

OPERATIONAL PRINCIPLES OF STUDENT AFFAIRS OF THE İZMİR INSTITUTE OF TECHNOLOGY

Below indicated headings are conducted by the Student Affairs Department Head pursuant to the resolution no. 9/3 of the IzTech Senate of March 28th 2013 in order to inform and assist our students, our academic and administrative staff during the implementation on issues related to education not indicated in the directive and guideline.

PROCESSES RELATED TO CLOSED ELECTIVE COURSES

- When the number of the students enrolled to selective courses in undergraduate programs should be less than 5 (Five), then are such courses closes by the end of the course addition-cancellation term. Students having enrolled in closed courses may apply to the Student Affairs Department Head with a course replacement form within 3 (Three) days as of the end of the course addition-cancellation term. Please, click here for the form.

PROCESSES RELATED TO THE CONTINUANCE OF THE EDUCATION BY UNDERGRADUATE STUDENTS HAVING ACHIEVED THE GRADUATION CONDITIONS FOR SCORE IMPROVEMENT PURPOSES

- When students of the undergraduate program should aim to repeat any course in order to improve their scores though having achieved the graduation conditions, then such students are granted a term of maximal 2 semesters to be used in the academic year following their study. Students in this situation may apply within 3 working days as of the announcement of the semester exam results and repeat the courses where they scored DD and DC during the last 2 semesters. The application petitions are transmitted by the Student Affairs Department Head to the respective faculties of the students.

UNDERGRADUATE PROGRAMS COURSE REPLACEMENT PROCESSES

- It is not possible to replace a mandatory course with any other course.
- Courses taken during the same semester can not replace each other.
- Technical elective courses may not be replaced with non-technical elective courses.

- Non-technical elective courses may not be replaced with technical elective courses.
- Undergraduate students may enroll during the graduation year (7th and 8th semester) in graduate program courses, provided to not exceed total 3 courses. But these courses cannot be included both into the undergraduate program's and graduate program's credit calculation. To which program the courses to be taken within this scope shall be counted, is notified with to the Student Affairs Department Head by the resolution of the Faculty Administrative Board.

DETERMINATION OF THE SEMESTERS AND COURSE LOADS OF UNDERGRADUATE PROGRAM STUDENTS

- The course load to be taken by the student during the semester he/she is enrolled in the number of credited courses indicated in the education plan of his/her department.
- The education plan of the student consists of 8 semesters. A student progressing in the normal education order steps over to one subsequent semester by the end of each semester and is subjected to the course load of such semester.
- The student repeats the previous taken courses during the semesters when his/her general mean score fell below 1.80 and is subjected to the course load of the semester of previous years with the highest course load. He/she steps over to the semester he/she should normally be in the normal education order when he/she improves his/her general mean score again to 1.80.

TAKING COURSES EXCEPT IzTech AT THE SUMMER SCHOOL

- Students may take the courses in a 100% English education providing program of another university during the summer school pursuant to the resolution of the respective department council.
- The equivalence process of the course is performed upon the resolution of the Faculty Administrative Board by the Head of Student Affairs.

NON-TECHNICAL ELECTIVE COURSES

- When undergraduate students should take more non-technical courses than the number indicated in the education plan, then the course or courses with the lowest score (DD and above) are excluded from the calculation of the general mean score during the graduation stage.

PROCESSES RELATED TO MAKE-UP EXAMS

- Make-up exams are applied for undergraduate and graduate courses with final exam.
- The score of the make-up exam replaces the final exam score.
- Make-up exams are applied for courses taken during the fall and spring semester; not for courses taken at the summer school.
- No make-up exam is provided courses with NA (failed due to absenteeism) score.
- No make-up exam right are provided for undergraduate students in order to increase scores equal to and above DD,
- No make-up exam right are provided for graduate students in order to increase scores equal to and above CC,
- No make-up exam right are provided for postgraduate students in order to increase scores equal to and above CB.
- For courses for which make-up exam applications are placed but the exams are not taken, the last score achieved for the course shall be valid.
- Make-up exams are made on the dates indicated in the calendar.

TAKING COURSES AT OTHER UNIVERSITIES

- Undergraduate program students, having achieved the graduation stage and failed in a course taken in the final grade, may take the course in a 100% English education providing program of another university pursuant to the resolution of the department council and the approval of the course's instructor when the course shouldn't be offered during the subsequent semester and they should have failed in the make-up exam. The equivalence process of the course is performed upon the resolution of the Faculty Administrative Board by the Head of Student Affairs.

PROCESSES RELATED TO EDUCATION PLAN CHANGES

- Elective course suggestions to be made by the departments need to be offered in order to be presented to the Senate twice a year, being until the end of April for the fall semester and until the end of October for the spring semester, and changes to the education plan or new program suggestions once a year until the end of April.