

Istinye University:

**ISTINYE UNIVERSITY**

**REGULATION OF ASSOCIATE AND UNDERGRADUATE EDUCATION**

**FIRST PART**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1 -** (1) The purpose of this Regulation is regulating the principles and procedures regarding associate and undergraduate education and training carried out in Istinye University units

**Scope**

**ARTICLE 2 -** (1) This Regulation covers the provisions regarding student admission to Istinye University, the regulation and implementation of associate and undergraduate education programs of registered students, including preparatory classes, registration, internship, exams, withdrawal, dismissal and diploma procedures.

**Basis**

**ARTICLE 3 -** (1) This Regulation has been prepared based on the 14th, 43rd and 44th articles of the Higher Education Law dated 4/11/1981 and numbered 2547.

**Definitions**

**ARTICLE 4 -** (1) In this Regulation;

- a) Academic calendar: refers to the calendar showing education and all other processes in Istinye University.
- b) European Credit Transfer System (ECTS): refers to the credit expressing all the work that a student must do in order to successfully complete a course.
- c) Supervisor: It refers to the lecturer assigned to assist the student in education and training, taking courses and similar matters.
- ç) Dean: refers to the dean of the faculties of Istinye University.
- d) Diploma program: refers to the higher education program of faculties, colleges and vocational schools that provides associate or bachelor's degree to students who meet the specified qualifications.
- e) Related unit: refers to the faculties, colleges and vocational schools of Istinye University.
- f) Relevant unit board: It refers to the faculty board in the faculties of Istinye University, the vocational school board in the vocational schools and the vocational school board in the vocational schools.
- g) Relevant unit board of directors: It refers to the faculty board of directors in faculties affiliated to Istinye University, the board of directors of the vocational school in the schools and the board of the vocational school in the vocational schools.
- ğ) Syllabus: refers to the document that explains the conduct and principles of the course and gives information to the student.
- h) Director: refers to the directors of the schools and vocational schools affiliated to Istinye University.
- ı) Board of Trustees: It refers to the Board of Trustees of Istinye University.
- i) Student Registration Directorate: It refers to the unit of Istinye University in charge of carrying out all registration procedures for students.
- j) Student Center: Refers to the unit that coordinates the student's non-academic processes and studies such as practical lessons and internships.
- k) Rector: refers to the Rector of Istinye University,
- l) Senate: refers to the Senate of Istinye University,
- m) University: Istinye University,
- n) University Executive Board: Istinye University Executive Board,
- o) YÖK: Higher Education Council,

**SECOND PART**

**Principles Regarding Education**

**Academic year**

**ARTICLE 5 -** (1) In faculties, colleges and vocational schools affiliated to Istinye University, education is carried out according to the academic calendar decided by the relevant unit board and approved by the Senate.

**Types of education**

**ARTICLE 6 -** (1) In the university, education can be done in distance education types based on formal education and information communication technologies.

(2) Within the framework of the principles determined by the Senate upon the decision of YÖK/Higher Education Council, distance education programs can be opened at associate degree or undergraduate level, in which teaching activities based on information and communication technologies are planned and carried out without the obligation of teaching staff and students to be in the same place.

**Education periods**

**ARTICLE 7 -** (1) Education periods are determined by the Senate at the beginning of each year. A semester is at least fourteen weeks.

(2) Summer school can be opened with the decision of the relevant unit board and the approval of the Senate. Summer school application is carried out within the framework of the provisions of the relevant legislation and the principles determined by the Senate.

(3) In the university, a course passing system is applied. However, in departments / programs where annual education is held, education is made on the basis of passing the grade.

(4) When required, courses / internships / exams determined by the Senate's decision can be held out of working hours, on weekends, excluding national holidays and general holidays, with the decision of the relevant unit board. These courses can also be given by distance education based on open education or information and communication technologies.

#### **Medium of instruction and foreign language education**

**ARTICLE 8 -** (1) The language of instruction at the university is Turkish; With the proposal of the relevant unit board, the decision of the Senate and the approval of the Council of Higher Education, programs in which education and training in foreign languages are fully or partially can be opened. The principles of this training are determined by the Senate.

(2) A Turkish or foreign language preparatory class can be opened for a program with the proposal of the relevant board, the decision of the Senate and the approval of YÖK/Higher Education Council. Determining the foreign language proficiency of the students and teaching foreign languages are carried out according to the principles determined by the Senate, in accordance with the provisions of the relevant legislation.

#### **Prices**

**ARTICLE 9 -** (1) Tuition at the university is paid and the relevant principles are determined by the Board of Trustees at the beginning of each academic year.

#### **Student ID-card**

**ARTICLE 10 -** (1) Students who complete the registration procedures are given a student ID card. If the ID card is lost or requested to be renewed, the student must apply to the Student Center.

(2) Student ID cards of those who leave, are removed from the university, are unenrolled or graduated are taken back by the University and destroyed. Öğretim programları ve akademik danışmanlık

**ARTICLE 11 -** (1) The relevant unit board submits the issues related to the diploma programs to the Senate for approval.

(2) The weekly course schedule is announced by the dean's / directorate at least one week before the registration period of the academic semester / year.

(3) An academic advisor is assigned to each student by the relevant unit board of directors and is announced to the student. The task of the academic advisor is to follow the student throughout his / her education at the University, to advise on all courses to be taken, including double major and minor programs, to support the course and program registration processes of the student, to direct other units in the University regarding non-academic problems and to confirm the program.

#### **Courses/Lessons**

**ARTICLE 12 -** (1) Courses are divided into compulsory courses and elective courses. Compulsory courses; Among YÖK/Higher Education Council compulsory courses, university compulsory courses and department / program compulsory courses; Elective courses consist of university elective courses and department / program elective courses. In addition, some courses can be taught with preconditions according to the syllabus. The principles regarding the courses are as follows:

- Compulsory courses of the department / program; All courses included in the syllabus, including internships and applications, that the student must take and be successful in order to graduate from the program in which the student is registered.
- University compulsory courses; These are the courses determined by the Senate and must be taught in the entire syllabus of the University.
- YÖK/Higher Education Council compulsory courses; These are the courses included in the 5th article of the Law numbered 2547.
- University elective courses; These are the courses in the University elective pool announced at the beginning of each semester.
- Department / program elective courses; are elective courses in the syllabus of the department / program the student is enrolled in.
- Prerequisite courses; Internships are theoretical and / or applied courses in which some or all of the courses in the lower semesters or years must be passed and / or the attendance requirement is fulfilled in order to be taken.
- Courses and exams can be held outside the University when necessary, in line with the decision of the relevant unit management board.

#### **Taking courses, adding courses, withdrawing from courses and ECTS load**

**ARTICLE 13 -** (1) Students' course taking is done with the assistance of their academic advisors within the periods specified in the academic calendar each semester / year. Students are required to take all courses in the syllabus of the department / program they are enrolled in.

(2) Students enroll in compulsory courses as a whole at the beginning of the academic year, in programs where education is made on the basis of passing classes. They choose their elective courses at the beginning of each semester / year.

(3) A maximum of 40 ECTS courses can be taken in one semester, excluding summer education. But;

a) Courses can be taken: With the request of the student, the approval of the academic advisor and the decision of the board of directors of the unit, provided that the CGPA is at least 2.00,

b) With the approval of the academic advisor and the decision of the board of the unit, the graduate student who will be able to fulfill the graduation requirements at the end of a semester and summer school by using all his rights, regardless of the grade point average, and the unit's board of directors,

(4) If the academic grade point average is at least 3.00, 48 ECTS from the upper semester.

(5) Students can also take courses from the units where a course equivalent to a course in their syllabus is given with the approval of the academic advisor and the chairman of both departments / program and the decision of the board of directors of the unit where the student is affiliated,. These courses are included in the average and ECTS calculation of the student's transcript. In order to increase their knowledge, experience and culture, students can take a course that is not included in the syllabus from the units it is given outside of the syllabus, with the approval of the academic advisor and the head of both departments / program and the decision of the board of directors of the unit where the student is affiliated. These courses are shown in the student's transcript, but are not included in the average and ECTS calculations.

(6) If students apply through the student automation system within the periods determined by the academic calendar, they can withdraw from the courses they have registered with the approval of their academic advisors. However, they cannot withdraw from any courses in the first two semesters of the registered program and from the compulsory courses that they fail.

(7) Those who are unsuccessful in the courses removed from the education-training programs take the courses that are replaced by

these courses. If these courses are not replaced, they are not held responsible for the courses removed from the program, but they have to complete the required ECTS in order to graduate.

(8) The student can take courses that conflict with the approval of the academic advisor. However, he is obliged to fulfill the course passing requirements of the overlapping courses.

### **THIRD PART**

#### **Student Affairs, Registration, Transitions, Course Exemption, Adaptation and Special Student**

##### **Student affairs and Registration**

**ARTICLE 14 -** (1) Registration, registration renewal, registration suspension, dismissal, adjustment, diploma, enrollment, horizontal and vertical transfers and all similar transactions regarding students are carried out by the Registrar's Office.

(2) Those who are eligible to register to the university make their final registration by applying to the Directorate of Student Registration Affairs in person or by e-government with the documents requested by the University and in the registration guide between the registration dates determined by the Presidency of the Assessment, Selection and Placement Center. However, a candidate who has a documented excuse and whose excuse is accepted by the University Administrative Board, can register through his / her legal representative or persons whom he / she has given power of attorney.

(3) Incomplete documents and / or final registration cannot be made by mail.

(4) At each stage, the registration of the person who uses fake or falsified documents in terms of all documents required for final registration or who is determined to have made forgery in the result document regarding the central placement made by the Presidency of Measurement, Selection and Placement Center, is canceled as of the date of registration and proceeds in accordance with the provisions of the relevant legislation. is started. If this person leaves the University, all documents, including the diploma given to him, are canceled. The tuition fee paid by these persons is not reimbursed.

(5) Procedures regarding the acceptance of students from abroad are carried out within the framework of the provisions of the relevant legislation.

##### **Re-registration**

**ARTICLE 15 -** (1) Each student must renew his / her registration by obtaining financial approval and completing the course registration between the dates specified in the academic calendar.

(2) Students who fail to complete their internship despite achieving all the other courses in the syllabus must renew their registration on the dates specified in the academic calendar at the beginning of each semester / year. The tuition fee to be paid by the student in this situation each semester / year is determined by the Board of Trustees.

(3) A student who does not renew his / her registration within the specified period due to an excuse may renew his / her registration if his / her excuse is accepted by the relevant unit board of directors.

(4) For the dismissal of students due to non-renewal of registration, the provisions of Law No. 2547 and the relevant legislation are applied.

##### **Undergraduate transfer and vertical transfer**

**ARTICLE 16 -** (1) The provisions of the Regulation on the Principles of Transfer Between Associate Degree and Undergraduate Degree Programs, Double Major, Minor and Credit Transfer Between Institutions, published in the Official Gazette dated 24/4/2010 and numbered 27561, and in accordance with the principles determined by the Senate.

(2) The transition of associate degree program graduates to undergraduate programs is carried out in accordance with the provisions of the Regulation on the Continuation of Undergraduate Education of Graduates of Vocational Schools and Open Education Associate Degree Programs published in the Official Gazette dated 19/2/2002 and numbered 24676 and the principles determined by the Senate.

##### **Course exemption and adjustment procedures**

**ARTICLE 17 -** (1) Ders muafiyeti ve intibak işlemleri, Senato tarafından belirlenen esaslara göre yapılır.

##### **Special student**

**ARTICLE 18 -** (1) Special students can be admitted to university, faculty, college and vocational school programs in accordance with the relevant legislation.

(2) In order to take a course, the student must apply to the relevant unit of the university with the eligibility decision, student certificate and transcript from the university to which he / she is affiliated.

(3) Tuition fees for special students are determined by the Board of Trustees.

### **FORTH PART**

#### **Measuring Success, Exams, Freezing Registration, Discharge and Diplomas**

##### **Obligation to attend classes**

**ARTICLE 19 -** (1) Students are obliged to attend classes, laboratories, applications and other studies deemed appropriate by the instructors, in line with the principles set by the relevant faculty or college boards, except for the courses offered through distance education. The attendance conditions of the students are announced with the course syllabus at the beginning of the semester by the instructor of the course, and the attendance of the students is evaluated by the instructor of the course according to these rules.

##### **Exams**

**ARTICLE 20 -** (1) Exams; midterm exam, final exam, make-up exam, make-up exam, exemption exam, single course exam, grade increasing exam and exams regulated by the relevant legislation. These exams can be written, oral or both written and oral and / or applied. Written examination documents are kept for at least two years.

(2) Exam schedules are determined by the dean's / directorate within the framework of the academic calendar and announced at least one week before the exams.

(3) Students must have their student ID card and other required documents for exams. The student who does not take the exam is considered to have used that exam right and the student is declared to the automation system as not taking the exam. If a student takes an exam that he / she should not take for any reason, even if the grade he / she has received is announced, the exam will be canceled.

(4) Provisions of the Higher Education Institutions Student Disciplinary Regulations published in the Official Gazette dated 18/8/2012

and numbered 28388 shall apply to students who cheat in exams, attempt to cheat or cheat. If the penalty is finalized, zero (0) points are awarded from the exam subject to the penalty. Scholarships and discounts received by the student are evaluated according to the principles determined by the Senate. Ara sınav ve dönem içi çalışmalar

**ARTICLE 21 -** (1) Midterm exam is the exam that can be taken in a semester / year from the courses foreseen in the relevant education-training program. Exams for courses requiring personal skills can be done practically. The midterm exam results of all courses, except for the courses that are applied in the workplace, are announced at the latest 1 day before the course withdrawal date specified in the academic calendar.

(2) Apart from the mid-term exam, short-term exams, applications based on the student's skills, homework and similar in-term studies can be made based on the success grade.

(3) Internship success evaluation is made according to the principles determined by the Senate.

(4) The course syllabus for each course is announced in the student automation system before the course registrations. In this syllabus, the effect rates of the exams and / or evaluations to be made are stated and applied.

#### **Mid-term/year-end exam**

**ARTICLE 22 -** (1) Mid-term / year-end exam is the exam that the student will take at the end of the semester / year that the course he / she enrolled in. In order to take the semester / end-of-year exam for a course, it is necessary to enroll in that course and fulfill the requirements in the syllabus.

(2) The passing grade for the final exam can be determined by the decision of the relevant unit board.

#### **Make-up exam**

**ARTICLE 23 -** (1) A make-up exam is an exam for the student whose excuse is accepted, instead of midterm and final exams. The exams of the students whose excuses are accepted by the board of directors of the relevant unit are held within the same semester / year. Other principles regarding make-up exams are determined by the Senate.

#### **Resit exam**

**ARTICLE 24 -** (1) The resit exam is the exam held after the mid-term / year-end exam.

(2) Students who fail the semester / year-end exam for the course they took, but fail with the letter grade FF, and those who cannot take the mid-term / year-end exam due to excuse can take the resit exam. Students who fail due to internships, projects, courses in the workplace or absenteeism are not entitled to resit exams.

(3) The grade obtained from the resit exam replaces the semester / year-end exam grade. The success rules valid in the mid-term / year-end exam are also applied in the resit exams. For the letter grade obtained at the end of the resit exam, the letter grade ranges entered as a result of the mid-term / year-end exam are used. The resit exam does not have an excuse.

#### **Exemption exam**

**ARTICLE 25 -** (1) Exemption exams can be held for the required courses of YÖK/Higher Education Council and other courses determined by the Senate decision on the dates announced in the academic calendar. The exemption exam is conducted according to the principles determined by the Senate.

#### **One course exam**

**ARTICLE 26 -** (1) With the decision of the relevant unit board of directors, students who have only one unsuccessful course left to graduate at the end of the semester / year-end exam and / or summer school are given the right to take a single course examination. For the single course exam, the student applies to the relevant unit within the period specified in the academic calendar. A single course exam cannot be taken for a course that is absent and / or has never been taken before. If the student fails the single course exam, he / she enrolls in the relevant course in the semester / year in which the course is opened. The single course exam does not have an excuse. A single course exam cannot be held for practical courses and internships.

#### **Grade increasing exam**

**ARTICLE 27 -** (1) İlgili birim yönetim kurulu kararıyla, tüm derslerini başarı ile tamamlamış olmasına rağmen, mezuniyet için gerekli genel not ortalamasını sağlayamamış öğrenciye, kendisinin belirleyeceği şartlı geçer not aldığı en fazla üç dersten not yükseltme sınav hakkı verilir. Not yükseltme sınavı için öğrenci, akademik takvimde belirtilen süre içinde, ilgili birime başvurur. Öğrenci, not yükseltme sınavları sonucunda mezuniyet hakkı kazanamazsa ders tekrarı ile ilgili hükümler uygulanır. Not yükseltme sınavının mazeret hakkı olmaz.

#### **Announcement of the exam results and objection to the exam grade**

**ARTICLE 28 -** (1) Exam results are finalized as soon as they are announced by the relevant unit. Results and documents of each exam are delivered to the relevant department within ten days at the latest from the announcement of that exam result.

(2) In the units where the course passing system is applied; If the student wishes to object to the exam results or grades due to a material error, he / she can apply to the relevant unit within three working days after the announcement of the results. The result of the objection examined by the instructor of the course within three working days is notified to the relevant unit. If the student's objection continues, a commission of three people, one of which is the lecturer of the course, is determined by the relevant unit to examine the exam paper. The commission will complete its review within a week and notify the relevant unit. The report given by the instructor and / or the commission is notified to the student. Situations requiring grade change are resolved by the relevant unit board of directors.

#### **Course success/Academic standing**

**ARTICLE 29 -** (1) Success in a course is determined by the course success grade. Course success grade is obtained by evaluating the success of the student in all exams, homework, projects, applications and similar studies whose weights and conditions are announced by the relevant instructor at the beginning of the semester / year. The effect of the semester / year-end exam on the course success grade is at least 30% and at most 70%, and other matters related to the success grade can be determined by the board of the relevant unit. The contribution of the semester / year-end exam to the success grade is 100% only for the applied courses with the semester / year-end exam and for the single course exam.

(2) Course success at the university is evaluated on the absolute and / or relative system.

(3) Grades and coefficients are evaluated as follows:

a) Grades and coefficients are given in the table below:

Grade	Coefficients
AA	4,00
BA	3,50
BB	3,00
CB	2,50
CC	2,00
DC	1,50
DD	1,00
FF	0,0
BI	Successful
BZ	Failed

b) Other notes used in transcripts are as follows:

- 1) DE; work in progress
- 2) DZ; absent
- 3) DÇ; withdrawal
- 4) MU; exempted, including ECTS, excluding average.
- (4) The passing grade of a course is CC. DD and DC grades are considered conditionally pass.

#### **Grade point average**

**ARTICLE 30** - (1) The success of the students is determined at the end of each semester / year by the Registrar's Office by calculating their semester / year-end and cumulative grade point averages. The cumulative grade obtained by a student from a course is the number obtained by multiplying the ECTS of that course and the success grade coefficient.

(2) The grade average (ANO) in the units where course passing system is applied; It is the number obtained by dividing the sum of the grades of all the courses taken by a student in a semester by the total ECTS of these courses.

(3) CGPA (AGNO) is the number obtained by dividing the total grades of all the courses taken, including the semester completed, by the total ECTS of these courses. Regardless of the previous grade, including summer school, for lessons that are repeated or taken to increase the grade, the last grade is included in the calculation.

#### **Freezing registration**

**ARTICLE 31** - (1) Students can freeze their registrations upon the decision of the relevant unit board of directors, provided that they document their justified and valid excuses. Requests for suspension of registration can be made to the relevant dean's office / directorate by the student or the person to whom he / she has given power of attorney within five working days following the development of this situation, in other cases, until the last working day of the fourth week at the latest from the beginning of the academic semester / year.

(2) The decision to suspend registration can be made for one semester each time or for a maximum of two years in total for one year. The maximum period can be exceeded by the decision of the board of directors of the relevant unit in cases such as convictions or long-term illnesses that do not require military service, detention and dismissal from students. The education period of the student whose registration is frozen will not work. During the registration freeze period, students cannot participate in educational activities and exams and all kinds of student rights are frozen.

(3) The request of the student whose excuse disappears before the end of the period whose registration is suspended and who applies to continue education is decided by the relevant unit board of directors. If the request is deemed appropriate, the student continues his education from where he left off. In order for a decision to suspend enrollment or to continue education, the student must fulfill the obligations determined by the Senate.

#### **Exmatriculation**

**ARTICLE 32** - (1) Students can request a dismissal of their own free will. For this, it must be applied to the Registrar's Office in person or by the persons they have given their power of attorney. In case the student has received a penalty of expulsion from the higher education institution according to the provisions of the Higher Education Institutions Student Disciplinary Regulation, he / she is dismissed from the University by the decision of the University Administrative Board.

(2) Regardless of whether the student is registered for each semester, starting from the semester in which the courses related to the registered program are given, the provisions of the relevant legislation are applied in the calculation of the maximum education period.

(3) For those who cannot complete their education at the end of their maximum education period, the provisions of the relevant legislation are applied.

#### **Graduation and diploma**

**ARTICLE 33** - (1) Students who successfully complete all the courses, applications and internships foreseen in the program they are enrolled in according to the provisions of this Regulation and meet the general grade average requirement are entitled to receive a diploma. Except for the preparatory class, students in this situation must have at least thirty times the number of semesters in the curriculum or equal to sixty times the number of years. The principles regarding the diploma supplement, temporary graduation certificate, transcript and other documents to be given to all graduates are determined by the Senate.

(2) In accordance with the provisions of this Regulation, students who successfully complete four-semester associate degree programs, excluding preparatory class, are awarded an associate degree diploma, and students who successfully complete a program of at least eight semesters are awarded a bachelor's degree.

(3) The cumulative grade point average must be at least 2.00 for graduation. If a student achieves all the courses of the department / program in which he / she is enrolled but his / her cumulative grade point average is below 2.00, he / she must raise at least one of the courses in which he / she received a conditionally passing grade and increase his / her cumulative grade point average to 2.00 and above.

(4) Among the students who have successfully completed the program they are enrolled in and who have not received disciplinary punishment, those with a CGPA between 3.00 and 3.49 are considered honor students, and those who are 3.50 and above are considered high honor students.

(5) Associate and undergraduate diplomas to be awarded by the units are arranged differently for each level, but jointly in all units of the University.

(6) Until the diplomas are prepared, temporary graduation certificate can be given to the students.

(7) The diploma is awarded once. Diplomas / documents that are torn, damaged for any reason or that need to be completely reorganized due to compulsory reasons are given a new one in accordance with the provisions of the relevant legislation.

## **FIFTH PART**

### **Miscellaneous and Final Provisions**

#### **Disciplinary actions**

**ARTICLE 34 -** (1) Öğrencilerin disiplin iş ve işlemleri, Yükseköğretim Kurumları Öğrenci Disiplin Yönetmeliği hükümlerine göre yürütülür.

#### **Exchange programs**

**ARTICLE 35 -** (1) Except for those who study in the first and second semesters, students can study at other higher education institutions for one or two semesters with the decision of the relevant unit management board, in accordance with the agreements and protocols made between the University and other higher education institutions abroad or in the country.

#### **Notification and address reporting**

**ARTICLE 36 -** (1) All kinds of notifications are deemed to be completed when they are made to the address provided by the student during registration to the University by registered mail and / or to the e-mail addresses provided by the University or by the relevant unit.

(2) The notification sent to the addresses given to the students during registration to the University is deemed to have been made to the students whose residence addresses have changed but do not formally inform the units or report incorrect or missing addresses.

#### **Cases with no provisions**

**ARTICLE 37 -** (1) In cases where there are no provisions in this Regulation, the provisions of Law No. 2547 and other relevant legislation are applied.

#### **The abolished regulation**

**ARTICLE 38 -** (1) 2The Istinye University Associate and Undergraduate Education Regulation, published in the Official Gazette dated 20/8/2017 and numbered 30160, has been abolished.

#### **Enforcement**

**ARTICLE 39 -** (1) This Regulation enters into force on the date of its publication to be valid from the beginning of the 2020-2021 academic year.

#### **Execution**

**ARTICLE 40 -** (1) The provisions of this Regulation are executed by the Rector of Istinye University.