

	SCHOOL OF FOREIGN LANGUAGES Student Handbook	Document No	YDEK.003-2
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1. Introduction

1.1 Welcome

Welcome to the Alanya Alaaddin Keykubat University family! Our university is getting stronger in line with its mission and vision, which aims to achieve academic and social success together with its students.

1.2 About the University

Founded in 2015, ALKU focuses on the needs of Alanya and its region, operating with a mission to provide education, scientific research, and community service.

1.3 Mission, Vision

Mission: Committed to universal values, focused on sustainable development and social welfare; to meet the qualified individual needs of the region with education, research and community service activities.

Vision: To be an internationally preferred university by strengthening the socio-economic structure of the region and the country in the tourism, health, agriculture and service sectors.

1.4 Quality Policy and DEDAK Compliance

ALKÜ implements ISO-QMS processes within the scope of quality management; adopts social contribution, internationalization, education and research policies within its quality policy. Considering the DEDAK process, management based on continuous improvement and stakeholder satisfaction is implemented.

2. Academic Structure and Programs

2.1 Academic Units

University offers many undergraduate, associate and graduate programs within 8 faculties (Business Administration, Engineering, Medicine, Education, Tourism, Sports Sciences, Health Sciences, Dentistry), 3 institutes (Science, Social Sciences, Health Sciences) and 5 vocational schools.

2.2 Academic Calendar (2025-2026)

The 2025-2026 fall semester starts on September 22, 2025, midterm exams are scheduled for November 8-16, the end of the semester is January 2, 2026, and final exams are scheduled for January 3-14. The spring semester starts on February 9, 2026, midterm exams will be held between March 18 and April 5, the end of the semester will be held on May 22, and the final exams will be held between June 1-10.

2.3 Advisory System

Each student is assigned an academic advisor. The advisor provides support to students in academic planning, course selection, and career development.

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Departmental Quality Assurance Officer	Quality Assurance Coordinator	Executive Management

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2.4 Registration Procedures

At the beginning of each academic year and at the end of the semester, registration renewal and add-drop periods are applied. Students perform procedures through the Student Information System (SIST).

3. Education Process

3.1 Course Selection and Registration

Students complete the registration process with the approval of their advisors and by choosing courses through the System.

3.2 Examination System

- Midterm and final exams are administered in certain weeks of the semesters.
- Make-up exams are given according to the academic calendar.

3.3 Grading

Letter grading system is applied in undergraduate programs. The success criterion is to get at least a sufficient grade out of 4.00. Disciplinary rules are determined according to academic guidelines.

3.4 Attendance and Discipline

Attendance is compulsory in line with academic counseling and disciplinary guidelines.

4. Student Rights and Responsibilities

4.1 Right to Education

All students have an equal opportunity to study, access to academic advisor support and learning resources.

4.2 Academic Support

The counseling system provides individual support to improve academic success.

4.3 Opinion and Complaint Process

Suggestion and complaint processes are operated through Student Affairs and quality units. External stakeholder surveys are part of the quality system.

4.4 Ethical Standards

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Ethical principles such as academic integrity, respect, avoidance of discrimination, and contribution to the university's reputation are emphasized in the student handbook.

4.5 Compliance with the Rules

It is the responsibility of each student to act in accordance with the rules, directives and disciplinary system of the university.

5. Support and Services

- **Library and Information Resources:** Research and learning support with print and digital resources
- **Health and Psychological Counseling:** Support through the Health Club and consultant units
- **Disabled Student Unit:** Accessibility and dedicated support services
- **Scholarships and Financial Support:** Scholarship opportunities within the university
- **Sports and Social Activities:** Student clubs, social activities

6. Communication and Engagement Channels

- **Directorate of Student Affairs:** registration, registration renewal, form procedures
- **Academic Advisors:** The main point of contact in academic planning and problem solving
- **Student Council:** Student Representation, Participation Processes
- **Online Platforms:** Student Information System (SIST), LMS

7. Quality Assurance System and Student Engagement

- **Quality Policy:** ISO-QMS processes are applied as an improvement-oriented system based on stakeholder satisfaction.
- **DEDAK Process:** Student engagement is conducted through surveys, feedback mechanisms, and internal assessments.
- **Feedback Mechanisms:** Student satisfaction surveys and external stakeholder evaluations are important components of the quality cycle.

8. Ethical Principles and Code of Conduct

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- Respect, equality, environmental awareness
- Academic integrity and compliance with the rules
- Contribution to the institutional reputation of the university

9. Important Contact Information

- Academic unit secretariats and student affairs communication channels
- Administrative units and emergency contact information are included in the appendix of the book

10. Appendix

1. Academic Calendar (2025-2026)
2. Organization Chart for Students
3. Frequently Asked Questions
4. Form samples and instructions

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