

## FREQUENTLY ASKED QUESTIONS ABOUT UNDERGRADUATE

### **STUDENT ID CARD What**

#### **should I do if my Student ID card is lost?**

After completing and signing the Student Identity Card Loss Petition, you must submit it to the Registrar's Office and deposit the ₺50 fee to the IBAN no TR93 0001 2009 7130 0006 0001 38.

If you want your photo on the student ID card to be renewed, you must upload your current photo to the Student Information System before applying, and indicate your request to have your ID printed with your new photo during the application.

The student ID card is printed within 5 working days from the application date and is received from the Office of Student Affairs Office no 107.

### **DOCUMENT REQUESTS**

#### **How to get Student Certificate and Transcript?**

Student certificate or transcript requested in Turkish can be obtained via e-government and these documents can be used in official transactions.

You can send a request from your e-mail address with the extension .....@std.iyte.edu.tr to oidb@iyte.edu.tr for the stamped documents requested in Turkish or English to be used in foreign/Passport/Visa etc. You can get the signed printout of the documents you request from the Registrar's Office.

### **CERTIFICATE OF HONOR/HIGH HONOR**

#### **What are the conditions to get an Honor/High Honor Certificate at the end of the semester?**

Undergraduate students with a 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 documents of these students are sent to their departments at the end of each semester to be delivered to them.

#### **How can I obtain the approved course contents of the Department/Program I am studying?**

You can get the approved course contents of the Department/Program from the Faculty or Department you are registered to.

## **STUDENT INFORMATION**

### **How can I follow student announcements and what I need to know?**

On the website of the Registrar's Office (oidb.iyte.edu.tr), issues that interest students are published.

## **MILITARY JOBS**

### **Should I take any action for military deferment?**

Military service deferral-dispatch procedures of newly registered students or students who have been discharged/graduated in any way are carried out by the Registrar's Office through YÖKSİS. **However, the responsibility for the follow-up of the Military Postponement Procedures belongs to the student herself.**

The proposals for postponing military service sent by our Institute are not accepted by the Ministry of National Defense (because their military service is postponed for another reason) for students whose military deferrals continue before they register to our Institute. Students who are in this situation are responsible for the follow-up and deferral of their Military Service.

## **HEALTH REPORT**

### **I received a report for my illness, where should I report it?**

You must submit your petition stating your request for the period of your report to the department where you are registered.

## **CONTRIBUTION PAYMENT**

### **What should I do if I cannot pay my contribution on time, what happens if I do not pay?**

Students who are unable to pay their contribution on time apply to the Registrar's Office on the dates specified in the Academic Calendar, with a justified petition. Students whose excuses are found suitable by the Institute Administrative Board are published on oidb.iyte.edu.tr under the heading of announcements. They can pay their contribution within the time allowed for them. If the tuition fee is not paid, the student loses the right to study for that semester and cannot benefit from student rights.

## **COURSE REGISTRATION RULES**

### **Can I take courses in place of the closed electives?**

Within 3 working days from the end of the add-drop period, you must apply to the Registrar's Office with a printed petition containing the approval of the instructor and advisor. The courses specified in the petition can be taken within the framework of the legislation. (You

can reach the petition from the "Forms" section under the "Other" heading via [oidb.iyte.edu.tr](mailto:oidb.iyte.edu.tr) address.)

### **How is the course counting process done?**

The student who wants to have the course/courses accepted as equivalent by the department to be counted should apply with a petition to the department he/she is registered to within the course add-drop period. After the courses deemed appropriate to be counted are delivered to the Registrar's Office by the academic units, the counting process takes place.

### **Can a student with a grade point average below 1.80 take courses from the upper semester?**

First-year students can only take first-year courses.

As of the end of the second semester, students whose CGPA is below 1.80 repeat the previous successful/unsuccessful courses until they raise their CGPA to 1.80. He cannot take a course that he has not taken before (except non-credit courses) or a course in which he received a (W) grade.

### **Who repeats the course?**

The student has to repeat the failed courses. 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.

The student can repeat the courses in which he/she received a passing grade before or the courses accepted as equivalent to these courses by the department chair if he/she wants to raise the grade.

### **What should I do in case of course conflict?**

If there is a conflict in the courses selected in the weekly curriculum, one of the courses can be taken. However, if the student fails in the courses determined by the Senate by meeting the attendance requirement, this condition is not sought for the repetition of these courses.

### **What is the course load?**

Course load is the number of credit courses shown in the education plan of the department to which the student is registered in the semester he/she is registered.

### **How many lessons can I take?**

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.

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 the cumulative grade point average is at least 2.00,
- b) Three courses can be increased, provided that the overall grade point average is at least 2.50,
- c) Seventh and eighth semester students with a grade point average of at least 2.00 can be increased by three courses.

### **How many lessons can I reduce my course load?**

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.

## **WITHDRAWAL (GRADE W)**

### **What are the rules regarding withdrawal from the course?**

The student cannot withdraw from the courses in the first two semesters of the undergraduate program. This rule does not include the courses that the student has previously taken to increase the grade point average.

A student takes a course in a semester; During the undergraduate education, a maximum of six courses can be withdrawn.

The student cannot withdraw from the courses that he/she has to repeat, previously received a (W) grade and not included in the grade point average.

### **When is the course withdrawal (W) process done?**

Course withdrawals can be made from the end of the add-drop period until the date specified in the Academic Calendar.

### **How can I withdraw from the course (W)?**

The student;

Fills out the course withdrawal (W) form, which can be found in the "Forms" section under the "Other" heading, from the department secretariat or on the website of the Registrar's Office.

Has the course withdrawal (W) form signed by the lecturer-advisor of the course.

Submits a copy of the form to his/her advisor to enter W grade in ÖBS.

## **OBLIGATION TO ATTEND THE LESSON Is**

### **attendance compulsory?**

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. However, in case of repeating the courses (excluding NA and W grades) that are failed by fulfilling the attendance requirement for the courses determined by the Senate (MATH141, MATH142, MATH144, MATH146 and MATH265), the attendance requirement is not sought.

## **OBJECTION TO THE EXAM RESULT Can**

### **I object to the exam result?**

The result of an exam or semester study can be appealed only in terms of material error within three working days from the date of announcement. Objection to material error is made with a petition to the head of the department where the course is given.

## **ARTICLE 19 RIGHT TO EXAM**

### **What are the conditions to benefit from the Single Course (Article 19) exam for students who are in graduation status within the maximum education period?**

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 missing two credit and/or one non-credit courses or to take a new exam.

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.

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

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.

Students who are in the status of graduation and want to use the right to take additional time and/or exam 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/she is affiliated.

Exam results are sent to the Registrar's Office until the first day of the next semester course selection.

**If I meet the graduation requirement, can I take a course to increase my grade?**

If the students in the undergraduate program want to repeat the course in order to increase their grades despite fulfilling the graduation requirement, a maximum of 2 semesters are given to be used in the academic year following their education. Students in this situation can repeat the DD and DC courses they have taken 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.

**BEING PERMITTED (REGISTRATION FREEZE) Up**

**to how many semesters can registration be frozen?**

Students can freeze registration for a maximum of 1 (One) Academic Year in English Preparatory Class and for a maximum of 4 (four) semesters in undergraduate programs.

**When do I have to apply for a registration freeze?**

In order to freeze the registration, you must apply to your department chair with a reasoned petition on the course selection dates.

**Is it necessary to make a contribution payment for the semester whose registration is frozen?**

No contribution payment is made for the semester whose registration is frozen.

**Can I benefit from student rights during the registration period?**

You cannot benefit from student rights during the registration freeze period.

**Will the periods when I freeze my registration count towards my education period?**

The periods you freeze registration are not counted from your study period.

**MINOR AND/OR DOUBLE MAJOR When**

**and to which department can I apply for a minor?**

For the Minor Program, you can apply to the Registrar's Office in the fall or spring semester, during the periods specified in the Academic Calendar. The quotas of the programs are

determined by the departments and announced on the web pages two weeks before the registration renewal date.

**What are the conditions for doing a Minor program?**

For Minor Program Application and Admission requirements, you can review the Minor Program Directive published under the Regulatory Title of the Registrar's Office web page.

**When and to which unit can I apply for the Double Major Program?**

For the Double Major Program, you can apply to the Registrar's Office in the fall or spring semester, during the periods specified in the Academic Calendar. The quotas of the programs are determined by the departments and announced on the web pages two weeks before the registration renewal date.

**What are the conditions for doing a Double Major?**

For Double Major Program Application and Admission requirements, you can review the IZTECH Double Major Program Directive published under the Regulatory Title of the Registrar's Office web page.

**SUMMER EDUCATION**

**How many courses can I take in the Summer School?**

A maximum of 3 courses can be taken in the Summer School.

**Is it possible to add, remove and withdraw courses in Summer Education?** Adding, dropping and withdrawing from courses cannot be made during the Summer School.

**Can I cancel my Summer School registration?**

Summer School registration can be canceled with the decision of the relevant administrative board upon the request of the student for a valid reason.

**Can I take a course from another University's Summer School?**

For Undergraduate Program Students: The language of instruction of the program in the higher education institution where the course will be taken is 30%-100% English and it is stated that the course to be taken is given in English in the curriculum (education plan); the approval of the student's advisor and department chair; In the year in which the student is

registered, the base score of the undergraduate program in the higher education institution where the course will be taken is equal to or higher than the base score of the program in which the student is registered at Izmir Institute of Technology; The total local credits of the courses to be taken from other higher education institutions can be taken on the condition that the total local credits of the courses in the curriculum of the program in which the student is registered do not exceed 20%. The equivalence process of the courses taken by the student from the other higher education institution is done by the relevant administrative boards.

**I just finished the English Preparatory Class. Can I choose a course in the Summer School before I start the program?**

No. Undergraduate students who have proven their language proficiency at the end of the English Preparatory Class and have not started the program courses cannot take courses in the Summer School.

**What happens if there is a deficiency in any of the registration steps in the Summer School Announcement?**

The registration process in the Summer School is a whole. Students who do not complete one of the course selection, advisor approval and Summer Education fee payment processes will be cancelled.

## **UNDERGRADUATE TRANSFERS**

### **Undergraduate Transfer Within and Between Faculties (In-House)**

**Can I make an undergraduate transfer to any program within IZTECH?**

Applications for transfer to any program can be made, provided that the central placement score obtained in the type of score valid for the diploma program desired to pass as of the year the central exam is taken is equal to or higher than the lowest base score of the diploma programs of other universities in the country that are equivalent to the diploma program desired to be passed.

**I am a foreign student. Can I make an undergraduate transfer?**

If you meet the application requirements, you can apply for lateral transfer.

**Can I apply for an undergraduate transfer to the Fall or Spring semester?**



Applications within IZTECH can only be made for the **fall** semester.

### **Which semesters can I apply for?**

Those who complete the 1st and 2<sup>nd</sup>-semester courses in 2 semesters at the latest can make an undergraduate transfer to the 3rd semester;

Those who complete the 1st, 2nd, 3rd and 4<sup>th</sup>-semester courses in 4 semesters at the latest can make an undergraduate transfer to the 5th semester.

### **Does the order of success matter?**

In order to apply for an undergraduate transfer within IZTECH; The requirement is to be in the lowest three hundred thousandth place (300.000) in the success order of engineering programs; For the architecture program, they must meet the condition of being in the lowest two hundred and fifty thousandth place (250,000) in the success order.

### **Does having an unregistered semester or an unsuccessful course prevent me from applying?**

Candidates must not have interrupted their education until the semester they applied for (except for registration freeze). Candidates must have successfully completed all the courses they have taken.

### **How many GPAs should I have?**

GPA must be at least 2.50/4.00.

### **Does my Central Placement Score matter?**

In the evaluation of the applications of the candidates who will apply for undergraduate transfer, 40% of the Central Placement score and 60% of the GPA of the program they want to transfer are taken in the year they are registered.

### **Do I need to provide additional evaluation criteria for departments?**

Departments can determine additional evaluation criteria with the decision of the Faculty Administrative Board. Candidates are required to meet the additional announced evaluation criteria. Additional evaluation criteria of the departments can be found on the website of the Registrar's Office ([oidb.iyte.edu.tr](http://oidb.iyte.edu.tr)) under the heading "Application and Admission", under the sub-section "Undergraduate Transfer to Undergraduate Programs".

### **Can I apply for undergraduate transfer to more than one program?**

Candidates can apply for undergraduate transfer to only one program.

### **If my transfer application is accepted, how is the maximum study period calculated?**

The maximum education period of the transfer student is calculated by subtracting the time spent in the program before the maximum education period of the program.

### **Which of the courses I took in my previous program will be counted?**

Which of the courses will be counted is decided according to the provisions of the IZTECH Undergraduate Students Course Equivalence and Adaptation Directive.

### **Will I start my education from the semester I applied for?**

The semester from which students will start their education is decided according to the provisions of the IZTECH Undergraduate Students Course Equivalence and Adaptation Directive.

### **Can I give up my right to transfer after registering for the undergraduate transfer?**

Transfer procedures of students who register by accepting undergraduate transfer applications in the relevant year, but who give up their right to transfer by applying to the Registrar's Office before the start of the academic year, are cancelled.

### **When can I apply?**

Application dates are included in the Academic Calendar for the Academic Year in which the application will be made. The application notice is published on the website of the Registrar's Office ([oidb.iyte.edu.tr](http://oidb.iyte.edu.tr)) two weeks before the applications start.

## **Undergraduate Transfer Between Institutions**

### **Is it possible to make undergraduate programs between programs with different names?**

Inter-institutional applications to IZTECH are made between equivalent diploma programs (Diploma programs with the same names or those determined by the relevant board of directors to have the same content of least eighty percent).

### **Can I apply for an undergraduate transfer to the spring semester?**

Applications can only be made for the fall semester.

### **Which semesters can I apply for?**

Those who complete the 1st and 2<sup>nd</sup>-semester courses in 2 semesters at the latest can transfer to the 3rd semester; Those who complete the 1st, 2nd, 3<sup>rd</sup>, and 4<sup>th</sup>-semester courses in 4 semesters at the latest can transfer to the 5th semester.

### **Does the order of success matter?**

In order to apply for undergraduate transfer between institutions to IZTECH; Engineering programs must meet the requirement to be in the lowest three hundred thousandth place (300,000) in the order of achievement; For the architecture program, they must meet the condition of being in the lowest two hundred and fifty thousandth place (250,000) in the success order.

### **Is it an obstacle to have an unregistered semester or a failed course?**

Candidates must not have interrupted their education until the semester they applied for (except for the registration freeze) and must have successfully completed all the courses in the education plan they are subject to.

### **What should my GPA be at least?**

GPA should be at least 2.50/4.00 or 70/100.

### **Does my Central Placement Score matter?**

In the evaluation of the applications of the candidates who will apply for undergraduate transfer, 90% of the Central Placement score and 10% of the GPA of the program they want to transfer are taken in the year they are registered.

### **Do I need to provide additional evaluation criteria for departments?**

Departments can determine additional evaluation criteria with the decision of the Faculty Administrative Board. Candidates are required to meet the additional announced evaluation criteria. Additional evaluation criteria of the departments can be found on the website of the Registrar's Office ([oidb.iyte.edu.tr](http://oidb.iyte.edu.tr)) under the heading "Application and Admission", and under the sub-section "Transfer to Undergraduate Programs".

**Can I apply for undergraduate transfer to more than one program?**

Candidates can apply for undergraduate transfer to only one program.

**If my transfer application is accepted, how is the maximum study period calculated?**

The maximum education period of the transfer student is calculated by subtracting the time spent in the program before the maximum education period of the program.

**Which of the courses I took in my previous program will be counted?**

Which of the courses will be counted is decided according to the provisions of the IZTECH Undergraduate Students Course Equivalence and Adaptation Directive.-

**Will I start my education from the semester I applied for?**

The semester from which students will start their education is decided according to the provisions of the IZTECH Undergraduate Students Course Equivalence and Adaptation Directive.

**Can I give up after registering for an undergraduate transfer?**

Transfer procedures of students who register by accepting undergraduate transfer applications in the relevant year, but who give up their right to transfer by applying to the Registrar's Office before the start of the academic year, are canceled.

**Do I have to provide English Proficiency? Do I have the right to study in the English Preparatory Class?**

Since the language of instruction at IZTECH is English, candidates must meet the conditions for exemption from the preparatory class in the IZTECH School of Foreign Languages Directorate Basic English Department Preparatory Class Regulations. Or, they must be successful in the English Proficiency Exam to be held by the Directorate of IZTECH School of Foreign Languages.

Please see the School of Foreign Languages Preparatory Class Exemption Conditions.

**I am a foreign student. Can I make an undergraduate transfer?**

If you meet the application requirements, you can apply for lateral transfer.

### **When can I apply?**

Application dates are included in the Academic Calendar, and an announcement containing all the details and dates is published on the website of the Registrar's

### **I am currently studying at a university in the Turkish Republic of Northern Cyprus (TRNC). Can I apply for inter-institutional transfer?**

You can only apply for inter-institutional transfer if you are a Turkish citizen registered at the campuses of Middle East Technical University, Istanbul Technical University, and Ankara Social Sciences University in TRNC.

### **Undergraduate Transfer with Central Placement Score (Annex 1)**

#### **When can I apply?**

Applications are accepted between 1-15 August each year. Two weeks before the application starts, an announcement containing all the details is published on the website of the Registrar's Office ([oidb.iyte.edu.tr](http://oidb.iyte.edu.tr)).

#### **Which programs can I apply for?**

In order for a student to apply for a program, the central placement score in the year he/she is enrolled must be equal to or higher than the base score of the program he/she wishes to apply for. The student can apply to the program that meets this requirement.

For example, if the Y-SAY score of the student in the year he/she is placed in his/her current university is 400 and the base score of the program he/she wants to apply for that year in our Institute is 398, the student can apply to this program.

#### **Can I apply for an undergraduate transfer to the spring semester?**

Applications can only be made for the fall semester.

#### **Which semesters can I apply for?**

Starting from the academic year following the entrance year, 1st, 2nd, 3rd and 4th grade students, including the preparatory class, can apply for undergraduate transfer.

#### **I provide the base score of the program I want to apply for. Is there any chance I won't be placed?**

Separately for students who settled with ÖSYS/YKS or DGS, for each class of the diploma programs at our institute, including the preparatory class, the annual quota is determined as 30% of the student quota stipulated in the Student Selection and Placement System Guide in the academic year in which the application is made.

Candidates are placed within the ÖSYS/YKS or DGS quota starting from the highest score. In case of more applications than the determined quota, only candidates as many as the number of quotas can be placed.

**If I have unsuccessful courses or my registration has been frozen, does it prevent me from applying?**

In the evaluation of applications, only the ÖSYS/YKS or DGS score in the year the student is enrolled in the program is taken into account. The fact that the student has an unsuccessful course or the registration is frozen does not prevent him from applying.

**Can I apply in the year I was placed at the university?**

Students enrolled in any higher education program with ÖSYS/YKS or DGS scores in the relevant year cannot apply. They can apply from the next year.

**Can I apply if no student has been admitted to the program I want to apply for at our Institute in the year I enrolled in the current university?**

The program that the student wants to pass; if the student is not accepted in the year in which the student is currently enrolled in the program, the transfer cannot be made because the central placement base score of the diploma program is not formed.

**The language of instruction at my current university is Turkish. Will this prevent me from applying?**

It does not prevent you from applying.

**Do I have the right to receive English preparatory education?**

Candidates, who only want to transfer to the program with the same name while in their 2nd year or higher, do not have the right to receive English preparatory education. These candidates are required to provide an English exemption.

### **How many years do I have the right to receive English preparatory education?**

If you did not receive English preparatory education in your previous program, you have the right to take two years of English preparatory class. If you have taken one year of preparatory education, you have the right to receive one year of English preparatory education.

### **If my transfer application is accepted, how is the maximum study period calculated?**

The maximum education period of the student who transfers to the same program is calculated by subtracting the time spent in the previous program from the maximum education period of the program.

The maximum period of study of the student who transfers to a different program is calculated by subtracting the class in which he is accepted from the maximum duration of the program.

### **Can I give up after registering for an undergraduate transfer?**

Transfer procedures of students who register in the relevant year after being accepted for lateral transfer, but who give up their right to lateral transfer by applying to the Registrar's Office before the start of the academic year, are cancelled.

### **Which of the courses I took in my previous program will be counted?**

Which of the courses will be counted is decided according to the provisions of the IZTECH Undergraduate Students Course Equivalence and Adaptation Directive.-

### **Will I start my education from the semester I applied for?**

The semester from which students will start their education is decided according to the provisions of the IZTECH Undergraduate Students Course Equivalence and Adaptation Directive.

### **I made an undergraduate transfer with Annex 1 before. Can I make an undergraduate transfer again with Annex 1?**

According to the ÖSYS/YKS or DGS placement score, only one transfer can be made.

### **I made an undergraduate transfer with Annex 1. Can I go back to my previous program?**

The student has the right to return by applying with a petition in the following application periods.

### **Can I apply for an undergraduate transfer to more than one program?**

Candidates can apply for undergraduate transfer to only one program.

### **Can I apply from TRNC or higher education institutions abroad?**

Those who are placed in higher education institutions in the TRNC or abroad by OSYM through central placement can apply if they meet the application requirements.

## **DIPLOMA PROCEDURES**

### **When can I get my diploma after graduation?**

The status of graduates is evaluated by their Academic Advisor and reported to the department chair. The status of these students is evaluated by the department heads and the students who are entitled to graduate are reported to the Faculty Dean. Finally, the graduation of the students is decided by the Faculty Administrative Board and the students who are entitled to graduate are reported to the Registrar's Office. The Registrar's Office completes the diploma printing and signature processes in 15 working days and prepares the diplomas to be delivered to the students under normal conditions.

### **I lost my diploma, what can I do?**

Submit a missing persons notice in a newspaper. Deposit ₺250 second copy fee to IBAN no TR93 0001 2009 7130 0006 0001 38. Apply to the Registrar's Office with a newspaper and petition.

### **What are the conditions for getting an associate degree diploma?**

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.

## **MAXIMUM LEARNING TIME**

### **How many semesters is my normal or maximum study period?**



The normal duration of undergraduate education (excluding English Preparatory Class) is four academic years (eight semesters), and the maximum period of education is seven academic years. (for fourteen semesters)

**Are unenrolled semesters counted towards my study period?**

The semesters in which the students are unregistered are counted as the period of study. The semesters that are considered as leave of absence of students are not counted from the period of study.

**How do I calculate my maximum study time?**

According to the Temporary Article 67 of the Law No. 2547, the maximum education period of the students starts in the Fall Semester of the 2014-2015 Academic Year. Registered/Unregistered periods are counted from the maximum duration. The periods of frozen registration are not counted as the maximum period of study.

**Example 1:**

The maximum period of study of the student who started the program in the Fall Semester of the 2011-2012 Academic Year:

Since the calculation of the maximum education period starts in the Fall Semester of the 2014-2015 Academic Year, when the maximum education period of (7) years is added, you will have completed your period at the end of the 2020-2021 Academic Year.

**Example 2:**

Maximum period of study of the student who started the program in the Fall Semester of the 2015-2016 Academic Year:

As of the Fall Semester of the 2015-2016 Academic Year, when the maximum period of seven (7) years is added, you will have completed your term at the end of the 2021-2022 Academic Year.

**Which students can benefit from the exam right at the end of the maximum education period?**

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 with an application).

For applied courses, time is given by the head of the relevant department. Those who fail a course are given the right to take unlimited exams without the right to be a student.

**Which students cannot benefit from the exam right at the end of the maximum education period?**

Students who are in the 1st, 2nd and 3rd grades at the end of the maximum education period cannot benefit from the additional examination right.

**Which students are discharged at the end of the maximum period of study?**

1. At the end of the maximum education period, in the 1st, 2nd and 3rd grades,
2. At the end of the additional exams, the remaining number of courses for graduation is 6 or more,
3. Those who are given unlimited exam rights, who do not take the exams to be opened during a total of 3 academic years, consecutively or intermittently,
4. At the end of the maximum education period, who did not attend the additional exams on the dates specified in the academic calendar,
5. Those who have the right to take additional exams for 3 semesters or 4 semesters without using the right to take additional exams and who cannot graduate within the specified periods,

Students are discharged with the decision of the Faculty Administrative Board.

## **SCHOOL UNENROLLMENT**

**How can I voluntarily discharge my membership from the department where I am registered?**

Students who want to withdraw their registration voluntarily should apply to the Registrar's Office in person with a petition. Students who cannot apply in person can cancel their registration by giving a power of attorney from the notary public. In the power of attorney, it should be clearly written what the power of attorney is for and it should be the original power of attorney.