

ISTINYE UNIVERSITY

SENATE MEETING

MEETING DATE	MEETING HOUR	SESSION NUMBER
29 May 2024	13.30	14

ISTINYE UNIVERSITY

APPROVING AUTHORITY	Chairman of the Board of Trustees
APPROVAL DATE	25 June 2024
DECISION NUMBER	29

**ADMINISTRATIVE AND FINANCIAL PROCEDURES AND PRINCIPLES TO BE
APPLIED TO 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 to students studying within the scope of the Istinye University Graduate Education-Teaching and Examination Regulation.

Basis

ARTICLE 2 – (1) These procedures and principles have been put into effect in accordance with subparagraphs (c) and (g) of Article 7 of the Istinye University Main Regulation.

Definitions

ARTICLE 3 – (1) The definitions in these procedures and principles are as follows:

- Normal Duration of Study: Four semesters for thesis-based master's programs, two semesters for non-thesis master's programs; eight semesters for those accepted with a thesis-based master's degree and ten semesters for those accepted with a bachelor's degree in doctoral programs.
- Maximum Duration of Study: Six semesters for thesis-based master's programs, three semesters for non-thesis master's programs; twelve semesters for those accepted with a thesis-based master's degree and fourteen semesters for those accepted with a bachelor's degree in doctoral programs.
- Week: The weeks specified for the Fall Semester and Spring Semester in the academic calendar approved by the Senate.
- Financial Affairs Directorate: Istinye University Financial Affairs Directorate.
- Board of Trustees: Istinye University Board of Trustees.
- Rector: The Rector of Istinye University.
- Senate: Istinye University Senate.
- University: Istinye University.
- Institute: Istinye University Institute of Graduate Education.

- j) Semester: The fall semester or spring semester of an academic year, as appropriate.
- k) Program Tuition Fee: The fee to be paid for the entire graduate program.
- l) Semester Tuition Fee: The fee calculated by dividing the program fee by the number of semesters in the normal course taking period.
- m) YOKSIS: Council of Higher Education Information System.

Graduate Program Tuition Fee

ARTICLE 4 – (1) Graduate program fees and payment terms are determined by the Board of Trustees upon the recommendation of the Rectorate, on a program basis and for the normal duration of study.

(2) It is essential that students fulfill all their financial obligations during their initial registration process.

(3) The scholarships and discounts to be applied to students are also determined by the Board of Trustees within the framework of the Istinye University Scholarship and Discount Directive.

First registration

ARTICLE 5 – (1) Students who register with the University for the first time must complete their first registration procedures according to the calendar announced by the Council of Higher Education and/or the Senate.

(2) Students who have fulfilled their financial obligations and have completed their first registration process are reported to YOKSIS as Istinye University students.

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

Freezing registration

ARTICLE 6 – (1) An application to freeze registration must be made in writing to the student's affiliated department. The department then forwards the application to the Institute. The date of the application for freezing registration is considered when applying the financial procedures and principles outlined in this article.

(2) Applications for freezing registration can be made no later than the last working day of the 4th week from the start date of the semester in which registration will be frozen.

- a) Students who apply to freeze their registration until the last day of course selections announced in the academic calendar will not be charged any fees.
- b) To complete the freezing registration process after the course selection period is completed, students will be charged a fee of 20% of the current tuition fee for the program they are registered in.
- c) No refunds will be made for periods when registration is frozen.

(3) The Institute Directorate evaluates and decides on the application of the provisions of this article to freezing registration based on force majeure.

Disenrollment

ARTICLE 7 – (1) An application for disenrollment shall be made in writing to the Institute Directorate. The date of the application for disenrollment shall be taken as the basis for the application of the procedures and principles stipulated in this article.

- a) If the application for disenrollment is made before the start date of the first registered term (Fall or Spring), 25% of the tuition fee for the relevant program will be refunded. No refund will be made for applications for disenrollment made on any other term/date after this date.
- b) At any stage, if a student is found to have used forged or falsified documents or made false or misleading statements regarding all documents required for final registration, their registration will be cancelled as of the registration date and proceedings will be initiated in accordance with the relevant legislation. If this student leaves the University, all documents, including the diploma given to them, will be cancelled and the tuition fee paid will not be refunded.

Informing students and documents to be prepared

ARTICLE 8 – 1) Invoices for tuition fees are prepared according to the guidelines established by the Istinye University Financial Affairs Department.

Exceeding the normal duration of study

ARTICLE 9 - (1) The determination of graduate students who exceed the normal duration of the study period for the course/project/thesis is based on the program fee of the academic year in which the registration is renewed and by calculating ECTS.

Special students

ARTICLE 10 – (1) Graduate students at a higher education institution who want to deepen their knowledge in a particular subject can be admitted as special students in graduate courses, pending approval from the department head and the Institute's decision.

(2) Special students are required to pay a tuition fee per semester and per ECTS. The tuition fee per ECTS is calculated by dividing the semester tuition fee of the program in which the special student is registered by 30 ECTS.

Internal and External Transfers

ARTICLE 11- (1) In internal transfers within the institution, the student is required to pay the difference between the program tuition fees for the period in which they are transferred from one department to another.

(2) In the case of a transfer from another higher education institution, the student is required to pay the full program tuition fee.

- a) If a student transferring from another higher education institution will only conduct a thesis or project study at the University, they will only be requested to pay the semester-based thesis or project fee determined at the beginning of each academic year.

Scientific Preparation

ARTICLE 12 - (1) The scientific preparation fee is determined at the beginning of each academic year based on the program, upon the recommendation of the Institute and the decision of the Board of Trustees.

(2) If the scientific preparation fee and the program fee are paid together, a 10% discount is applied to the total fee.

(3) A student who has completed scientific preparatory education will be subject to a 50% increase in the current increase rate applied to the tuition fee for the first semester of registration.

Enforcement

ARTICLE 13 – (1) These procedures and principles shall come into effect upon approval by the Board of Trustees and shall be implemented from the academic year following the decision.

Execution

ARTICLE 14 – (1) The Rector of Istinye University shall implement these procedures and principles.