

DIRECTIVE

By Işık University:

**İŞIK UNIVERSITY
ASSOCIATE AND UNDERGRADUATE EDUCATION AND EXAMINATIONS DIRECTIVE****SECTION ONE****Purpose, Scope, Basis, and Definitions****Purpose**

ARTICLE 1 – (1) The purpose of the present Directive is to regulate the principles of associate and undergraduate education and examinations held at Işık University’s faculties and vocational schools of higher education.

Scope

ARTICLE 2 – (1) The present Directive consists of the terms related to the associate and undergraduate education and examinations held in all departments/programmes at Işık University’s faculties and vocational schools of higher education.

Basis

ARTICLE 3 – (1) The present Directive has been prepared on the basis of the 14th and 44th Articles of the 4/11/1981 dated and 2547 numbered Law of Higher Education.

Definitions

ARTICLE 4 – (1) Definitions of some of the terms used in the present Directive are as follows:

- (a) Course file: The archive file designed to maintain a course’s curriculum, signed attendance lists, examination papers and other evaluation documents,
- (b) GPA: Grade Point Average,
- (c) Related administrative board: The administrative board of a school of higher education or the administrative board of a faculty,
- (d) Board of Overseers: Işık University’s Board of Overseers,
- (e) Transcript: The document that shows all the courses taken by a student, the times of courses and the success grades achieved for each course,
- (f) Special student: A student registered in a different institution of higher education, who is allowed to take some courses without being a diploma candidate at Işık University,
- (g) Rector: The Rector of Işık University,
- (h) Senate: The Senate of Işık University,
- (i) YADOK: Işık University’s School of Foreign Languages,
- (j) SPA: Semester Point Average,
- (k) YÖK: The Turkish Council of Higher Education,
- (l) Administrative Board: Işık University’s Administrative Board.

SECTION TWO**Quota, Tuition Fee, and Registration****Quotas**

ARTICLE 5 – (1) The quotas on the students to be accepted for the departments of the University shall be determined for each academic year by the Board of Overseers upon advice of the Senate, and shall be informed to the Council of Higher Education (YÖK).

Tuition fee

ARTICLE 6 – (1) Every year before the university preference period, the Board of Overseers shall determine the following tuition fees:

- (a) Annual tuition fee for new students.
- (b) Annual tuition fee for existing students.
- (c) Tuition fee for special students.
- (d) Tuition fee per credit.
- (e) Examination fee.
- (f) Late registration fee.

(2) Registration of students who fail to pay their semestral fee shall not be accepted. The annual tuition fee does not cover the summer education or additional examination fees.

(3) For definition of the tuition fee per credit, the ECTS credits of courses and semesters shall be considered.

Special students and exchange students

ARTICLE 7 – (1) Special students' applications for any semester shall be examined and finalized by the related administrative board.

(2) Special students shall pay the tuition fee defined for them and are subject to the same administrative and academic rules as the University's other students.

(3) Special students shall not be granted with a diploma but shall only receive a transcript.

(4) The procedures to be applied to students that attend at exchange programmes within the scope of mutual agreements of the University with other institutions of higher education, or the national/international student mobility, shall be carried out in accordance with the procedures and principles defined by the Senate.

Placement

ARTICLE 8 – (1) Placement of students in the University's programmes that accept students according to their score in central examination shall be carried out in accordance with the regulations made by the Turkish Centre for Assessment, Selection and Placement (ÖSYM).

(2) The placement procedures for the programs that accept students through special talent examination shall be carried out in accordance with the procedures and principles defined by the Senate.

(3) The acceptance and placement procedures for lateral transfer students shall be carried out in accordance with the provisions of Işık University's Directive on Lateral Transfer, Double Major, Minor and Credit Transfer published on the 3/3/2019 dated and 30703 numbered Official Gazette.

(4) The application, acceptance and placement procedures of international students shall be carried out in accordance with the procedures and principles defined by the Senate.

Registration

ARTICLE 9 – (1) The primary registrations at the University shall be made on the dates announced by the YÖK.

(2) Registrations shall be made by the legal guardian of minor students, and by himself/herself for major students.

(3) Students or legal guardians that cannot present for registration can register through a legal representative assigned via a notarized letter of proxy.

(4) Students who fail to complete their registration within the defined period shall be deemed to have renounced their right to register as a student of the University.

(5) The originals or notarized copies of required documents shall be accepted for registration.

(6) In the event that a student has a missing or damaged document, the registration shall not be completed, and any accepted registration shall be cancelled.

(7) Students who complete their registration shall receive their University ID cards.

Preparation programme

ARTICLE 10 – (1) Students who are placed in programmes conducted in English and completed their registration shall enter the English proficiency examination organized by the YADOK. Students who pass this examination and who succeeded in national and international examinations considered equivalent by the Senate shall be allowed to register in the programmes that they are placed in.

(2) Students who fail in the English proficiency examination shall continue the English preparation programme.

(3) The preparation programme shall be carried out in accordance with the procedures and principles defined by the Senate.

(4) Foreign students who are willing to registered in programmes conducted in Turkish shall be obliged to document their Turkish language proficiency. The valid Turkish language proficiency examinations and the minimum levels of proficiency shall be defined by the Senate.

Consultancy

ARTICLE 11 – (1) Each student registered in the University shall have an academic supervisor to be assigned among the related department's full-time academicians.

(2) The supervisor shall guide the students throughout their education, monitor the students' success and in necessary cases, approve the students' registration.

SECTION THREE Education

Course registration

ARTICLE 12 – (1) The course registration shall be made before the beginning of each semester on the dates announced on the academic calendar.

(2) Students who fail to complete their financial liabilities shall not be allowed to register.

(3) Students who fail to complete their course registration within the dates announced on the academic calendar with force-majeure causes can complete their financial liabilities and course registration procedures during the late registration period announced on the academic calendar, provided that their cause is accepted by the related administrative board.

(4) Students who complete their registration in the late registration period shall pay an additional late registration fee in addition to the standard tuition fee.

Academic periods

ARTICLE 13 – (1) The education shall be carried out per semesters. Each academic year includes a fall and a spring semester, and a summer period.

(2) The standard duration of each fall and spring semester is fourteen weeks. The duration of a summer period is seven weeks.

(3) The academic calendar shall be determined and announced by the Senate.

(4) Summer periods shall not be included in the total semesters that a student remains registered.

Academic plan

ARTICLE 14 – (1) Each student shall be subject to an academic plan that consists of the courses required to be taken throughout the academic period. The academic plan that binds the student shall be determined with the first registration in the University.

(2) The academic plans shall be created in accordance with the procedures and principles defined by the Senate.

Course registration

ARTICLE 15 – (1) Registration of students in the courses defined on their academic plan shall be made in accordance with the procedures and principles defined by the Senate.

Internship

ARTICLE 16 – (1) The internship studies shall be carried out in accordance with the procedures and principles defined by the Senate.

Double Major and Minor Programmes

ARTICLE 17 – (1) Double Major (ÇAP) or Minor (YAP) programmes can be combined between associate and undergraduate level programmes at the University. The procedures for the creation of such programmes shall be defined by the Senate.

(2) For students' application, registration, and acceptance in ÇAP and YAP programmes, the provisions of Işık University's Directive on Lateral Transfer, Double Major, Minor and Credit Transfer shall apply.

Course attendance

ARTICLE 18 – (1) A minimum of 70% attendance at formal courses at the University is compulsory. Students who fail to achieve the compulsory level of attendance shall be deemed to have failed the course.

(2) The compulsory attendance condition shall not apply for distance education programmes.

(3) Non-attendance due to force majeure causes shall be evaluated by the professor of the course and the evaluation results shall be kept in the course file, provided that the causes of non-attendance are documented.

(4) The signed attendance sheets shall be kept in the course file.

SECTION FOUR

Examinations, Grades, and Success Status

Examinations

ARTICLE 19 – (1) A semester final examination shall be organized for each course. These examinations can be made in the form of presentation and evaluation of semestral studies or projects.

(2) The semester final examination programmes shall be announced within 4 weeks following the beginning of the examination period.

(3) In addition to semester final examinations; mid-term examinations and other studies like projects and presentations can be made during the semester. The contribution of such studies and the semester final examination in calculation of the course's grade point shall be defined in the course's curriculum.

(4) The execution of examinations shall be made in accordance with the procedures and principles defined by the Senate.

(5) The exam documents shall be kept in the related academic unit's archive for 2 years, and other studies by students shall be kept for one year.

(6) The status of students that fail to participate in the examinations or to deliver their studies on time due to force majeure causes shall be evaluated in accordance with the procedures and principles defined by the Senate.

Objection to examination results

ARTICLE 20 – (1) The evaluation results of examinations or studies that affect the course's grade point shall be declared at the latest within 1 week after the execution of examination or delivery of the study.

(2) Within one week following the declaration of results, students can review their evaluated studies and present their oral objections, if any, to the professor of the course.

(3) In the event that a conclusion cannot be achieved upon oral objection, students shall submit their written and justified objection to the related academic units. The duration defined for written objections is 1 week as of the declaration of evaluations.

(4) Written objections shall be evaluated by the related administrative, considering the views of the professor of the course. In consideration of the objection, the administrative board may demand another professor specialised in the same field to evaluate the examination. The board's resolution on the objection shall be informed to the student and the related professor in written.

Grades and signs

ARTICLE 21 – (1) The following letter grade scale and their equivalent in 4-point grade scale shall be used in the University's associate and undergraduate level courses:

Letter grade	Numeric grade	Definition
AA	4.00	Excellent
BA	3.50	
BB	3.00	Good
CB	2.50	
CC	2.00	Passed
DC	1.50	Conditional
DD	1.00	
F	0.00	Failed

(2) The P grade, which is required for graduation, is given for courses that are not calculated in Semester Point Average and Grade Point Average. The course's credit shall be included in the graduation credit.

(3) In preparation programmes use the 100-point grade system. The success criteria of preparation programmes shall be defined by the Senate.

Transcript

ARTICLE 22 – (1) A student's transcript shows the repeated and withdrawn courses.

(2) The courses that are not included in student's academic plan yet are taken shall be shown in a different section on the transcript.

Grade point averages and academic standing

ARTICLE 23 – (1) The SPA and GPA of a student is the weighted average of course grades with ECTS credits.

(2) The courses that a student gets P grade and extracurricular courses shall not be included in SPA and GPA calculation.

(3) For repeat courses, the chronologically grades shall be considered in SPA and GPA calculation.

(4) The averages for Double Major and Minor Programmes shall be calculated separately from primary major's averages.

(5) Students who achieve a grade point average of 2.00 or higher in courses in Double Major academic programme shall receive a Double Major Diploma, and students who achieve a GPA of 2.00 or higher in courses in Minor academic plan shall receive a Minor Programme certificate.

SECTION FIVE Graduation

Diploma Granting Condition

ARTICLE 24 – (1) Students who complete all the courses in the registered programme successfully as per the terms of the present Directive, and achieve a minimum GPA of 2.00 shall be entitled to receive a diploma.

(2) Among the students who have been entitled to receive a diploma, those who have achieved a GPA of 3.50 or higher shall be listed as a Student of High Honour, and those who have achieved a GPA of between 3.00-3.49 shall be listed as a Student of Honour. In addition to a diploma, they shall be granted with a Certificate of High Honour or a Certificate of Honour.

(3) Students who have had received a disciplinary punishment shall not be included in lists of High Honour and Honour.

(4) The lists of High Honour and Honour shall be solely based on primary major programmes.

Additional examination

ARTICLE 25 – (1) Provided that they have not completed the maximum period of education, the students who have received F grade in a maximum of two courses, or who have achieved a GPA lower than 2.00 despite having completed all the courses, shall, upon their application and by the resolution of the related administrative board, be granted with the right to enter one-time additional examinations for a maximum of two courses, in which they had scored F, DD or DC grades.

(2) In order for a student to be allowed to apply for an additional examination, if the student scores AA in the course(s) that he/she preferred to apply for additional examination, his/her GPA shall be at least 2.00.

(3) The additional examination shall be held and declared within 1 month following the granting of the right, before the late registration period.

(4) The result of an additional examination shall substitute the grade achieved in the course.

(5) Additional examinations shall not be organized for projects, thesis, studio and laboratory courses and courses that have application procedure out of the University.

(6) Students who fail to graduate as a result of additional examinations shall register in the related courses in the following semester.

(7) Students can apply for additional examinations after all semesters or summer periods that they have registered, provided that they meet the conditions to enter additional examinations.

SECTION SIX
Miscellaneous and Final Terms

Permitted leave and Registration Freezing

ARTICLE 26 – (1) The procedures related with students’ permitted leaving and registration freezing shall be carried out in accordance with the procedures and principles defined by the Senate.

Annulled regulation

ARTICLE 27 – (1) Işık University’s Directive on Associate and Undergraduate Education and Examinations published on the 22/7/2015 dated and 29422 dated Official Gazette, has been annulled.

Effective Date

ARTICLE 28 – (1) The present Directive shall be effective as of its date of publication.

Execution

ARTICLE 29 – (1) The resolutions of the present Directive shall be executed by the Rector of Işık University.