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Izmir Institute of Technology

Student Affairs Guidelines

The following information is provided by the Student Affairs Office to inform our student and academic and administrative staff of educational matters not covered elsewhere in regulations or directives, in accordance the IzTech Senate decision no. 9/3, dated 28 March 2013.

Closed Elective Courses

If the number of students enrolled in elective courses in undergraduate programs is less than 5 (five), the course is closed at the end of the add-drop period. Students who have enrolled in the closed course may change their course by submitting a course change form to the Student Affairs Office within 3 (three) working days after the end of the add-drop period. Click here for the [courses change form](#).

Education period extension to increase GPA for students fulfilling graduation criteria

If students in the undergraduate program have fulfilled their graduation requirements but wish to repeat courses in order to raise their GPA, a maximum of two semesters are allowed in the academic year following their education. Students in this situation may submit their applications to the Student Affairs Office within three business days after the announcement of the results of final exams and repeat courses from which they received grades of DD or DC in the past two semesters. Petitions are submitted by the Student Affairs Office to the students' faculties.

Course substitution in undergraduate programs

It is not possible to substitute any course for a compulsory course.

Courses taken within the same semester are not considered interchangeable.

Non-technical elective courses cannot be counted as technical elective courses.

Technical elective courses cannot be counted as non-technical elective courses.

Undergraduate students can enroll in graduate program courses in their graduation year (7th and 8th semesters), provided that they do not exceed three courses. However, these courses cannot count toward both the undergraduate and graduate program course load. The Faculty Board of Directors will inform the Student Affairs Office toward which program these courses will be counted for the student.

Determination of undergraduate students' semester and course load

The course load that the student has to take in the semester he or she is enrolled is the number of courses indicated in the education plan of the department.

Students' education plan consists of eight semesters. A student who progresses at the normal pace of study advances to the next semester at the end of each semester and is subject to the course load in that semester's education plan.

Students repeat courses in semesters in which their GPA falls below 1.8 and is subject to the course load of the semester which has the highest course load. When the GPA increases to at least 1.8, the student can advance to the next semester in the normal education plan.

Summer Education Outside IzTech

1. The conditions below for participating in external summer schools are valid for students registered at our institute through:
 - a) LYS
 - b) Foreign Student Acceptance
 - c) Vertical transfer
 - d) Interinstitutional transfer
 - e) Internal transfer
 - f) KHK number 669 from military higher education institutions and military high schools
 - g) KHK number 667 by ÖSYM from closed Foundation Universities
 - h) KHK number 667 by YÖK from closed Foundation Universities

Requirements to take summer school courses from other higher education institutions:

- 1- The education plan must specify that the medium of instruction is 30%-100% English.
 - 2- The student's advisor and departmental chair must approve.
 - 3- The total credit of the courses taken from other universities shall not exceed 20% of the total credit of the courses in the curriculum of the program in which the student is registered.
 - 4- In order to take courses from other higher education institutions in summer school, the placement exam score of the program in the higher education institution where the student will take courses must be equal to or higher than the IzTech program of the student for the year in which he or she enrolled.
2. Requirements for students who are placed as special students through KHK no. 667 to take summer school courses form other higher education institutions:
 - 1- The education plan must specify that the medium of instruction is 30%-100% English.
 - 2- The student's advisor and departmental chair must approve.
 - 3- The total credit of the courses taken from other universities shall not exceed 20% of the total credit of the courses in the curriculum of the program in which the student is registered.
 - 4- They can take summer courses in universities in which they were placed by other higher education institutions of ÖSYM.

Taking Summer school courses in higher education institutions abroad

IzTech undergraduate students can take Summer school elective courses at foreign higher education institutions in programs whose medium of instruction is 100% English with the recommendation of the department chair and approval of the Faculty Board of Directors.

Non-technical elective courses

In the event that undergraduate students take more non-technical elective courses than the number specified in the education plan, courses (with DD and above) with the lowest grades are excluded from the GPA.

Taking courses at other universities

If undergraduate students who have reached the graduation stage have failed a course that they have taken in their last year, they can take courses from a program of 30%-100% English in accordance with the decision of the department board and approval of the instructor. The equivalence process of the course is done by the Student Affairs Office upon the decision of the Faculty Board of Directors.

Changes in the education plan

Elective course recommendations submitted by departments must be submitted to the Senate twice a year, in April for the Fall semester and in October for the Spring semester, and changes to the education plan or new program recommendations are submitted once a year by the end of April.