

**ISTINYE UNIVERSITY  
SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NO
25/04/2018	10.00	07

**ISTINYE UNIVERSITY  
ADMINISTRATIVE AND FINANCIAL PROCEDURES AND PRINCIPLES TO BE  
APPLIED FOR ASSOCIATE DEGREE AND UNDERGRADUATE STUDENTS**

**Purpose and scope**

**ARTICLE 1 -** (1) The purpose of this regulation is to establish the administrative and financial procedures and principles to be applied for non-foreign students studying under the İstinye University Regulation on Associate Degree and Undergraduate Education and Examination. (Amended on: 27/12/2018)

(2) The administrative and financial procedures and principles for summer schools are not covered in this Regulation.

**Basis**

**ARTICLE 2 -** (1) These procedures and principles were put into force in accordance with paragraphs (c) and (g) of Article 7 of the Main Regulation of İstinye University.

**Definitions**

**ARTICLE 3 -** (1) In these procedure and principles:

- a) Week: refers to the weeks specified for the Fall Semester (the first semester of the academic year) and the Spring Semester (the second semester of the academic year) within the Academic Calendar that was approved by the Senate,
- b) English Foundation Class: refers to the English Foundation Program that the students who cannot meet the proficiency criteria should attend, with respect to the English medium programs,
- c) Credit: refers to ECTS, (Amended on: 27/12/2018)
- ç) Board of Trustees: refers to the Board of Trustees of İstinye University,
- d) Regular Education Period: refers to 12 semesters for the Medical Faculty, 10 semesters for the Faculty of Pharmaceutical Sciences, 8 semesters for other undergraduate programs and 4 semesters for vocational school programs (2 semesters to be added in case of English foundation classes),
- e) Rector: refers to the Rector of İstinye University,
- f) Senate: refers to the İstinye University Senate,
- g) University: refers to İstinye University,
- h) Semester: refers to either the Fall Semester (the first semester) or the Spring Semester (the second semester) of an academic year,
- i) Annual tuition fee: refers to the tuition fee set for the relevant academic year by the Board of Trustees,
- i) YOKSIS: refers to the Information System of the Council of Higher Education.

**First registration**

**ARTICLE 4 -** (1) It is essential for the students, who will make their registrations to the University for the first time after being qualified for registration through YKS (Higher Education Institutions Exam), DGS (External Transfer Exam), aptitude exam or internal transfer, to complete their first registration procedures in line with the calendar published by YOK (Council of Higher Education), OSYM (Student Selection and Placement Center) and/or the Senate.

(2) Students who fulfill their financial obligations and whose initial registration procedure is completed are notified to YOKSIS as students of İstinye University.

(3) These students are required to also complete their academic (course) registrations between the dates specified in the academic calendar.

### **Re-registration**

**ARTICLE 5 -** (1) Students who are currently studying at the University are required to re-register and complete their academic (course) registrations within the dates specified in the academic calendar.

(2) The student must fulfill his/her financial obligations before the academic (course) registration. Otherwise, the student's course registration shall not be performed.

(3) Annual tuition fees and relevant payment conditions to be applied for the next academic year are determined and announced by the Board of Trustees within the spring semester in each year. The students may fulfill their financial obligations in line with the conditions stated, starting from May.

### **Late re-registration**

**ARTICLE 6 -** (1) Those who failed to re-register and complete their academic (course) registrations on the dates specified in the academic calendar may apply to the relevant academic unit for late registration until the end of the course add-drop period, provided that they document their excuses. The applications are concluded by the Board of Directors of the University upon the proposal of the relevant board of directors.

(2) If a student's excuse is deemed appropriate by the Board of Administrators of the University, the student may re-register and complete their course registrations, provided that they fulfilled their financial obligations.

(3) If a student's excuse is not deemed appropriate, his/her academic (course) registration shall not be completed despite the fact that he/she fulfilled his/her financial obligations. The tuition fee paid by the student is deducted from the tuition fees to be paid for the following semesters but not refunded.

(4) If a student's excuse is not deemed as appropriate and s/he did not fulfill his/her financial obligations, then s/he is considered to be a passive student. Passive students cannot benefit from student rights. Their passive status is indicated in the student documents that are provided to them and in their military procedures, and is notified to the relevant military branch.

(5) Students whose excuses are deemed as appropriate, but who did not fulfill their financial obligations are required to fulfill their financial obligations and complete their course registrations within two weeks of the end of the add-drop period. Otherwise, they shall be considered to have not re-registered.

### **Registration freeze**

**ARTICLE 7 -** (1) The application for a registration freeze is made in writing to the dean's/headmaster's office relevant to the student. The application of the financial procedures and principles stipulated in this article shall be based on the date of the application for a registration freeze.

(2) Applications for a registration freeze can only be made until the beginning date of the final examinations of the semester for which the registration shall be frozen.

(3) The application for a registration freeze is concluded by the relevant academic board of directors.

(4) If a student who made his/her registration to the University for the first time applies for a registration freeze within the first 7 (seven) weeks of the beginning date of the semester in which s/he registered for the first time, the student is obliged to pay 50% of the semester tuition fee for each semester that s/he applied for a registration freeze. This fee is not refunded, but is instead deducted from the tuition fee that is payable when beginning the education following the registration freeze. If the amount paid in advance by the student is above 50%, the portion above 50% can be refunded upon the student's request.

(5) Without prejudice to the provisions of paragraph 4 of this article, students who are within the regular education period:

a) Students who apply for a registration freeze within the first 7 (seven) weeks of the beginning date of the semester are not considered to have studied in that semester and are not obliged to pay tuition fees. If there is a fee paid in advance by the student for that semester, such fee shall either be refunded or deducted from the tuition fees to be paid for the following semesters, based on the student's request.

b) Students who apply for a registration freeze after the first 7 (seven) weeks from the beginning date of the semester and before the beginning date of the final exams are considered to have studied in that semester and are obliged to pay 50% of the tuition fee for the semester. This fee is not refunded, but is instead deducted from the tuition fee that is payable when beginning the education following the registration freeze. If the amount paid in advance by the student is above 50%, the portion above 50% can be refunded upon the student's request.

(6) The registration freeze applications of those who did not fulfill the financial obligations specified in this article shall not be processed.

(7) In the event that the student deregisters during the freezing period, the provisions of these procedures and principles in relation to the deregistration shall apply.

### **Deregistration**

**ARTICLE 8 -** (1) The application for a deregistration (dismissal) shall be made in writing to the Student Registration Office. The application of the procedures and principles stipulated in this article shall be based on the date of the application for a deregistration.

(2) Students who register with the University for the first time:

a) Students who apply for a deregistration until the beginning date of the courses in the semester in which they registered for the first time, are required to pay 15% of the annual tuition fee.

b) The students who apply for a deregistration until the beginning date of the semester following the semester which they registered for the first time, are required to pay 50% of the annual tuition fee.

(3) Without prejudice to the provisions of paragraph 2 of this article, the students who are within the regular education period:

a) The students who apply for deregistration between the re-registration date of the fall semester (the first semester) and the beginning date of the fall semester (the first semester) are required to pay 15% of the annual tuition fee.

b) The students who apply for deregistration after the beginning date of the fall semester (the first semester) but until the end of add-drop period for the fall semester (the first semester) are required to pay 30% of the annual tuition fee.

c) The students who apply for deregistration after the end of add-drop period for the fall semester (the first semester) but before the beginning date of the spring semester (the second semester) are required to pay 50% of the annual tuition fee.

d) The students who apply for deregistration after the beginning date of the spring semester (the second semester) but until the end of add-drop period for the spring semester (the second semester) are required to pay 80% of the annual tuition fee.

e) The students who apply for deregistration after the end of add-drop period for the spring semester (the second semester) are required to pay full annual tuition fee.

(4) The students who repeat English Foundation Class:

a) If a student makes his/her application for deregistration before the beginning date of the fall semester, his/her repeating of the foundation program shall not necessitate payment of any tuition fee.

b) The students who apply for a deregistration after the beginning date of the fall semester but until the beginning of the spring semester, are required to pay 50% of the annual tuition fee.

c) The students who apply for a deregistration within first 7 (seven) weeks from the beginning date of the spring semester are required to pay 80% of the annual tuition fee and the ones applying after first 7 (seven) weeks are required to pay full annual tuition fee.

(5) The deregistration applications of those who did not fulfill the financial obligations specified in this article shall not be processed.

### **The amount and currency on which the refund of the tuition fee shall be based**

**ARTICLE 9 -** (1) The refunds of the tuition fees in cases of registration freeze and deregistration shall be made to the account notified in writing by the student, in Turkish Lira based on the exchange rate on the date the tuition fee is collected. Those who have paid more than the amount required for cases of registration freeze and deregistration shall be reimbursed upon their written request after the amount they are obliged to pay is deducted.

### **Notification of the students and documents to be issued**

**ARTICLE 10 -** (1) Students are notified in writing and/or via an announcement on the website, an SMS or an e-mail about these procedures and principles when registering for the first time with the University and re-registering at the beginning of each academic semester.

(2) Students are also required to complete and sign the attached form at the time of registration and submit it to the Finance Directorate. Otherwise, they shall be considered to not have fulfilled their financial obligations (Appendix-1).

(3) The invoices regarding the tuition fees are issued in accordance with the rules to be determined by the İstinye University Finance Directorate.

#### **Additional courses and additional credit loads**

**ARTICLE 11** - (1) Excluding double major/minor cases, in the event that a student does not take more than twenty percent of the total course load specified in the curriculum of the program s/he is enrolled in, which is approved by the Senate for that semester, no fees other than the annual tuition fee s/he is obliged to pay shall be charged for the additional courses and credits.

(2) The tuition fees to be charged for additional courses and credits are re-determined by the Board of Trustees every year.

#### **Double major and minor**

**ARTICLE 12** - (1) The students doing double major/minor are not required to make any additional payment other than annual tuition fees that they are obliged to pay for their main majors and fees for additional courses and credits during their regular education period.

#### **Exceeding the regular education period**

**ARTICLE 13** - (1) The students exceeding their regular education period are required to pay tuition fees per semester and per credit.

(2) The tuition fee per credit is calculated by dividing the annual tuition fee of the program that the student signed up for, by 60 ECTS. Total amount to be paid in this way shall not exceed the annual tuition fee.

#### **Early graduation**

**ARTICLE 14** - (1) Half of the annual tuition fee paid shall be returned to the students who are entitled to graduation at the end of the semester just before the last one within the regular education period.

#### **Early completion of English foundation class**

**ARTICLE 15** - (1) Half of the annual tuition fee paid shall be returned to the students who completed English foundation class at the end of the fall semester and will not continue their study in the spring semester or shall be deducted from the tuition fees to be paid for next semesters.

#### **Effective Date**

**ARTICLE 16** - (1) These procedures and principles shall become effective as of the date that they are approved by the Board of Trustees and shall be applied as of the academic year following the date of the decision.

#### **Execution**

**ARTICLE 17** - (1) These procedures and principles shall be executed by the Rector of İstinye University.