

İZMİR INSTITUTE OF TECHNOLOGY
REGULATION ON UNDERGRADUATE EDUCATION

SECTION 1

Objective, Scope, Basis and Definitions

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 14th and 46th articles of Law of Higher Education dated 4/11/1981 and numbered 2547.

Definitions

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

- a)** Academic Unit: Each of faculty, institute and school of higher education which are affiliated with İzmir Institute of Technology,
- b)** Institute (IzTech): İzmir Institute of Technology,
- c)** Institute Administrative Board: Administrative Board of İzmir Institute of Technology,
- ç)** Faculty Board: Boards of Faculties which are affiliated with Institute,
- d)** Chancellor: Chancellor of İzmir Institute of Technology,
- e)** Senate: Senate of İzmir Institute of Technology,
- f)** Administrative Board: Administrative Board of relevant faculties which are affiliated with institute

SECTION TWO

Principles Regarding With Training and 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 academic units. Principles regarding with summer school are regulated by Senate

Course Programs

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) Course programs to be followed by students during their education are regulated by department where they are enrolled; they are finalized after 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. Every student is obliged to take compulsory courses for the department where they are registered. Elective courses which are specified by student by advices of advisor are approved by Advisor.

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

(3) Course which should be taken together for taking other course is called side requisite course.

(4) Prerequisite and side 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) The non-credited courses which are accepted by Senate are not included in the grade 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 loads can be reduced for maximum two courses with the decision of the head of department based on the request of students whose cumulative grade point average is less than 2.00

(3) 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) One course provided that the cumulative grade point average is minimum 2.00,
- b) Two 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 two courses in seventh and eighth semesters.

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 information 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 THREE

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 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 year-end grades of the students are given by considering their studies within the semester..

(3) Semester and 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) Students who are entitled to enter final exam and/or failed from final exam can use make-up examination right. Grade which is taken from make-up examination is considered in place of the final examination. Student cannot enter make-up examination for increasing grades.

(5). Dates of semester end examinations and make-up examinations are indicated in academic calendar

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

(7) Semester- end examination grades and make-up 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 were 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.

8). Exam papers, assignments, projects, laboratory and summer practice reports are kept for two years by head of department. At the end of this year they are disposed by chairmanship according to normal procedures.

Success grade

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 semester-end course grade. 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
50-59	FD	0.5
49 and below	FF	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) NA: Failed because of Non-Attendance,
- 5) EX: Exempt,
- 6) W: Withdrawn.

1) 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 not used in make-up examination (I) grade is graded within three business days after last date of entry of examination grades in to 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 to three work days before the beginning of the next enrollment semester of the next academic year based on the recommendation of the head of the department and the decision of the Board of faculty in case of a lengthening disease or similar cases.

2) (S) grade is granted to the students who succeed in the non-credited courses which are not included in the cumulative grade point average.

3) (U) grade is granted to the students who fail in the non-credited courses which are not included in the cumulative grade point average.

4) (EX) grade is given for courses which are taken by students who are placed to the Institute by the Student Selection and Placement Center (ÖSYM) while they are continuing to any other higher education institute; and for the courses of the students who are transferred out of BYTE take in their previous programs whose equivalence is accepted by the faculty administrative board upon the proposal of the head of the department. Also for some courses, the (EX) grade may be 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 but it is indicated in transcript.

5) (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

6) (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.

(2) 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. The courses which the student has taken previously and re-taken it for the purposes of increasing the cumulative grade point average are not covered by this rule.

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 has to repeat and has got (W) grade before or which are not included in the cumulative grade point average.

ç) Permission for withdrawal is not granted for the case of decreasing below the 2/3 of the normal course load.

(3) 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 five 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 faculty administrative board takes decisions based upon the advice of the head of department.

(3) The decisions of faculty administrative board regarding with material errors related to the final exams are made finalized minimum 3 business days before the start of following semester and sent to Registrar's office.

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. The Letter grades from (AA) to (FF) are considered as basis for both semester and cumulative grade point average.

Success Level

ARTICLE 16 – (1) 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) The students having cumulative grade point average less than 1.80 repeat the courses which they have taken before until they increase their cumulative grade point average up to 1.80; they cannot take the courses that they have not taken before or the courses from which they have got the grade of (W) except the non-credited courses.

(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

ARTICLE 18 – (1) The students who have got the grades of (NA), (FF), (FD), (W) or (U) for a course have to take the course in first semester in which it is given. However, they should meet the condition of having cumulative grade point average as 1,80 for taking the course with (W) grade. If these courses are elective courses or courses which are removed from the program later, the students take the lessons whose equivalences are accepted by the head of department instead of them.

(2). If there is overlapping in the selected courses in the weekly program, one of the courses is dropped. In case the failed course overlaps, taking the failed course is obligatory.

(3) 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. However, s/he has to make this repeat within first summer school or the next first two semesters following the semester in which s/he has passed the course.

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

(5) The last grade is valid for the repeated courses. To be considered as successful in a course, the minimum (DD) grade should be taken for the credited courses and the grade of (S) should be taken for the non-credited courses.

Additional period and examination right for the students in graduation status.

ARTICLE 19 – (1). For graduation, the student should take and succeed in the courses which are included in education and training plan of his/her enrolled program. However, the additional period right is granted for the student who is in graduation status and who fulfills the attendance condition by getting the grade of (FF) or (FD) from two units of credited

courses and the grade of (U) from one unit of non-credited course which is not included in the cumulative grade point average for completing his/her deficiencies and entering to a new examination at latest till the starting of the following semester.

(2) The additional period is given for students whose cumulative grade point average is less than 2.00 although they do not have (FF) or (FD) grade in the last semester for maximum two units of credited courses in which they have got the grade of (DD), (DC) or (CC) in this semester within the framework of the abovementioned conditions. The students whose conditions are suitable for this make application by petition to Registrars 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.

(3) The student can benefit from the additional period and examination right just for once.

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. 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. For giving diplomas to the students who come to the Institute via the transfer from other university, they are obliged to get education in the Institute in at least two semesters of the last four semesters.

Education duration

ARTICLE 21 – (1) The duration for the undergraduate education is normally four education years (eight semesters) and the maximum education duration is seven education years (fourteen semesters). The students who fulfill the conditions mentioned in the 20th article of this regulation can graduate in seventh semester or earlier.

(2) The students who fail to complete the education within maximum time period can make registrations to continue their education provided that they perform the financial obligations regarding the related period according to the provisions mentioned in the 46th article of the

law numbered 2547. However, they continue their education without getting benefits for the other rights entitled to the students except the preparation of the thesis and participation to the courses and examinations.

Associate Degree Program Diploma

ARTICLE 22 – (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 succeed 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 FOUR

Miscellaneous and Final Provisions

Conditions for which there are no verdicts

ARTICLE 23 – (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 24 – (1) The Regulation on İzmir Institute of Technology Undergraduate Education which was published on the official journal dated 24/8/1998 and numbered 23443 was repealed.

Enforcement

ARTICLE 25 – 1) This Regulation shall be put into force on the date of its publication in the official gazette.

Execution

ARTICLE 26. Provisions of this Regulation shall be executed by IzTech Chancellor.

Of the official journal on which the regulation has been published			
		Date	Number
Amendments made in the regulation and information related to the official journal on which they have been published			
	Date	Number	Amendments which were made in regulation
1			Title of the 3 rd Subclause of 8 th Article was changed.
2			The addition was made to 7 th subclause of 12 th article.
3			17 th article was issued as having 3 subclauses.
4			The 1 st subclause of 21 st article was amended.
5			The addition was made to 1 st subclause of 13 th article.
6			The addition was made to 1 st subclause of 18 th article.