

IZMIR INSTITUTE OF TECHNOLOGY
PROCEDURES AND PRINCIPLES REGARDING THE SUBSTITUTION OF THE
TRAINING PLAN SUPPORTING FIELD COURSE AS A TECHNICAL ELECTIVE
COURSE

Aim and scope

ARTICLE 1- (1) It is to determine the procedures and principles for counting the activities that support the education plan of the undergraduate program in which the students are registered as a technical elective course.

Base

ARTICLE 2- (1) These Implementation Principles have been prepared on the basis of Article 14 of the Law No. 2547.

Definitions

ARTICLE 3- (1) In this application principles;

- a) ECTS refers to the European Credit Transfer System.
- b) Departmental Commission states to the Commission Established on a Departmental Basis for the Application and Approval Process.
- c) Department's Education Plan Supporting Field Course Supervisor points out to the lecturer assigned by the departments.
- d) Education Plan Supporting Events expresses simultaneous or asynchronous online or face-to-face certificate programs, digital platform courses, national or international summer school courses, workshops, and workshop programs.
- d) Institute (IZTECH) implies to İzmir Institute of Technology.
- e) Institute Administrative Board expresses the İzmir Institute of Technology Administrative Board.
- f) EPDAD explains the Education Plan Supporting Field Course.
- g) Rector refers to the Rector of İzmir Institute of Technology.
- ğ) Senate states İzmir Institute of Technology Senate

Taking courses

ARTICLE 4- (1) Education Plan Supporting Field Course is added to the list of technical elective courses included in all active education plans of the undergraduate programs of our Institute.

(2) During the undergraduate education, the student can take at most 1 Education Plan Supporting Field Course.

(3) Students, starting from the 3rd semester, can apply for such activities to be counted as "Education Plan Supporting Field Course" if they register and successfully complete the "Education Plan Supporting Events" determined by their departments during the specified date ranges during their undergraduate education. In order to be counted, it is obligatory to submit information and documents regarding the content, duration, date and success criteria of the Training Plan Supporting Event.

(4) All matters such as the content, duration, date and success criteria of the Education Plan Supporting Event, which will be counted towards the Education Plan Supporting Field Course, are subject to the approval of the commission formed by the relevant department.

(5) In order for the Education Plan Supporting Activity to be counted as a Education Plan Supporting Field Course, the content of the said activity must be different from the content of the courses included in the education plans of the undergraduate programs conducted at IZTECH.

Course load

ARTICLE 5- (1) The counted course is added to the student's course load calculation.

Event fee

ARTICLE 6- (1) In the absence of an institutional agreement regarding fee exemption between our Institute and the institutions conducting the Education Plan Supporting Event, the activity fee is covered by the students.

Application and approval

ARTICLE 7- (1) The application and approval process for the Education Plan Supporting Field Course is carried out in accordance with the following steps:

- a) Students submit their request to take the Education Plan Supporting Field Course and the information and documents regarding the content, duration, date and success criteria of the Education Plan Supporting Activity one month before the semester starts, with a petition.
- b) Students' requests are decided by the department commission within 5 working days. The Commission may request additional information and documents during the decision-making process. Students must submit the requested information and documents to the commission within 3 working days.

(2) It is obligatory for the student to submit the document or documents showing that he/she has successfully completed the Education Plan Supporting Activity that he/she wants to have counted, to the relevant department chair by the add-drop week of the semester he/she applies.

Assesment and evaluation

ARTICLE 8- (1) The success criterion and measurement and evaluation method for the activity completed within the scope of the Education Plan Supporting Area Course are determined by the Department Education Plan Supporting Area Course Supervisor.

(2) In course evaluation; At the beginning of the semester, a text describing the learning objectives to be delivered by the student is taken into consideration. At the end of the semester, a final report summarizing the achievements is taken into account.

(3) In the process of determining the student's final grade, the Department's Education Plan Supporting Field Course Supervisor may use different measurement and evaluation methods (written or oral exam, presentation, report submission, etc.).

(4) In order for the Education Plan Supporting Field Course to be graded; It is obligatory for the student to submit the documents related to the activity completed in writing, with a petition, to the relevant department until the end of the working hours on the day the final exams of the relevant semester begin

(5) Letter grades are entered by the Department Education Plan Supporting Field Course Supervisor on the dates specified in the academic calendar.

Matters without provisions

ARTICLE 9- (1) In cases where there is no provision in these application principles, the relevant IZTECH legislation provisions, Senate and Institute Administrative Board decisions are applied.

Force

ARTICLE 10- (1) These application principles come into force on the date they are accepted by the Senate.

Executive

ARTICLE 11- (1) The provisions of these application principles are executed by the Rector of İzmir Institute of Technology.

Date of Senate Decision on which EPDAD Procedures and Principles were accepted		Number of	
14.03.2023		11/4	
Changes to EPDAD Procedures and Principles			
Sequence No.	Date	Senatus Consultum	The changes that have been made
1-	04.04.2023	15/1	Paragraph 1 of Article 4 of the Procedures and Principles has been amended.