

ISTINYE UNIVERSITY
SENATE MEETING

MEETING DATE	MEETING HOUR	SESSION NO
18/07/2018	10.00	14

ISTINYE UNIVERSITY
ADMINISTRATIVE AND FINANCIAL PROCEDURES AND PRINCIPLES TO BE
APPLIED FOR GRADUATE STUDENTS

Purpose and scope

ARTICLE 1 - (1) The purpose of this regulation is to determine the administrative and financial procedures and principles to be applied for students studying under the Istinye University Regulation on Graduate Education and Examination.

(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 Istinye University.

Definitions

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

a) Maximum Period of Study: refers to six semesters for Master's programs with thesis, three semesters for master's programs without thesis, twelve semesters for PhD programs for those who are admitted to the programs with master's degrees with thesis, and fourteen semesters for PhD programs for those who are admitted to the programs with master's degrees without thesis;

b) Week: refers to the weeks identified for the Fall and Spring semesters in the Academic Calendar that is approved by the Senate,

c) Finance Directorate: refers to the Finance Directorate of Istinye University

d) Board of Trustees: refers to the Board of Trustees of Istinye University,

e) Normal Period for Taking Courses: refers to two semesters for master's programs with and without thesis, four semesters for PhD programs for those who are admitted to the programs with master's degrees with thesis, and six semesters for PhD programs for those who are admitted to the programs with master's degrees without thesis;

f) Regular Education Period: refers to four semesters for Master's programs with thesis, two semesters for master's programs without thesis, eight semesters for PhD programs for those who are admitted to the programs with master's degrees with thesis, and ten semesters for PhD programs for those who are admitted to the programs with master's degrees without thesis;

g) Rector: refers to the Rector of Istinye University,

h) Senate: refers to the Istinye University Senate,

i) University: refers to Istinye University,

j) Semester: refers to either the fall semester or spring semester of an academic year,

h) Tuition Fee of the Program: refers to the fee payable for the entire graduate program

i) Semester Tuition Fee: refers to the fee calculated by dividing the program fee by the number of the semesters in the normal period for taking courses,

j) YOKSIS: refers to the Information System of the Council of Higher Education.

Tuition Fee of Graduate Programs

ARTICLE 4 - (1) The fees of graduate programs and their payment conditions are determined by the Board of Trustees upon the proposal of the Rectorship on a program basis for the regular education period.

(2) It is essential for students to fulfill all of their financial obligations within the normal period for taking courses.

(3) Scholarships and discounts to be applied for students are determined by the Board of Trustees in line with the Istinye University Directive on Graduate Scholarships and Discounts.

First registration

ARTICLE 5 - (1) It is essential for students who shall register with the University for the first time to complete their first registration procedures according to the calendar announced by YOK 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 Istinye University.

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

Re-registration

ARTICLE 6 - (1) Students who are currently studying at the University are required to re-register and complete their academic (course/thesis/project) registrations within the dates specified in the academic calendar.

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

Late re-registration

ARTICLE 7 - (1) Those who do not re-register and complete their academic (course/thesis/project) registrations on the dates specified in the academic calendar may apply to the relevant institute directorate for late registration until the end of the withdrawal and add-drop period, provided that they document their excuse. 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 as appropriate by the Board of Directors of the University, the student may re-register and have their academic registrations performed, provided that they fulfilled their financial obligations.

(3) If a student's excuse is not deemed as appropriate, but s/he fulfilled his/her financial obligations, his/her academic (course/thesis/project) registration is not performed. The tuition fee paid by the student is deducted from the tuition fees to be paid for the following semesters and is 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 8 - (1) The application for a registration freeze is made in writing to the relevant institute directorate. 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 registered with 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 normal period for taking courses:

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 within the first 7 (seven) weeks of 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 the full tuition fee for the semester.

(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 9 - (1) The application for a deregistration (dismissal) shall be made in writing to the relevant Institute Directorate. 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 semester in which they registered for the first time, are required to pay 30% of the semester tuition fee.

b) Students who apply for a deregistration until the beginning of the semester followed by the semester in which they registered for the first time are obliged to pay the full tuition fee of the first semester.

(3) Without prejudice to the provisions of paragraph 2 of this article, students who are within the normal period for taking courses:

a) Students who apply for a deregistration between the re-registration date for the semester and the beginning date of the semester are not obliged to pay the semester tuition fee.

b) Students who apply for a deregistration after the beginning date of the current semester, but before the end of the add-drop period are obliged to pay 30% of the semester tuition fee.

c) Students who apply for a deregistration after the end of the add-drop period of the current semester and before the beginning date of the next semester are obliged to pay the full tuition fee of the current semester.

(4) 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 10 - (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 11 - (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 IstinYE University Finance Directorate.

Additional courses and additional credit loads

ARTICLE 12 - (1) In the event that a student who is in the stage of taking courses 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) At the thesis stage, the student can take a maximum of one additional course without paying any additional fees upon the positive opinion of the relevant board of directors.

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

Exceeding the regular education period

ARTICLE 13 - (1) It is essential for students to fulfill all of their financial obligations within the normal period for taking courses.

(2) No fee is charged to students who exceeded their regular education period, but who completed their course requirements.

Early graduation

ARTICLE 14 - (1) Students who fulfilled the academic requirements for graduation before the regular education period must first fulfill all of their financial obligations to be able to graduate.

Special students

ARTICLE 14 - (1) Those who are graduates or students of a higher education institution and wish to improve their knowledge in a particular area may be accepted as special students for graduate courses with the approval of the office of the head of the relevant institute department/art department.

(2) Tuition fees are collected from special students per semester and per credit. The tuition fee per credit is calculated by dividing the semester tuition fee of the program that the special student is enrolled in, by 30 ECTS.

Effective Date

ARTICLE 15 - (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 16 - (1) These procedures and principles shall be executed by the Rector of Istinye University.

APPENDICES

Appendix 1- The Form