which the vertical transfer was made. In addition, if the student has another diploma program they graduated from, it is also possible to apply for exemption for the courses taken there.

4.2. How and when can I apply for an exemption?

Students who register at the Faculty while previously enrolled in another higher education institution can request an exemption for the courses they took and passed at their previous institution after completing their final registration (SÜHFY 16/1). Exemption applications are made from the completion of the final registration until the deadline specified for excused late registrations, starting from the course start date in the academic calendar determined for the Faculty. Exemption requests made after this period are not considered for that academic year (SÜHFY 16/2).

4.3. How can I apply for an exemption?

The exemption application is submitted to the Dean's Office via the student affairs office, along with a petition clearly indicating the courses for which exemption is requested, an official transcript for these courses, and certified copies of the course contents. Exemption requests are decided by the Faculty Executive Board (SÜHFY 17/1).

4.4. What are the conditions that must be met to be exempt from a course?

In order for a student to be granted an exemption from a course in the Faculty curriculum (SÜHFY 17/2);

- a) That course must have been taken and passed on an annual basis or, if taken on a semester basis, in both semesters; the passing grade must be at least equivalent to a CC; and for students whose passing grade was not determined as a letter grade by their higher education institution, this grade must be at least 2.00 out of 4.00,
- b) The previously taken course must have the same name as the Faculty course for which the exemption is requested, or, for courses that do not have the same name, they must have 80% similarity in content,
- c) The previously taken course must have an equivalent or higher ECTS credit value than the Faculty course for which the exemption is requested.

For courses without an ECTS credit value, the weekly course hours are taken into account. If the course has been taken more than once, the most recent passing grade is taken as the basis for the exemption review. The fact that the student was exempted from courses at their previous higher education institution is not taken into account in the exemption review; a decision is made by reviewing the relevant course again according to the specified conditions. In order for a student's exemption request for elective courses conducted on a semester basis at the Faculty to be accepted – provided that they also meet the other exemption conditions – they must have previously taken and successfully completed the course in question for at least one semester.

4.5. Can someone else apply for an exemption on my behalf?

Applications must generally be made in person. However, if this is not possible, a petition can be submitted by another person, provided that a notarized power of attorney is given (SÜHFY 16/1).

4.6. Can I appeal the exemption results?

Appeals against the decisions of the Faculty Executive Board can be made with a signed petition within two days from the announcement of the decision. The appeal is submitted to the Faculty. The Faculty Executive Board decides on the appeals within one day after the end of the appeal period, and the final results are announced (SÜHFY 21).

5. I would like to get information about the exchange programs at Selçuk University.

5.1. Which exchange programs are implemented at the university?

It is possible to apply for Erasmus+, Mevlana, and Farabi exchange programs within Selçuk University.

5.2. What is the Erasmus+ exchange program and how can I apply?

With the Erasmus Program, our students can have the opportunity to study at various universities in Europe. For detailed information, see <https://arsiv.selcuk.edu.tr/Birim/erasmus>.

5.3. What is the Mevlana exchange program and how can I apply?

With the Mevlana Program, it is possible to study at universities in countries outside of Europe. For detailed information, see https://arsiv.selcuk.edu.tr/Birim/mevlana_degisim_programi.

5.4. What is the Farabi exchange program and how can I apply?

With the Farabi Program, student exchanges are carried out between law faculties in Turkey. For detailed information, see <https://arsiv.selcuk.edu.tr/Birim/farabi>.

6. I would like to get information about Selçuk University library services and study environments.

6.1. What kind of facilities are provided in the university library?

Prof. Dr. Erol Güngör Library is open for students' use 24/7. Books in the library can be borrowed by students. In the Central Library, which consists of 2 floors and 6 halls, there are study desks in each hall, and students can do their studying inside the library if they wish. The Central Library, which is in a central location, is very close to Gökkuşığı and the Student Dining Hall.

6.2. Is there a study hall within the Faculty of Law?

There is a reading hall allocated for the use of students on the second floor of our Faculty. Although the reading hall is open for use between 9.00-18.45, working hours can be extended during exam periods.

7. I would like to get information about transportation to the Faculty of Law and the social facilities of the University.

7.1. How can I reach the Selçuk University Faculty of Law?

The easiest way to reach our Faculty is to use the LINE 1 tram which uses the "Alaaddin Selçuk University Route" coming directly to the Campus. The tram brings passengers to the entrance of the Campus. If the tram enters the Campus, there is a stop right in front of the Faculty of Law. Another transportation method can be provided by the minibus going to the "Kampüs" route. The minibus touring inside the Campus will drop you off at a suitable place where you can reach our Faculty.

7.2. Are there accommodation facilities within Selçuk University?

"Atatürk Student Dormitories" are located within the Selçuk University Campus. There are 6 blocks in the dormitory area and 1012 students can stay in the dormitories. You can access detailed information on the University's website (https://www.selcuk.edu.tr/Birim/daire-baskanliklari/saglik_kultur/1956/barinma-subemudurlugu/42848). In addition, there is the Erasmus Guesthouse and Selçuk University Guesthouse for guests coming from outside.

7.3. Are there places to eat and drink at Selçuk University?

The Central Student Dining Hall (SOTE), where students can have lunch and dinner, is located on the Campus. Lunch is also served at the Kutalmışoğlu Süleyman Şah Social Facilities located in the Dormitories Area. Besides this, in Gökkuşığı where there are many food alternatives, there are cafes where students can sit and spend time, markets and kiosks where they can meet their various needs.

8. I would like to get information about the contact information and social media accounts of the Faculty of Law.

8.1. Where can I find the contact information of the academic staff?

The office phone numbers and personal e-mail addresses of faculty members and research assistants are announced in the "Contact" section of our Faculty's website.

<https://selcuk.edu.tr/birim/sayfa/5338/akademik-telefon-rehberi-9130>

8.2. Where can I find the contact information of student affairs or other administrative staff?

The office phone numbers of the administrative staff are announced in the "Contact" section of our Faculty's website. <https://selcuk.edu.tr/birim/sayfa/5338/yonetim-ve-idari-personel-telefon-rehberi-9131>

8.3. Does the Faculty of Law have an official account on any social media platform?

Our Faculty has YouTube, Twitter, Instagram, and Facebook accounts. You can reach our social media accounts from the "Contact" section on our Faculty's website.

FREQUENTLY ASKED QUESTIONS ABOUT COURSE REGISTRATION

1. I got accepted to the Faculty of Law and completed my student registration. Do I need to register for courses as a first-year student?

A newly registered first-year student is also considered to have registered for the courses in the first-year program in units providing annual education (SÜHFY Art. 6). Our Faculty of Law provides education based on an annual program. Since the first-year courses of students who have completed their registration are automatically assigned by the system, they do not need to register for courses again. However, from the second year onwards, students must renew their annual course registrations.

2. Are courses automatically assigned after passing to a higher year?

Except for the first years, students passing to higher years must log into the course registration system and take the compulsory and elective courses in their programs. The compulsory courses and elective courses these students are responsible for are not automatically assigned.

3. How is course registration done, excluding the first year?

A student can move to the next year and take the courses of that year, provided that they have taken and successfully completed at least one compulsory course from each lower year and have met the proficiency requirements regarding the general grade point average (SÜHFY Art. 9/2). Students with a CGPA below 1.50 who are passing to the second year (having passed at least one compulsory course from the first year), to the third year (having passed at least one compulsory course from the second year), or to the fourth year (having passed at least one compulsory course from the third year) can take courses up to the maximum ECTS credits offered in the academic year they are in, including the credits of the courses they failed previously. Students with a CGPA above 1.50 can take the courses they failed previously and the courses offered in their current academic year (SÜHFY Art. 9/3).

4. I cannot meet the general grade point average specified in the regulation. Is it possible for me to move to a higher year?

Students who fall below the specified general weighted grade point averages repeat the courses they failed in lower years, are not considered to have moved to a higher year, and cannot take the courses of a higher year. However, this provision does not apply to senior year students, provided they have taken and passed at least one course from the fourth year; they can take all the courses they need to repeat unconditionally (SÜHFY Art. 9/4).

5. Do I need to register for courses again in the spring semester after completing my course registration at the beginning of the term?

In our faculty, compulsory courses are taken annually; elective courses are semester-based. While it is sufficient to register at the beginning of the academic year for the selection of compulsory courses, elective courses for the fall and spring semesters are chosen at the beginning of each educational semester (SÜHFY Art. 9/5)

6. Should I contact my advisor after completing my course registration?

The courses chosen by students at the beginning of each academic year are approved or rejected by their advisors by evaluating them according to the proficiency conditions for the upper year the student will pass to and their success in the courses they completed in previous years. Accordingly, the student must contact their advisor; otherwise, the courses they can take will be selected and approved ex officio by their advisor in a way that does not violate the provisions of the SÜHFY (SÜHFY Art. 9).

7. How can I contact my advisor?

The student who completes the course registration should inform their advisor about this matter. Students can reach their advisors via e-mail or phone. In order to prevent communication breakdowns, if the student cannot reach the advisor by phone, they can inform their advisor with an e-mail explaining the courses they have chosen. The e-mail and office phone number information of the academic personnel can be accessed from the "Contact" section on our Faculty's website.

8. I could not renew my course registration within the periods specified in the academic calendar. What can I do?

Those who could not register for courses on time due to valid excuses can register with an excuse. The application period for excused course registration is generally the period specified in the academic calendar. However, if the excuse continues during this period, the application is made within five working days from the date the excuse ends. In this case, the excuse and the duration of the excuse must be proven with an official document such as a medical report obtained from a full-fledged state hospital, a military discharge document, or a certificate of poverty obtained from civil administration authorities. Otherwise, excused registration applications that are not made within the time limit will not be considered. According to this provision, course registration depends on the approval of the Faculty Executive Board (SÜHFY Art. 6).

9. I failed an elective course. Can I choose a new elective course?

When repeating an elective course taken previously, the student is not obliged to take the same course; instead, they can take another course/courses from the same elective group. The group elective course/courses the student took last and passed will appear on their transcript, and the course/courses they failed will be removed from their transcript (SÜHFY Art. 9).

10. After my advisor's approval, the elective course I chose was closed. What should I do?

During the "add-drop" periods announced in the academic calendar, it is possible to drop a compulsory/elective course previously selected and approved by the advisor and take a new course instead. If the elective course is closed due to an insufficient number of students, the student must choose a new course within the period by obtaining the approval of their advisor.

11. What are the conditions for taking courses from an upper year?

A student can take courses from an upper year provided that:

- The advisor has a positive opinion,
- They are successful in all courses in the lower years, except for prerequisite courses,
- Their general weighted grade point average is at least 3.00 (SÜHFY Art. 9/6).

12. Up to how many credits can I take from an upper year?

It is possible to take courses from an upper year up to 20% of the total credits of the courses the student must take in their current year (SÜHFY Art. 9/6).

13. If I meet the conditions for taking courses from an upper year, can I register for courses by selecting the course I want from the system?

Students who want to take courses from a higher year must apply to the student affairs office with a petition within the period specified in the academic calendar and state their request to take courses from a higher year. Courses taken from a higher year through the system without submitting a petition are not valid.

FREQUENTLY ASKED QUESTIONS ABOUT EXAMS

1. Matters to be Considered During the Exam

1.1. How can I find out which hall I will take the exam in?

Exam halls are announced on the Faculty's website before the exam. Apart from this, exam halls are not physically announced.

1.2. When can I leave the exam hall after the exam starts? How long after the exam starts can I enter the exam hall?

After the exam starts, no student can leave the exam hall for the first 20 minutes. A student who has not yet arrived at the exam hall can enter the exam within the first 20 minutes. It is not possible for students to take the exam after the first 20 minutes have passed.

1.3. Should I bring my student ID card with me when coming to the exam?

Students are required to have their ID with them (SÜHFY Art. 11/5). Student IDs must be placed on the desk where the student takes the exam so that the photo is visible and throughout the entire exam duration. A student who does not have their student ID with them must obtain a "Student Certificate" from student affairs before the exam starts.

1.4. Should I read the exam instructions before the exam starts?

The exam instructions located at the top of the exam paper of each course must be read by the students. These instructions guide students on issues such as exam duration, whether there is a question group, use of legislation, and similar matters.

1.5. How should I fill out the optical form when it is a multiple-choice exam?

First of all, it should be checked whether the black strips on the left side of the optical form are present. If these strips are missing, the exam invigilator must be informed about the situation. The name-surname, student number, and question group information (if any) on the optical form must definitely be marked. The name-surname information should be filled in with the name first and then the surname, leaving a space between the name and surname. Then, the student number must be coded completely and correctly. It should be checked whether there is a question group in the exam, and if there is a group, it must absolutely be marked.

1.6. Should I use a pencil or a pen in the exam?

In multiple-choice exams, optical markings must be made with a pencil. It is appropriate to write classical essay exams with a pen. For this reason, students must come to the exam with both a pencil and a pen (with spares if possible) and tools required during the exam such as an eraser and sharpener.

1.7. Can I use the law/legislation in the exam?

Whether the legislation will be used in the exam of a course is determined by the instructor of the course during the class and is specified in the instruction. The instructions given by the course instructor on this matter should be followed. In exams where the use of legislation is free, there should not be any written notes inside the legislation. In this respect, the legislation must be checked by the relevant student before the exam, and if there are any notes, they must be thoroughly crossed out with a pen so that they cannot be read or erased unreadably with an eraser. Underlining the legislation or using post-its that do not qualify as cheating is possible. The use of photocopied legislation is prohibited.

1.8. Can I enter the exam with a mobile phone or smart watch?

Mobile phones and smart watches must be left outside the exam hall. Entering the exam with a mobile phone, smart watch, or other electronic devices is prohibited. All responsibility in this regard belongs to the student.

1.9. Where should I put my coat and bag?

During the exam, no bags and/or coats should be on the desks. These can be placed in empty spaces on the right or left sides of the desks where the students are sitting.

1.10. How should I leave the exam hall after completing my exam?

After completing their exams, students must gather their belongings such as pens, erasers, and IDs on their desks before submitting their papers. Then, they should take their bag and coat, if any, and go to submit the exam paper. After handing over the exam paper to the exam invigilator, they must sign the exit sheet and directly leave the exam hall without returning to their desk.

1.11. After submitting my exam paper, can I enter the exam hall again to get an item I forgot on my desk?

The exam hall cannot be entered again after the exam paper is submitted. If an item is forgotten in the exam hall, the completion of the exam duration must be awaited, and the hall should be entered after all students in the exam and hall invigilators have left the hall. In case of an emergency, the exam invigilator should be informed, and actions should be taken according to their instructions.

1.12. Will I be held responsible for the cheating done by looking at my paper without my knowledge?

Since helping someone cheat requires the same degree of disciplinary punishment as cheating (Higher Education Institutions Student Disciplinary Regulation - YÖKÖDY, Art. 7/1-e), it is important to preserve the exam question and answer sheet to an extent that will not allow someone else to cheat.

2. Matters to be Considered After the Exam Ends**2.1. When are the exam results announced?**

Instructors announce midterm exam results within one month at the latest from the exam date, final exam results at least ten days before the make-up exam of that course begins, and make-up exam results within one month at the latest from the exam date (SÜHFY Art. 15).

2.2. I forgot to put my exit signature. Will it be a problem?

The exit signature is taken to track the submitted exam papers. If the number of exam papers matches the number of students taking the exam, not having the exit signature will not be a problem. Otherwise, responsibility will arise.

2.3. What should I do to take the make-up (excused) exam?

Excused exams are a right granted only to students who cannot take the midterm exams due to their excuses. A student who does not take the midterm exam on the announced date notifies the Dean's Office of their justified and valid excuses with a petition submitted to the student affairs office. Petition owners deemed appropriate by the executive board take the excused exam at the place, day, and time determined and announced by the Dean's Office, for once only and to be used in the same term as the midterm exam (SÜHFY Art. 11/1-d).

2.4. What must my grade be to take the resit exam?

Students who do not take the final exam on the announced date or who take the exam but fail to achieve sufficient success can take the resit exam (SÜHFY Art. 11/1-c). In order to take the resit exam, the student's grade must be a DC or a lower grade (DD and below).

2.5. Can I appeal my exam result?

Students can file a material error appeal against their exam results within five working days from the announcement of the grades (SÜHFY Art. 16).

2.6. Can I see my paper when I file a material error petition?

The review upon a material error objection is carried out by the administration. If a material error is detected, the result is notified to the student; otherwise, no notification is made. The student does not see the exam paper during this process.

2.7. How can I find out the result of the material error petition?

Material error investigations are carried out by the material error investigation commission established by the Dean's Office, the working principles of which are determined (SÜHFY Art. 16/2). If a material error is detected as a result of the examination to be made by the material error investigation commission, the necessary corrections are made by the decision of the Faculty Executive Board and announced by correcting it on the grading system (SÜHFY Art. 16/3).

2.8. What is the right to information? How is an information acquisition application made?

The right to information is a right that allows requesting information from the relevant public institution or organization regarding the information and documents that institutions and organizations have and must have due to their duties. The application for information is made by submitting a petition clearly indicating the requested documents to the institution from which the information is requested. For detailed information, see the Law on the Right to Information.

2.9. What are the conditions for taking the three-course exam?

If students have up to three courses left for graduation, including conditionally passed courses, they can apply to the Dean's Office with a petition and request to take the three-course exam to be opened by the relevant unit within one month following the resit exam. The application for the three-course exam cannot be related to a course that the student has not taken before or failed due to absenteeism (SÜHFY Art. 11/1-ç).

2.10. What is the condition for being successful in the three-course exam?

The student is considered successful if they receive a grade equivalent to at least a CC (60 and above) at the end of the three-course exam, regardless of the midterm exam requirement (SÜHFY Art. 11/1-ç).