

COURSE REGISTRATION DIRECTIVE

IŞIK UNIVERSITY COURSE REGISTRATION DIRECTIVE

SECTION ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 – (1) The purpose of the present directive is to define the procedures and principles of course registrations in associate and undergraduate programmes at Işık University.

Scope

ARTICLE 2 – (2) The present directive consists of the provisions on limitations and rules that the students registered in Işık University’s associate and undergraduate programmes must comply with in course registration before the beginning of fall and spring semesters, and summer period.

Basis

ARTICLE 3 – (1) The present directive has been prepared on the basis of the Law of Higher Education No: 2547 and the Associate and Undergraduate Education and Examination Directive of Işık University.

Definitions

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

- (a) ÇAP: Double Major Programme,
- (b) GPA: Grade Point Average,
- (c) Board of Overseers: The Board of Overseers at Işık University,
- (d) Rector: The Rector of Işık University,
- (e) Senate: Işık University Senate,
- (f) Probational student: A student who has a GPA of between 1.50-1.99,
- (g) Repeating student: A student who has a GPA below 1.490 or lower, or who has had the probational student status for two successive semesters,
- (h) University: Işık University.

SECTION TWO

Course Registration Period and Method

Registration period

ARTICLE 5 – (1) The course registration shall be made on the week before the beginning of lessons as indicated on the academic calendar.

Registration with fee per credit

ARTICLE 6 – (1) Students that have completed all the courses in their programmes except for 15 or less ECTS credits shall pay a fee per credit instead of a complete semestral fee.

(2) Students that cannot take courses of more than 15 ECTS credits in a semester due to non-opening of relevant courses or for their not meeting the prerequisites shall pay a fee per credit.

(3) Students that take courses during summer period shall pay a fee per credit.

(4) Students that have the right to complete their course registration by paying a fee per credit can register in courses equivalent to a maximum of 15 credits in total.

Course Add & Drop

ARTICLE 7 – (1) Students can make modifications in their registration by adding and/or dropping lessons after the beginning of courses as indicated on the academic calendar.

(2) Students registered in classes that are closed due to not having achieved sufficient number of student registration shall register in their new classes during the add & drop period.

Late Registration

ARTICLE 8 – (1) Students that fail to complete their registration within the normal period stated on the academic calendar can complete their registration during the add & drop period after they have fulfilled their financial obligations.

(2) The financial obligations related with late registration shall be determined by the Board of Overseers.

Registration Approval

ARTICLE 9 – (1) All course registrations shall be submitted for the supervisor's approval.

(2) Student's supervisor shall review the course registration, request the student to make modifications in necessary cases and approve convenient programmes.

(3) In unforeseen compulsory cases, the supervisor, after including his/her own view, shall submit a registration submitted for approval to the related academic administrative board for its evaluation.

(4) Students cannot make any modification on course registrations submitted to the supervisor for approval, or to the administrative board for evaluation.

SECTION THREE Registration Limits

Prerequisites or co-requisites

ARTICLE 10 – (1) A course may require one or more prerequisites among the following:

- (a) To have successfully completed another course or courses, or another equivalent course for at least once.
- (b) To have collected a certain number of credits.

(2) Prerequisites of courses shall be defined on course profiles.

Academic supervision

ARTICLE 11 – (1) All students registered in the University shall receive an academic supervisor assigned among the full-time academicians serving in the related department.

(2) The supervisor shall guide the student throughout his/her education, monitor the student's success and approves the student's course registrations.

Repeat Courses

ARTICLE 12 – (1) Student is obliged to re-register in courses with F grade in the first semester that the related course is available.

(2) In cases that a student cannot re-register in all courses with F grade due to other limitations in the present directive, the courses from previous semesters, which the student is responsible for shall be repeated in the first place.

(3) Student can repeat any course with DD or DC grades at any time, considering other limitations in the present directive.

(4) Courses with CC or higher grades cannot be repeated.

Quota

ARTICLE 13 – (1) The maximum number of students that can register in course branches and the set of students that can take the course shall be defined by the programmes that open the course.

(2) In order a student to register in a course with unavailable quota in compulsory cases, the positive advice and the approval of the programme offering the course shall be sought.

Course Load

ARTICLE 14 – (1) The standard course load is 30 ECTS.

(2) Students that have the first-year student status according to their completed credit level cannot register for more courses.

(3) For students that have a GPA of 2.49 or lower, the maximum course load in one semester shall be 31 ECTS.

(4) For students that have a GPA of between 2.50 and 3.49, the maximum course load in one semester shall be 37 ECTS.

(5) For students that have a GPA of 3.50 or higher, the maximum course load in one semester shall be 43 ECTS.

(6) For Double Major (CAP) students, the maximum course load in one semester shall be 45 ECTS.

(7) For Minor (YAP) students, the maximum course load in one semester shall be 37 ECTS; however, for students that have a GPA of 3.50 or higher, the 5th subclause of article 14 may apply.

(8) CAP and YAP students can take extra course load only from the courses in their CAP or YAP programme.

Repeating Students

ARTICLE 15 – (1) Repeating students shall be obliged to repeat the courses with F, DD and DC grades in the first semester that the courses are available.

(2) Repeating students can register in new courses only if they do not have any other compulsory repeating courses.

Internship

ARTICLE 16 – (1) The principles of internship studies shall be defined by the related academic department within the frame of the **Internship Directive**.

Inconsecutive courses

ARTICLE 17 – (1) Students are obliged to register in courses in their curriculum consecutively as ordered per semesters, without skipping any of courses.

(2) In obligatory cases that delay the graduation, or in cases that the courses in the order are not made available, students can take courses of upper classes, with the approval of their supervisor.

Coinciding course hours

ARTICLE 18 – (1) It is essential that students shall register to courses in a way to avoid coinciding course hours in their weekly schedule.

(2) In obligatory cases, only one coinciding hour of a maximum of two courses may be allowed.

(3) It is the student's responsibility to fulfil the attendance requirement in case of coinciding course schedules.

SECTION FOUR

Special Student Status and Summer Education

Special Student Status

ARTICLE 19 – (1) Registering in and taking courses at other institutions in special student status can be realized with resolution of the University's related administrative board upon student's application.

(2) Students that attend to other institutions in special student status in fall and spring semesters shall pay the tuition fee to the University.

(3) Students that attend to other institutions in special student status in fall and spring semesters shall be subject to the limitations stated in the present directive.

(4) Students that attend to other institutions in special student status during the summer period shall pay the tuition fee to the institution where they take the courses.

(5) Students can take a maximum of 18 ECTS throughout their academic life from the courses given in different institutions.

(6) Students can take a maximum of 18 ECTS in one summer period at the University.

SECTION FIVE

Miscellaneous Terms

Withdrawal

ARTICLE 20 – (1) Students can withdraw from at most 2 courses in one semester. Associate students can withdraw from at most 2 courses, and undergraduate students can withdraw from at most 4 courses throughout their education in the registered programme.

(2) The final day to withdraw from a lesson is the last day of the 5th week of education in fall and spring semesters, and the last day of the 3rd week of summer period.

(3) The tuition fee shall not be refunded in case of withdrawal.

Equivalent courses provided in different languages

ARTICLE 21 – (1) Students registered in programmes conducted in Turkish language can take the same course in English only with the approval of the administrative board.

(2) Students that take the English version of a course in Turkish shall be obliged to fulfil the language requirements and other obligations of the course.

Unforeseen situations

ARTICLE 22 – (1) Registration cases that are not foreseen in the present directive shall be decided by the related academic administrative board after conferring with the student's supervisor.

Effective Date:

ARTICLE 23 – (1) The present Directive shall be effective as of its date of acceptance by the Senate.

(2) The provisions of the 6th, 14th and 15th articles of the present Directive shall not apply for students registered in academic programmes before the 2019-2020 academic year.

Execution

ARTICLE 24 – (1) The terms of the present Directive shall be executed by the Rector.

Senate: 11.05.2022, No: 13, Effective Date: 11.05.2022