

İZMİR INSTITUTE OF TECHNOLOGY
UNDERGRADUATE EDUCATION REGULATION

FIRST PART

Aim, Scope, Basis, and Definitions

Aim and Scope

ARTICLE 1 – (1) The aim of this regulation is to determine the procedures and principles to be followed in undergraduate education and training carried out in the faculties of İzmir Institute of Technology.

Basis

ARTICLE 2 – (1) This Regulation has been prepared based on the 14th, 43rd, 44th and 46th articles of the Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 3 – (1) In this Regulation;

a) Academic Unit refers to the faculties of İzmir Institute of Technology, the School of Foreign Languages (SFL), and the Head of the General Culture Courses Department.

b) Institute indicates to İzmir Institute of Technology (IZTECH).

c) Institute Administrative Board points out to the İzmir Institute of Technology Administrative Board.

ç) Academic Unit Board refers to the Faculty, School of Foreign Languages Directorate, General Culture Courses Department Chair.

e) Senate means İzmir Institute of Technology Senate.

f) Academic Unit Administrative Board refers to the board of directors of the Faculties and the School of Foreign Languages.

g) Special Student means a student who is registered in a higher education institution and who wants to acquire a different higher education environment, culture, achievement or who is given the opportunity to continue education in a different higher education institution, provided that his/her registration remains in his/her own higher education institution due to his/her special condition, health and similar reasons.

SECOND PART

Education and Training Principles

Academic year

ARTICLE 4 – (1) Activities for an academic year are carried out according to the academic calendar accepted by the Senate. An academic year consists of two semesters, each of sixteen weeks, in fall and spring. This period includes the semester-end exam periods.

(2) Summer Schools can be opened if the Senate approves. Summer Education is not counted as a semester.

Training plan, courses that will open and weekly lesson plans

ARTICLE 5 – (1) The education plans that will be followed during undergraduate education are arranged by the relevant department. It becomes final with the decision of the academic unit's board and the approval of the Senate.

(2) Courses to be offered in each semester and weekly course schedules are finalized by the decision of the board of the relevant academic units.

Courses

ARTICLE 6 – (1) The courses in the education plan are divided into two groups as compulsory and elective. The courses chosen by the students are finalized with the approval of the advisor.

(2) The course that must be completed in order for a course to be taken is called a prerequisite course.

(3) The course that must be taken together in order to take a course is called a co-requisite course.

(4) Prerequisite and co-requisite courses are shown in the training plans.

Credit value of courses

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

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

Course Load

ARTICLE 8 – (1) The course load that the student should take in the semester he/she is registered is the number of credit courses shown in the education plan of the department to which he/she is registered.

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

(3) The course load of students with a grade point average of less than 2.00 can be reduced by a maximum of two courses upon the request of the advisor.

(4) If the advisor deems it appropriate, the course load of the students as of the end of the second semester or in the following semesters;

a) Two courses can be increased, provided that their cumulative grade point average is at least 2.00,

b) Three courses can be increased, provided that their cumulative grade point average is at least 2.50,

c) Those who are in the seventh and eighth semesters with a cumulative grade point average of at least 2.00 can be increased by three courses.

(5) There should be no conflicts in the courses chosen by the student. However, this condition is not sought in case of repeating the courses determined by the Senate, among the courses that are failed by fulfilling the attendance requirement.

Attendance obligation

ARTICLE 9 – (1) It is mandatory for students to attend classes, practices, exams and other studies. The attendance status of the students is monitored and evaluated by the relevant instructor.

(2) In case of repeating the courses (except NA and W grades) that are failed by fulfilling the attendance requirement, the attendance requirement is not sought for the courses determined by the Senate.

Double major program

ARTICLE 10 – (1) The purpose of the double major program is; To ensure that students who successfully carry out the undergraduate programs of their own departments receive education in order to receive a bachelor's degree in a second branch at the same time. The principles regarding the double major program are determined by the Senate.

Minor program

ARTICLE 11 – (1) The purpose of the minor program; To ensure that students who successfully carry out their undergraduate program in their own department are informed about another branch of interest. Students who successfully complete the minor program are awarded a certificate. The principles regarding the minor program are determined by the Senate.

THIRD PART

Exams, Assessment and Graduation

Exams

ARTICLE 12 – (1) In courses that require midterm and/or final exams, at least one midterm exam and one final exam are held each semester. Midterm exam dates are announced by the department chairs within thirty days following the start of each semester. Changes in the midterm exam dates can be made with the approval of the department chair.

(2) In the courses that do not require a midterm and/or final exam, the student's final grade is given by taking into account their work during the semester.

(3) The final course grade that will be given to a student is appreciated by the instructor of the course, taking into account the midterm exams/exams and the results of the final exam, as well as the semester's work and course attendance.

(4) Final exam dates are specified in the academic calendar.

(5) A student who does not take any exam for a valid reason may be taken to the make-up exam by the department chair.

(6) Final exam grades are entered into the student information system by the instructor of the course within three working days at the latest after the end of the exam dates. The transcripts taken from the system are signed by the instructor. The transcripts are sent to the faculty in the annex of the submission form by the relevant department chair and archived in the faculty. School of Foreign Languages Directorate and General Culture Courses Department make this archiving in their own units.

(7) Exam papers, assignments, projects, laboratory and internship reports and similar documents are archived by the faculty member for five years. In the event that the faculty member leaves, the archived documents are delivered to the department chair. At the end of this period, it is destroyed in accordance with normal procedures.

Assessment

ARTICLE 13 – (1) For each course they take, one of the grades defined with the following letters is given to the students as the final lecture grade by the course instructor. In order to be successful in a course, a minimum grade of (DD) is required for credit courses and (S) grade for non-credit courses. Courses graded with (NA), (FF), (FD) or (U) are considered unsuccessful. The coefficients of the letter grades and their equivalents over one hundred points are shown below.

Score	Semester 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
-	NA	0,0

b) Notes that are not included in the averages and their meanings are shown below:

- 1) I Inadequate,
- 2) S Sufficient,
- 3) U Insufficient,
- 4) It has been repealed. (RG-13/04/2019-30544)
- 5) EX Exempt,
- 6) W Drawn,
- 7) Grade not included in NI GPA

(2) From the grades stated in the first paragraph and not included in the averages;

a) (I) grade is given to students who cannot meet the necessary conditions for the course due to illness or a valid reason at the end of the semester. Grade (I) is graded within three working days from the last day of entry of the final exam grades into the student information system. Otherwise, grade (I) becomes FF/U grade directly. However, in case of illness or unexpected circumstances, the duration of the (I) grade may be extended until the first day of the next semester course selection, with the

decision of the board of directors of the relevant academic units, and the decision of the Department of General Culture Courses by the department board.

b) (S) grade is given to students who are successful in non-credit courses that do not participate in their grade point average.

c) (U) grade is given to students who fail the non-credit courses that are not included in their grade point average.

ç) (EX) grade is given for the courses determined by the Senate and/or the relevant academic unit administrative board, it is not included in the average.

d) (NA) grade is given to students who do not fulfill the attendance requirement. (NA) grade is treated as (FF/U) grade in GPA calculations.

e) The (W) grade is given within the first ten weeks from the start of the semester, after the add and drop period ends.

f) NI grade is given to define the courses taken by the student, provided that they are not included in the grade point average. This grade is shown on the student's transcript together with the letter grade received from the relevant course. Courses in this status are not counted as substitutes for other courses in the program in which the student is registered. If the course in NI status is unsuccessful, it has to be repeated.

(3) In order to withdraw from the course, the student's request, the permission of the lecturer giving the course, and the approval of the advisor are required. The (W) grade is entered into the student information system by the advisor. The following rules apply when a student withdraws from the course:

a) Students cannot withdraw from the courses in the first two semesters of the undergraduate program.

b) The student takes at most one course in a semester; During undergraduate education, a maximum of six courses can be withdrawn.

c) The student cannot withdraw from the courses he/she has failed, the courses for which he/she has previously received a (W) grade, and the non-credit courses.

d) The student has to repeat the course for which he received a (W) grade.

(4) Within the scope of the agreements signed between the Institute, educational institutions abroad and official institutions, the exchange program students studying at the Institute can withdraw from the course upon the recommendation of the International Relations Coordinator and with the permission of the faculty member. For students in this situation, the rules regarding the (W) grade do not apply.

Objection to the exam result and material error

ARTICLE 14 – (1) The result of an exam or semester study can only be objected to in terms of material error within three working days from the date of the announcement. Students cannot object to the grade evaluation of the instructor.

(2) The student makes the material error objection with a petition to the head of the department where the course is given. It is decided by the administrative board of the academic unit where the course is given, and by the department board of the General Culture Courses Department Presidency, by taking the opinion of the relevant lecturer on the subject.

(3) Decisions regarding material errors in the final exams are sent to the Registrar's Office until the first day of the course selection for the next semester.

Grade average

ARTICLE 15 – (1) The credit value of a course is obtained by multiplying the credit of that course with the end-of-term letter grade coefficient.

(2) To find the grade point average of a semester, the total credit value obtained by the student from all courses taken in that semester is divided by the total credits of the courses taken. The average found is displayed as two digits after the comma.

(3) Grade point average is calculated by considering all the courses taken by the student. The last grade obtained from the repeated courses is added to the overall grade point average.

Progress to the upper semester and level of success

ARTICLE 16 – (1) Students who achieve a cumulative grade point average of 1.80 and above as of the end of the second semester are considered as students of the next semester.

(2) Undergraduate students with a cumulative grade point average of at least 2.00 are considered successful. At the end of a semester, students who are successful in all the courses they take, including non-credit courses, and who take at least four credit courses, are considered honor students with a semester grade point average between 3.00-3.49, and high honor students between 3.50-4.00. The list of these students is announced at the end of each semester.

Failure

ARTICLE 17 – (1) Students with a GPA below 2.00 are considered unsuccessful.

(2) Until the students whose GPA are below 1.80 raise their GPA to 1.80;

- a) They repeat failed courses,
- b) They repeat the courses they are successful in if they wish,
- c) They cannot take a course that they have not taken before (except non-credit courses) or a course in which they received a (W) grade.

(3) Students with a cumulative grade point average above 1.80 can take courses that they have not taken before, provided that the course load is not exceeded.

Course repetition and course substitution

ARTICLE 18 – (1) Failed courses must be repeated. If these courses are elective or later removed from the program, students can take the courses whose equivalence is accepted by the department they are studying instead. Compulsory courses are not required to be taken if they are offered outside the semester shown in the department's education plan. In order to take the courses graded with a (W) grade, the student must provide a cumulative grade point average of 1.80.

(2) The student can repeat the courses for which he/she received a passing grade or the courses that are accepted as equivalent to these courses by the department chair.

(3) Students apply with a petition to the department heads to which they are affiliated within the course add-drop period for course equivalence and substitution procedures.

Additional time and/or examination rights for graduate students who are within the maximum education period

ARTICLE 19 – (1) A student who is in graduation status and fulfills the attendance requirement is given an additional time and/or exam right for once to make up for the missing two credits and/or one non-credit course or to take a new exam. If an additional time and/or examination right is requested for a course that was failed with an NA, this course must be taken before and graded by meeting the attendance requirement.

(2) Students who are in graduation status and cannot achieve a 2.00 GPA despite not having failed courses are given the right to take an additional exam for once out of a maximum of two courses.

(3) Courses that will not allow additional time and/or examination right are determined by the relevant Faculty Administrative Board Decision.

(4) The grade obtained in the exam is evaluated on its own and converted into a letter grade. Grades taken during the semester are not taken into account.

(5) Students who are in graduation status and want to use the right to take additional time and/or exams apply to the Registrar's Office with a petition within three working days following the last entry of their final exam results into the Student Information System. After the student's status is examined, it is reported to the faculty to which he is affiliated. Exam results are sent to the Registrar's Office until the first day of the next semester course selection.

Degree

ARTICLE 20 – (1) Students who successfully complete their education are awarded a bachelor's degree by the decision of the Faculty Administrative Board. The student's graduation date is the Faculty Administrative Board Decision date.

(2) In order to be awarded a bachelor's degree, the student must be successful in the courses included in the education plan and other courses taken and must achieve a minimum GPA of 2.00.

(3) Students with a cumulative grade point average of 3.00-3.49 graduate as honor students, and students with a grade point average of 3.50 and above graduate as high honor students. It is stated in their diplomas that the students are honor or high honor students.

Associate degree diploma

ARTICLE 21 – (1) Students who want to leave the Institute before they have the right to graduate from the undergraduate program, upon their request, are given an associate degree diploma with the decision of the Faculty Administrative Board, and the student is dismissed from the related program. In order to receive an associate degree diploma, the student must successfully complete the courses of the first four semesters in the education plan and have a GPA of at least 2.00.

FOURTH PART

Procedures to be Taken at the End of the Maximum Study Period, Dismissal and Notification

Additional time and additional exams to be given at the end of the maximum education period

ARTICLE 22 – (1) The normal duration of undergraduate education is four academic years (eight semesters), and the maximum period of education is seven education years (fourteen semesters).

(2) The semesters in which the students are unregistered are counted as the period of study. The semesters deemed to be leave are not counted from the period of study.

(3) Students who have completed the maximum period of study, who are entitled to a semester, pay the contribution for the semester they are registered.

(4) At the end of the maximum education period;

a) Senior students are given the right to take two additional exams on the dates announced in the academic calendar for the courses they have never taken and/or for each course they have received grades of FF, FD, NA and U (except for applied courses that have applications). For applied courses, time is given by the head of the relevant department. The given time cannot exceed the end date of the semester courses following the end of the maximum education period. The grades of the applied/applied courses are reported to the Registrar's Office until the deadline for the final exam grade entries of the relevant semester.

b) Students who reduce the total number of failed courses to five or less at the end of the additional exams and/or periods are given an additional three semesters.

c) Four semesters are given to students whose total number of courses is five or less without using additional examination and/or time.

ç) Those who fail a course are given the right to take unlimited exams without the right to be a student; If this course is applied, has an application or has not been taken before, the student is given the right to attend. Student attendance is mandatory.

d) Students, who are given the right to use additional time, are not required to attend the courses other than the applied, applied courses and the courses they have not taken before.

(5) Students whose overall grade point average is below 2.00 even though they are successful in all the courses required to graduate are given unlimited exam rights for the courses they wish (except for the courses determined by the Faculty Administrative Board) in order to raise their grade point averages.

(6) The grade obtained in the supplementary exam is evaluated on its own and converted into a letter grade.

Exmatriculation

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

a) Those who are in intermediate classes,

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

c) Six or more courses remaining for graduation at the end of additional exams and/or periods,

ç) Among those who are given unlimited exam rights, those who do not take the exams consecutively or intermittently during a total of three academic years,

d) Students who have not attended the additional exams on the dates specified in the academic calendar at the end of the maximum education period are discharged by the Faculty Administrative Board Decision.

Notification

ARTICLE 24 – (1) All kinds of notifications to the student are made by sending them to the postal address of the student in the official records.

FIFTH PART

Miscellaneous and Final Provisions

Cases where there is no provision

ARTICLE 25 – (1) In cases where there is no provision in this Regulation; Other relevant legislation provisions and the decisions of the Institute Administrative Board and Senate are applied.

Repealed regulation

ARTICLE 26 – (1) İzmir Institute of Technology Undergraduate Education and Training Regulation published in the Official Gazette dated 21/9/2012 and numbered 28418 has been repealed.

Transition Clause

PROVISIONAL ARTICLE 1 – (1) The maximum duration of the program students registered in our institute starts as of the Fall Semester of the 2014-2015 Academic Year.

Force

ARTICLE 27 – (1) This Regulation enters into force on the date of its publication.

Executive

ARTICLE 28 – (1) The provisions of this Regulation are executed by the Rector of İzmir Institute of Technology.

Date		and	Number
of the Official Gazette in which the Regulation was Published			
23/09/2018			30544
Amendments to the Regulation and Information in the Official Gazette Published			
Serial number	Date	Number	Amendments to the Regulation
1-	13/04/2019	30744	Sub clause 4 of clause (b) of paragraph 1 of Article 13 has been repealed.
2-	13/04/2019	30744	Paragraph 2 of Article 17 has been amended.
3-	1/10/2019	30905	The fifth paragraph of Article 8 has been amended.
4-	1/10/2019	30905	The second paragraph has been added to Article 9.
5-	4/08/2021	31558	First paragraph of article 19 has been amended.
6-	4/08/2021	31558	The fourth paragraph of Article 22 has been amended.
7-	4/08/2021	31558	Article 23 has been amended.
8-	18/12/2022	32047	Subparagraph (a) of paragraph 1 of Article 13 has been amended.
9-	18/12/2022	32047	The second paragraph of Article 17 has been amended.
10-	18/12/2022	32047	Subparagraphs (a), (b), (c) of paragraph 3 of article 22 and paragraph 4 have been amended.
11-	18/12/2022	32047	Subparagraphs (a) and (c) of paragraph 1 of Article 23 have been amended.