

**İSTİNYE UNIVERSITY
SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NO
27/12/2018	10.30	21

**İSTİNYE UNIVERSITY
ADMINISTRATIVE AND FINANCIAL PROCEDURES AND PRINCIPLES TO BE APPLIED FOR
STUDENTS WHO ARE REGISTERED UNDER THE INTERNATIONAL STUDENT QUOTA**

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 international students studying under the İstinye University Regulation on Associate Degree and Undergraduate Education and Examination.

(2) The administrative and financial procedures and principles for the summer period 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) First registration: refers to the process of registering with İstinye University for the first time,
- c) Final enrollment: refers to the completion of the financial obligations, submission of the documents required for registration, and the completion of the first registration in the first registration process,
- d) Credit: refers to ECTS,
- e) Board of Trustees: refers to the Board of Trustees of İstinye University,
- f) 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 Foreign Language Foundation Programs),
- g) Pre-registration: refers to the allocation of quota in the relevant department/program for candidates whose applications concluded positively in the first registration process
- h) Rector: refers to the Rector of İstinye University, i) Senate: refers to the İstinye University Senate,
- i) University: refers to İstinye University,
- k) Website: refers to the official website of İstinye University with the address www.istinye.edu.tr,
- j) Foreign Language Foundation Program: refers to the Foreign Language Foundation Program that students who failed to meet the proficiency criteria should attend for programs where the language of instruction is English,
- k) Semester: refers to either the fall semester (the first semester) or the spring semester (the second semester) of an academic year,
- l) Annual tuition fee: refers to the annual tuition fee set for the relevant academic year by the Board of Trustees, which is required to be paid by the students,
- m) YOKSIS: refers to the Information System of the Council of Higher Education.

First registration

ARTICLE 4 - (1) It is essential for international students who shall register with the University for the first time to complete their first registration procedures according to the calendar announced by the Senate.

(2) The tuition fees and payment terms for a given Academic Year are determined by the Board of Trustees before the application and registration period and announced on the website.

(3) Students who fulfilled their financial obligations and completed their first registration procedure are notified to YOKSIS as students.

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

(5) If a student pays the pre-registration fee, but does not complete his/her final enrollment procedures according to the schedule announced by the Senate, the pre-registration fees that the student deposited are not refunded to him/her.

(6) The Board of Trustees is authorized to adjust the tuition fees in case of extraordinary fluctuations in exchange rates.

Re-registration

ARTICLE 5 - (1) International 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.

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 is notified to the Immigration Administration Office and the relevant Embassies.

(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.

(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) International students are not required to pay any fees for a registration freeze procedure to be carried out due to reasons such as visa procedures that take too long to be completed and the completion date of which cannot be estimated, for international students who are registering with the University for the first time; and the requests of such students to receive the foreign language education that they need to receive before they begin their study at their department, in their own country. The tuition fee that is paid prior to the application for a registration freeze shall be transferred to the term that the study shall begin.

(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 the student prepaid a fee for that semester, such fee is not refunded, but is instead deducted from the tuition fee that is payable when beginning the education following the registration freeze.

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.

(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) A deduction in the rate of 15% is made from the annual tuition fee of students who apply for a deregistration until the beginning date of the courses in the semester in which they registered for the first time.

b) Students who apply for a deregistration on or after the beginning date of the fall semester (the first semester) and before the beginning date of the spring semester (the second semester) are required to pay 50% of the annual tuition fee.

c) Students who apply for a deregistration on or after the ending date of the spring semester (the second semester) are required to pay the full annual tuition fee.

(3) Without prejudice to the provisions of paragraph 2 of this Article, current international students who shall re-register;

a) International students who would like to deregister before the start of the academic year, between the beginning date of the re-registration period and the beginning date of the fall semester (first semester) shall not be subject to a deduction fee.

b) A deduction in the rate of 15% is made from the annual tuition fee of students who do not re-register and apply for a deregistration after the beginning date of courses in the relevant 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 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 of the currency in which the tuition fee is deposited on the date it 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, or an SMS and/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) International Students shall apply online or personally. The application documents submitted by the International Programs Directorate shall be submitted to the Student Registration Office along with the receipt of the tuition fee.

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

Additional courses and additional credit loads

ARTICLE 11 - (1) Excluding double major/minor cases, in the event that a student takes additional courses which amount to 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. If the amount of the additional courses exceeds twenty percent, the part that exceeds twenty percent is charged.

(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 payments other than the annual tuition fees that they are obliged to pay for their main majors and the 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 the foreign language foundation program

ARTICLE 15 - (1) Half of the annual tuition fee paid shall be returned to the students who completed the foreign language foundation program 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 of 2018-2019.

Execution

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