

IZMIR INSTITUTE OF TECHNOLOGY
REGULATION ON UNDERGRADUATE EDUCATION

SECTION I

Objective, Scope, Basis and Definitions of Terms

Objective and Scope

ARTICLE 1 – (1) The objective of this regulation is to regulate the procedure and principles which should be applied in education at undergraduate level, which is executed within scope of İzmir Institute of Technology.

Basis

ARTICLE 2 – (1) This regulation was issued based on the 14th, 43th, 44th and 46th articles of Higher Education Act 2547 dated 4/11/1981.

Definitions of Terms

ARTICLE 3 – (1) The following terms taking place in this Regulation shall have the meanings assigned to them below:

- a) Academic Unit: Faculties which are affiliated with İzmir Institute of Technology, Directorate of School of Foreign Languages (SFL) and General Culture Courses Department,
- b) Institute: İzmir Institute of Technology (IZTECH),
- c) Institute Administrative Board: Administrative Board of İzmir Institute of Technology
- ç) Faculty Board: Boards of Faculties, Directorate of School of Foreign Languages (SFL) and General Culture Courses Department,
- d) Rector: Rector of İzmir Institute of Technology,
- e) Senate: Senate of İzmir Institute of Technology,
- f) Academic Unit Board: Administrative Board of relevant faculties and the Directorate of School of Foreign Languages,
- g) Special Student: The student who is enrolled in a higher education institution, but wishes to experience a different higher education environment and culture, or who has the opportunity to continue his or her education in a different higher education institution due to health related or similar obligations on condition that he or she remains enrolled in his/ her own institution.

SECTION II
The Principles Concerning Education

Academic Year

ARTICLE 4 – (1) Activities for one academic year are executed according to academic calendar which is accepted by Senate. An academic year consists of two semesters each consists of 16 weeks. Examination periods are included in semesters.

(2) Summer schools can be opened based upon discretion of Senate. Summer education periods are not included in semesters.

Education plan, courses to be offered and weekly course schedules

ARTICLE 5 – (1) The education programs to be followed during undergraduate education are regulated by relevant department. They are finalized by the decision of the Faculty board and Senate's approval.

(2) Courses to be offered in a semester and weekly course schedules are finalized with the decision of the Faculty Board.

Courses

ARTICLE 6 – (1) The courses which are included in education-training plan are divided into two groups such as required courses and elective courses. Courses which are specified by students are finalized upon the approval of Advisor.

(2) A course which should be succeeded for taking another course is called the prerequisite course.

(3) A course which should be taken together for taking another course is called the co-requisite course.

(4) Prerequisite and co-requisite courses are indicated in training-education plans.

Credit value of courses

ARTICLE 7 – (1) The credit value of a course consists of the total of the entire weekly theoretical course hours for that course and the half of the practical course hours.

(2) Non-credit courses in the education plan are not included in the grade point average.

Course Load

ARTICLE 8 – (1) The course load which should be taken by student in the registered semester is the number of credited courses which are indicated in training-education plan of the affiliated department.

(2) The course load of first year students consists of first year courses in the education plan. First year students cannot take courses from upper classes.

(3) The Course loads can be reduced for maximum two courses upon the students' request and with the approval of the advisor, if their Cumulative Grade Point Average is less than 2.00.

(4) In case the advisor considers as appropriate, the course load of student can be increased as of the end of the second semester and following semesters as following;

- a) Two courses provided that the cumulative grade point average is minimum 2.00,
- b) Three courses provided that the cumulative grade point average is minimum 2.50,
- c) The students having the cumulative grade point average of minimum 2.00 can increase course load with three courses in seventh and eighth semesters.

(5) There should be no overlap in the courses which are selected by students.

Attendance Obligation

ARTICLE 9 – (1) The attendance of students to courses, practices, examinations and other works are compulsory. The attendance statuses of students are followed and evaluated by relevant academic staff.

Double Major Program

ARTICLE 10 – (1) The objective of the double major program is to provide opportunity for the students who execute their undergraduate program with success to have education in second branch to take diploma simultaneously. The principles regarding with the double major program are regulated by the Senate.

Minor Program

ARTICLE 11 – (1) The objective of the minor program is to ensure that the students who successfully continue their undergraduate programs of their own departments get knowledge on another branch that they are interested in. The certificate is given to the students completing their minor program with success. The principles regarding the minor program are determined by the Senate.

SECTION III

Examinations, Evaluation and Graduation

Examinations

ARTICLE 12 – (1) Minimum one midterm examination and final exam are executed for the courses requiring interim and/or final examinations in every semester. The dates of midterm examinations are announced by the head of department within 30 days following the commence of each semester. The changes at the dates of midterm examinations can be done after approval of head of department.

(2) For the courses, which do not require midterm and/or final exam, the end of semester grades of the students is given by considering their studies within the semester.

(3) End of semester course grade which will be given for student is assessed by the academic staff of that course by considering the studies within semester, attendance status and midterm exam/exams and final exams.

(4) Dates of end of semester examinations are indicated in academic calendar.

(5) Student, who could not enter to any examination due to the reason which can be considered as valid by head of department, can be taken to excuse examination.

(6) End of semester examination grades are entered to student information system by the academic staff of the course at latest three business days after the last date of examinations. Grade tables which are retrieved from system are signed by the academic staff. Grade tables are sent to faculty as annex of grade table sending form by relevant head of department and they are archived in faculty. Directorate of School of Foreign Languages and Head of General Culture Department executes this archiving in their units.

(7) Exam papers, assignments, projects, laboratory and summer practice reports etc. are archived for five years by the academic staff. In the case of a leave of absence of an academic personnel, the archived document is submitted to the head of department. At the end of this period they are disposed according to normal procedures.

Grades

ARTICLE 13 – (1) One of the grades in letters given below shall be assigned to students by the instructor for each course taken as the end of semester course grade. In order to be regarded as successful, it must be taken at least (DD) from credit courses, and at least (S) from non-credit courses. The courses which are graded as (NA), (FF), (FD) or (U) are regarded as unsuccessful. The coefficients for letter grades and their correspondence over one hundred points are indicated below:

a)

Points	Semester Course Grade	Coefficient
90-100	AA	4.0
85-89	BA	3.5
80-84	BB	3.0
75-79	CB	2.5
70-74	CC	2.0
65-69	DC	1.5
60-64	DD	1.0
50-60	FD	0.5
49 and below	FF	0.0
-	NA	0.0

b) Grades that are not included in the average and their meanings have been stated below:

1) I: deficient,

2) S: Sufficient,

3) U: Insufficient,

4) Repealed. (Official Gazette -04/13/2019-30544)

5) EX: Exempt,

6) W: Withdrawn

7) NI: The grade which is not included in the average grade

(2) Among the grades which are stated in the article 1 and not included in the average;

- a) Grade (I); shall be given to students, who have not been able to fulfill the conditions required for the course because of a disease or another valid reason at the end of the term. (I) grade is graded within three business days after last date of entry of examination grades into student information system. Otherwise, grade (I) shall automatically be accepted as grade FF/U. However, in case of illness or excepted situations, time period for grade (I) may extend up to the first day of course selection for the next semester by the decision of the board of directors of related academic units and Culture Courses head of department.
- b) (S) grade is granted to the students who succeed in the non-credited courses which are not included in the cumulative grade point average.

- c) (U) grade is granted to the students who fail in the non-credited courses which are not included in the cumulative grade point average.
 - ç) (EX) grade is given to the students who meet the requirements determined by Senate for the related courses. The (EX) grade is not included in the cumulative grade point average.
 - d) (NA) grade is given for students not fulfilling the attendance conditions. The (NA) grade is processed as (FF/U) grade in the calculation of the cumulative grade point average.
 - e) (W) grade is given within the first ten-week period as of the starting of the semester and after the end of the period of adding and dropping courses.
 - f) (NI) grade is given to describe the courses students take on condition that it is not included in the cumulative grade point average and it is indicated in transcript. These courses are not substituted for other courses in the program the student is enrolled in. In the event of failure in NI status course, it must be repeated.
- (3) For withdrawal from the course; student's request and permission of course's academic staff and advisor approval are required. (W) grade is entered to system by student's advisor. Following rules are applied for withdrawal from course by student. :

- a) Student can not withdraw from courses of the undergraduate program in the first two semesters.
 - b) Student can withdraw from one course in one semester and maximum six courses in entire undergraduate period.
 - c) Student can not withdraw from the courses which s/he fails and has got (W) grade before or which are not included in the cumulative grade point average.
 - ç) Student has to repeat the course s/he gets W grade.
- (4) The students of the Exchange program who are getting education in the Institute can withdraw from the course with the recommendation of the International Relations Coordinator and the permission of academic staff within scope of signed agreements between the Institute and official organizations and education organizations abroad. . The rules regarding with the (W) grade are not applied for the students in this situation.

Objection to the Exam Results and Material Error

ARTICLE 14 – (1) The objection can be made to result of any exam or intra-semester study within maximum three business days as of its publication date just for the material errors. Students cannot make any objection with respect to grade discretion of the academic staff.

(2) Student makes objection regarding with material errors to the head of department by petitions. The ideas of academic staff are taken about the subject, and the board of directors of the academic unit where the course is given and Culture course department chair takes decisions.

(3) The decisions of faculty administrative board regarding with material errors related to the final exams are sent to Registrar's office until the first day of course selection for the following semester.

Average grade

ARTICLE 15 – (1) Total credits taken by a student from a course shall be calculated by multiplying the credit rate of this course by the coefficient of the semester-end grade.

(2) To find the grade point average of any semester, the total credits taken from all courses by the student in that semester shall be divided by the total credit rates of the courses taken. The obtained average shall be indicated as the two digits after the comma.

(3) The cumulative grade point average shall be calculated by taking into account all the courses taken by the student starting from his admission to the Institute. The grade taken lastly from the repeated courses shall be included in the cumulative grade point average.

To be considered as the next semester student and Success Level

ARTICLE 16 – (1) The end of second semester onwards, students who have 1.80 and over cumulative grade point average are considered as the next semester students.

(2) The undergraduate students whose cumulative grade point average is minimum 2.00 are considered as successful. The student who has succeeded in all courses including non-credited courses at the end of a semester and whose semester grade point average is between 3.00-3.49 among the students taking at least four units of credit courses are considered as honors student and the ones having semester grade point average between 3.50-4.00 are considered as high honors student. The list for those students is announced at the end of each semester.

Failure

ARTICLE 17 – (1) The students whose cumulative grade point average is less than 2.00 are considered as failed.

(2) Students with cumulative grade point averages lower than 1.8 must repeat the courses they have previously taken until their cumulative grade point average reaches 1.8. They cannot

take courses that they have not previously taken (except for non-credit courses) or courses from which they earned a grade of (W).

(3) The student having cumulative grade point average higher than 1.80 can take the courses which s/he have not taken before provided that s/he does not exceed course load in that semester.

Course Repetition and Substitution

Article 18 - (1) The failed courses must be repeated. If these courses are elective courses or courses which are removed from the program later, the students can take the lessons whose equivalences are accepted by the head of department instead of them. Obligatory courses are not obliged to be taken if the courses are offered outside the semester stated at the education program of the department. In order to take the course with (W) grade the students should meet the condition of having cumulative grade point average as 1,80.

(2) If requested, the student can repeat the courses which he/she has passed before or the courses which are considered as equivalent with these courses by the head of department.

(3) The students make applications to their head of department for the equivalence operation within the period of adding/dropping courses.

Additional period and examination right for the students in graduation status

Article 19 - (1) However, the additional period right is granted once for the student who is in graduation status and who fulfills the attendance condition to complete his/her deficiencies in two units of credited courses and/or one unit of non-credited course and/or to enter to a new examination.

(2) The additional exam for two courses at most is granted once for students whose cumulative grade point average is less than 2.00 although they do not have any failed courses.

(3) The courses that are applicable for taking additional period and/or exam are determined by the related Faculty Board decision.

(4) The grade taken in an examination is evaluated by itself and converted into a letter grade. Grades taken during the semester are not taken into account.

(5) The student who is in graduation status and wish to take additional period and/or examination make application by petition to Registrar's office within three days after the

announcement of the semester examination results. The Registrar's Office examines the appropriateness of student's status to this article and informs the student's faculty about from which lesson the additional period is granted. The examination results are sent to the Registrar's Office until the first day of course registration of the next semester.

Diploma

Article 20 – (1) The bachelor's degree diploma is given for students who have succeeded in their education with the decision of the faculty administrative board.

(2) For granting the bachelor's degree diploma, the student should be successful from all lessons and meet conditions of having cumulative grade point average of 2.00.

(3) The students whose cumulative grade point average is between 3.00-3.49 are considered honors students and the students having cumulative grade point average of 3.50 or more are considered as high honors students. Whether the students are honors students or high honors students is mentioned in the diploma.

Associate Degree Program Diploma

Article 21 – (1) The associate degree program diploma is given to students who quit from the institute without completing their undergraduate education with the decision of the faculty administrative board. The students should have succeeded in all courses in the education plan as of the end of the fourth semester and their cumulative grade point average should be minimum 2,00 for them to get the associate degree program diploma.

SECTION IV

Procedure After the Maximum Duration of Education, Exmatriculation and Declaration

Additional Period and Examinations to Be Granted After the Maximum Duration of Education

Article 22 - (1) The duration for the undergraduate education is normally four education years (eight semesters) and the maximum duration of education is seven education years (fourteen semesters).

(2) Semesters in which students are enrolled are counted as within their study periods. Semesters that students are on leave are not counted as their study periods.

(3) The students who fail to complete the education within maximum time period can benefit from the right of taking additional period and examination provided that they perform the financial obligations regarding the related semester to the provisions mentioned in the 46th article of the law numbered 2547.

(4) After the maximum duration of education;

a) Two additional examination right that are listed in academic calendar is granted to senior students for each course that they have got FF, FD and U.

b) Three additional semesters to students who have reduced the number of failed courses to five or fewer courses as a result of additional examinations.

c) Additional period of three semesters for students with five or fewer failed courses without having taken additional examination

ç) Those who failed a course are given the right to take an unlimited examination without having the rights entitled to the students.

(5) The right of taking unlimited examination of any wished courses (excluding the ones determined by the Faculty Board) to increase their grade is granted to students who failed to get 2.00 of grade point average without any failed courses.

(6) The grade taken in the additional examination is evaluated by itself and converted into a letter grade.

Discharge

ARTICLE 23 – (1) At the end of the maximum period of study;

a) Students who have courses not taken in the curriculum,

b) Students who cannot graduate within the additional periods specified in Article 22,

c) Student whose number of courses remaining for graduation at the end of the supplementary exams is six or more,

ç) Students who do not take the exams that will be opened for the students who are granted the right to take an unlimited exam in a row or intermittently during a total of three academic years,

are dismissed by the decision of the Faculty Board of Directors.

Notification

ARTICLE 24 – (1) any notification to the student is sent to the mail address of the student in the official records.

SECTION V

Miscellaneous and Final Provisions

Conditions for which there are no verdicts

ARTICLE 25 – (1) In the conditions for which there are no verdicts in this regulation, the other related legislation verdicts and the decisions of the Institute administrative board and senate are applied.

Repealed Regulation

ARTICLE 26 – (1) The Regulation on İzmir Institute of Technology Undergraduate Education that was published on the official journal dated 21/9/2012 and numbered 28418 was repealed.

Transition Provision

TEMPORARY ARTICLE 1 – (1) the maximum duration of the program for the students enrolled in the institute starts at the beginning of the fall semester of the 2014-2015 academic year.

Enforcement

ARTICLE 27 – (1) This Regulation shall be put into force on the date of its publication in the official gazette.

Execution

ARTICLE 28 – (1) Provisions of this Regulation shall be executed by IzTech Chancellor.

Official Gazette Regulations			
Date			Number
23/09/2018			30744
Amendments to Official Gazette Regulations			
	Date	Number	Yönetmelikte Yapılan Değişiklikler
1-	04/13/2019	30544	Article 13 item (1)b 4 was repealed
2-	04/13/2019	30544	Article 17 item (2) was altered