

**IZMIR INSTITUTE OF TECHNOLOGY**  
**UNDERGRADUATE STUDENTS PROCESS PRINCIPLES**

**FIRST PART**  
**Purpose, Scope, Basis**

**Purpose**

**Article 1** – (1) The purpose of these Principles is to inform students, academic and administrative staff on issues related to the education and training of undergraduate students.

**Scope**

**Article 2** – (1) These Principles cover the provisions regarding the education and training of IZTECH undergraduate students.

**Basis**

**Article 3** – (1) These Principles have been prepared on the basis of Article 14 of the Higher Education Law No. 2547 dated 4/11/1981.

**SECOND PART**  
**Principles Regarding Education and Training**

**Course Load in Case of Repetition**

**Article 4** – Students repeat the courses they have taken in the semesters where their grade point average falls below 1.80 and are subjected to the course load of the semester with the highest course load from the previous years.

**Closing Elective Courses**

**Article 5** – (1) In case the number of students enrolled in elective courses in undergraduate programs is less than 5 (five), the said course is closed at the end of the add-drop period.

(2) Students who have registered for closed courses can change courses by applying to the Registrar's Office with a course change form within 3 (three) working days following the end of the add-drop period.

(3) Course/courses that comply with the course registration rules are added by the Registrar's Office.

**Announcement of Midterm Exam Grades**

**Article 6** – (1) Midterm exam grades are given to students within three weeks at the latest from the exam date; The final midterm exam grades are announced before the end of the course period.

**Taking Courses from Other Universities**

**Article 7** – (1) Undergraduate program students who are at the graduation stage and fail a course they have taken in their last year can take a course from a program whose language of instruction is 30% - 100% English, in line with the approval of the instructor and the decision of the department board, if the course is not offered in the next semester. The equivalence of the course is done by the Registrar's Office upon the decision of the Faculty Administrative Board.

## **Private Students with Decree No. 667 Take Lessons Outside of IZTECH in Summer Education**

**Article 8** - (1) The students who are placed as special students with the Decree No. 667 registered to our Institute, from other higher education institutions in the Summer School;

a) The language of instruction of the program is 30%-100% English and it is stated that the course to be taken is given in English in the curriculum (education plan),

b) If the student's advisor and department chair find it appropriate,

c) They can take courses from other higher education institutions or the universities where they are placed by OSYM, provided that the total local credits of the courses to be taken from other universities do not exceed 20% of the total local credits of the courses in the curriculum of the program in which the student is registered.

## **Taking Courses from Higher Education Institutions Abroad in Summer Education**

**Article 9** – (1) IZTECH Undergraduate Program students from higher education institutions abroad during the Summer Education; They can take elective courses/courses if the language of instruction of the program is 100% English and upon the proposal of the Department Chair and the decision of the Faculty Administrative Board.

## **Undergraduate Students Taking Courses from the Graduate Program**

**Article 10**– (1) Undergraduate students can enroll in graduate program courses in the graduation year (7th and 8th semesters), provided that they do not exceed 3 courses in total.

(2) These courses are not included in the credit calculation of both the undergraduate program and the graduate program at the same time.

(3) In which program the courses to be taken by the students in this context will be counted, are notified to the Registrar's Office with the Decision of the Faculty Administrative Board.

(4) The ECTS values of the courses taken by the students to be counted towards their graduate education are shown as zero on their undergraduate transcripts.

## **Course Substitution**

**Article 11**– (1) The following rules are applied in Undergraduate Program Course Submissions.

a) Courses taken in the same semester cannot be counted for each other.

b) Unless otherwise stated in the education plan of the department, non-technical elective courses cannot be counted instead of technical elective courses.

c) Unless otherwise stated in the education plan of the department, technical elective courses cannot be counted instead of non-technical elective courses.

d) Non-technical credit courses can be counted instead of non-technical non-credit courses.

d) Non-technical non-credit courses cannot be counted as non-technical credit courses.

## **Non-Technical Elective courses**

**Article 12**– (1) In case the undergraduate students take more non-technical elective courses than the number specified in the education plan, the course or courses with the lowest grade (DD and above) are deducted from the GPA at the graduation stage.

## **Procedures Regarding the Continuation of Education of Undergraduate Students Who Meet the Graduation Requirement in order to raise their grades**

**Article 13**– (1) If the students in the undergraduate program want to repeat the course in order to increase their grades despite fulfilling the graduation requirements, they are given a

maximum of 2 semesters to be used in the academic year following their education, provided that they do not exceed the maximum period of study.

(2) Students who are in this situation can repeat the courses for which they have received DD and/or DC grades in the last 2 semesters by applying with a petition to the department they are registered within 3 working days from the announcement of the semester exam results.

(3) Upon application petitions, the department head, the course/courses to be taken by the student and the duration of the semester to be given are sent to the Registrar's Office via the faculty.