

IZMIR INSTITUTE OF TECHNOLOGY
REGULATION ON UNDERGRADUATE EDUCATION AND INSTRUCTION

CHAPTER ONE

Purpose, Scope, Legal Basis and Definitions

Purpose and Scope

ARTICLE 1 – (1) The purpose of this Regulation is to determine the principles and procedures to be followed in undergraduate education and instruction carried out at the faculties of Izmir Institute of Technology.

Legal Basis

ARTICLE 2 – (1) This Regulation has been prepared pursuant to Articles 14, 43, 44 and 46 of the Higher Education Law No. 2547 dated 04/11/1981.

Definitions

ARTICLE 3 – (1) For the purposes of this Regulation:

- a) Academic Unit: Refers to the faculties affiliated with Izmir Institute of Technology, the School of Foreign Languages (SFL), and the Department of General Education Courses,
- b) Institute: Refers to Izmir Institute of Technology (IZTECH),
- c) Institute Administrative Board: Refers to the Administrative Board of Izmir Institute of Technology,
- ç) Academic Unit Board: Refers to the boards of the faculties, the School of Foreign Languages, and the Department of General Education Courses,
- d) Rector: Refers to the Rector of Izmir Institute of Technology,
- e) Senate: Refers to the Senate of Izmir Institute of Technology,
- f) Academic Unit Administrative Board: Refers to the administrative boards of the faculties and the School of Foreign Languages,
- g) Special Student: Refers to a student who is registered at a higher education institution and who is granted the opportunity to continue education at another higher education institution in order to gain a different higher education environment, culture, or academic experience, or due to special circumstances such as health reasons, provided that the student remains registered at his/her home institution,
- ğ) ECTS: Refers to the European Credit Transfer System.

CHAPTER TWO

Principles Related to Education and Instruction

Academic Year

ARTICLE 4 – (1) The activities of an academic year shall be carried out in accordance with the academic calendar approved by the Senate. An academic year consists of two semesters, fall and spring, each lasting sixteen weeks. This period includes the final examination periods.

(2) Summer School may be opened upon approval of the Senate. Summer School shall not be considered a semester.

Curriculum, Courses to Be Offered and Weekly Course Schedules

ARTICLE 5 – (1) The curricula to be followed throughout undergraduate education shall be prepared by the relevant department and shall become effective upon approval of the Academic Unit Board and the Senate.

(2) The courses to be offered in each semester and the weekly course schedules shall become effective upon the decision of the relevant Academic Unit Board.

Courses

ARTICLE 6 – (1) The courses included in the curriculum are classified into two groups: compulsory and elective. The courses selected by students shall become final upon advisor approval.

(2) A course that must be successfully completed in order to enroll in another course is referred to as a prerequisite course.

(3) A course that must be taken concurrently in order to enroll in another course is referred to as a corequisite course.

(4) Prerequisite and corequisite courses shall be indicated in the curriculum.

Course Credit Value

ARTICLE 7 – (1) The credit value of a course consists of the total weekly theoretical course hours plus half of the weekly practical course hours.

(2) Non-credit courses included in the curriculum shall not be included in the grade point average.

Course Load

ARTICLE 8 – (1) The course load that a student must take in a given semester shall be the number of credit-bearing courses indicated in the curriculum of the department in which the student is enrolled.

(2) The course load of first-year students shall consist of the first-year courses specified in the curriculum. First-year students may not take courses from upper years.

(3) For students whose cumulative grade point average is below 2.00, the course load may be reduced by up to two courses upon their request and with the advisor's approval.

(4) Provided that the advisor approves, the course load of students may be increased as of the end of the second semester or in subsequent semesters as follows:

a) By two courses, provided that the cumulative grade point average is at least 2.00,

b) By three courses, provided that the cumulative grade point average is at least 2.50,

c) By three courses for students in the seventh and eighth semesters whose cumulative grade point average is at least 2.00.

(5) There shall be no scheduling conflicts among the courses selected by the student. However, this condition shall not be required in the case of repeating courses designated by the Senate among the courses previously failed despite fulfilling the attendance requirement.

Attendance Requirement

ARTICLE 9 – (1) Attendance at courses, practical sessions, examinations, and other academic activities is compulsory. Students' attendance shall be monitored and evaluated by the relevant instructor, provided that attendance shall not be less than 70% in theoretical courses and 80% in practical courses.

(2) In the case of repeating courses in which the attendance requirement was fulfilled but the student was unsuccessful (excluding courses graded NA and W), the attendance requirement shall not be sought for the courses determined by the Senate, and the grade NA (Non-Attendance) shall not be assigned for such courses.

Double Major Program

ARTICLE 10 – (1) The purpose of the Double Major Program is to enable students who successfully pursue the undergraduate program of their primary department with outstanding achievement to simultaneously study in a second field in order to obtain a second undergraduate diploma. The principles governing the Double Major Program shall be determined by the Senate.

Minor Program

ARTICLE 11 – (1) The purpose of the Minor Program is to enable students who successfully pursue the undergraduate program of their home department to acquire knowledge in another field of

interest. Students who successfully complete the Minor Program shall be awarded a certificate. The principles governing the Minor Program shall be determined by the Senate.

CHAPTER THREE **Examinations, Assessment and Graduation**

Examinations

ARTICLE 12 – (1) In courses requiring a midterm and/or a final examination, at least one midterm examination and one final examination shall be administered each semester. Midterm examination dates shall be announced by the department chairs within fifteen days following the beginning of each semester. Any changes in the midterm examination dates may be made with the approval of the department chair.

(2) In courses that do not require a midterm and/or a final examination, the student’s end-of-semester grade shall be determined by taking into account the student’s in-semester academic performance.

(3) The end-of-semester course grade to be awarded to a student shall be determined by the course instructor by considering the results of the midterm examination(s) and the final examination, the student’s in-semester academic work, and class attendance. In calculating the achievement score, the final examination shall constitute at least 40% of the total grade.

(4) Final examination dates shall be specified in the academic calendar.

(5) A student who fails to take any examination for a reason deemed valid by the department chair may be allowed to take a make-up examination. The date, time, and place of the make-up examination shall be communicated to the student by the course instructor prior to the examination date.

(6) Final examination grades shall be entered into the student information system by the course instructor no later than three business days following the end of the final examination period specified in the academic calendar. The grade sheets obtained from the system shall be signed by the instructor. The relevant department chair shall forward the grade sheets to the faculty as an attachment to a submission form, and they shall be archived at the faculty. The School of Foreign Languages and the Department of General Culture Courses shall carry out this archiving process within their respective units.

(7) Examination papers, assignments, projects, laboratory and internship reports, and similar documents shall be archived by the instructor for a period of five years. In the event that the instructor leaves the institution, the archived documents shall be delivered to the department chair. At the end of this period, the documents shall be destroyed in accordance with standard procedures.

Notlar

ARTICLE 13 – (1) For each course taken, one of the grades defined by the letter symbols below shall be assigned to students as the final course grade by the course instructor. In order to be considered successful in a course, students must obtain at least a (DD) grade in credit-bearing courses and a (S) grade in non-credit courses. Courses graded as (NA), (FF), (FD), or (U) shall be considered unsuccessful. The coefficients of the letter grades and their equivalents on a 100-point scale are shown below.

Score	Final Course 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) Grades not included in the grade point average and their meanings are as follows:

- 1) I Incomplete,
- 2) S Satisfactory,
- 3) U Unsatisfactory,
- 4) Repealed. (Official Gazette dated 13/04/2019 and numbered 30744)
- 5) EX Exempt,
- 6) W Withdrawn,
- 7) NI Grade not included in the grade point average

(2) Of the grades specified in the first paragraph that are not included in the grade point average:

a) The grade (I – Incomplete) is given to students who fail to fulfill the required conditions for the course at the end of the semester due to illness or a valid reason. The (I) grade must be converted into a final grade within three business days following the last day for entering the final examination grades into the Student Information System. Otherwise, the (I) grade is automatically converted into an FF/U grade. However, in cases of illness or unforeseen circumstances, the period of the (I) grade may be extended until the first day of course registration of the following semester by the decision of the relevant Academic Unit Administrative Board, and by the decision of the Department Board for the Department of General Culture Courses.

b) The grade (S – Satisfactory) is given to students who successfully complete non-credit courses that are not included in the grade point average.

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

ç) The grade (EX – Exempt) is given for courses determined by the Senate and/or the relevant Academic Unit Administrative Board and is not included in the grade point average.

d) The grade (NA – Non-Attendance) is given to students who fail to fulfill the attendance requirement. The (NA) grade is treated as an FF/U grade in grade point average calculations.

e) The grade (W – Withdrawn) is given within the first ten weeks following the end of the add/drop period after the beginning of the semester.

f) The grade (NI – Not Included) is given to identify courses taken by the student that are not included in the grade point average. This grade is shown on the student's transcript together with the letter grade received for the relevant course. Courses with NI status are not counted in place of other courses in the student's registered program. If a student fails a course with NI status, the course must be repeated.

(3) In order for a course withdrawal to be valid, the student's request, the approval of the course instructor, and the approval of the academic advisor are required. The (W) grade is entered into the Student Information System by the advisor. The following rules apply to course withdrawal:

a) A student may not withdraw from courses taken in the first two semesters of the undergraduate program.

b) A student may withdraw from a maximum of one course per semester and from a maximum of six courses throughout the entire undergraduate program.

c) A student may not withdraw from failed courses, from courses previously assigned a (W) grade, or from non-credit courses.

ç) A student must repeat any course for which a (W) grade has been assigned.

(4) Within the scope of agreements signed between the Institute and foreign educational institutions and official organizations, course withdrawal for exchange program students studying at the Institute may be carried out upon the recommendation of the International Relations Coordinator and the approval of the course instructor. The rules regarding the (W) grade do not apply to such students.

Objection to Examination Results and Material Error

ARTICLE 14 – (1) An objection to the result of an examination or an in-semester assessment may be submitted only on the grounds of material error within three business days from the date of announcement. Students may not object to the instructor’s academic judgment or grading discretion.

(2) The student shall submit the objection regarding a material error to the Department Chair where the course is offered by submitting a written petition. After obtaining the opinion of the relevant instructor, the matter shall be decided by the Administrative Board of the Academic Unit where the course is offered, and by the Department Board in the case of the Department of General Culture Courses.

(3) Decisions regarding material errors related to final examinations shall be submitted to the Student Affairs Office no later than the first day of course registration for the following semester.

Grade Point Average

ARTICLE 15 – (1) The credit value of a course is calculated by multiplying the course credit by the coefficient of the letter grade obtained at the end of the semester.

(2) To calculate the semester grade point average (GPA), the total credit value obtained from all courses taken by the student in that semester is divided by the total number of credits of the courses taken. The resulting average is expressed with two decimal places.

(3) The cumulative grade point average (CGPA) is calculated by taking into account all courses taken by the student. For repeated courses, the most recent grade is included in the calculation of the cumulative GPA.

Advancement to the Upper Semester and Academic Standing

ARTICLE 16 – (1) Students who achieve a cumulative grade point average (CGPA) of 1.80 or higher as of the end of the second semester shall be considered upper-semester students.

(2) Undergraduate students with a cumulative grade point average of at least 2.00 shall be considered successful. At the end of a semester, students who have successfully completed all courses taken (including non-credit courses) and who have taken at least four credit-bearing courses, and whose semester grade point average is between 3.00–3.49 shall be classified as Honor Students, and those whose semester grade point average is between 3.50–4.00 shall be classified as High Honor Students. The list of such students shall be announced at the end of each semester.

Academic Failure

ARTICLE 17 – (1) Students whose cumulative grade point average is below 2.00 shall be considered unsuccessful.

(2) Students whose cumulative grade point average is below 1.80 shall, until they raise their cumulative grade point average to 1.80, be subject to the following:

- a) They shall retake the courses in which they have failed.
- b) They may retake the courses they have previously passed, upon request.
- c) They may take non-credit courses they have not previously taken.
- ç) They may not take a course for which they previously received a (W) grade.

d) Upon the decision of the Faculty Administrative Board, they may take a new course as a substitute for a previously taken course, within the scope of course repetition.

3) Students whose cumulative grade point average is above 1.80 may take courses they have not previously taken, provided that they do not exceed the maximum course load.

Course Repetition and Course Substitution

ARTICLE 18 – (1) Failed courses must be repeated. If such courses are elective courses or courses that have subsequently been removed from the curriculum, students may take equivalent courses approved by the Department Chair in place of these courses. If compulsory courses are offered in semesters other than those specified in the department's curriculum, students are not obliged to take them. In order to retake courses graded with a (W), students must have a cumulative grade point average of at least 1.80.

(2) Students may, if they wish, repeat courses in which they have previously received a passing grade, or courses deemed equivalent by the department.

(3) Students shall submit a written petition to their respective departments during the course add/drop period for course equivalency and substitution procedures.

Additional Time and/or Examination Rights for Students in Graduation Status Within the Maximum Period of Study

ARTICLE 19 – (1) A student who is in graduation status and who has fulfilled the attendance requirements shall be granted, on a one-time basis, additional time and/or an examination right in order to complete deficiencies or to take a new examination for up to two failed credit-bearing courses and/or one failed non-credit course. In order to use the additional time and/or examination right for a course failed with a (NA) grade, the course must have been previously taken and graded with the attendance requirement fulfilled.

(2) A student who is in graduation status and has no failed courses but has not achieved a cumulative grade point average of 2.00 shall be granted, on a one-time basis, an additional examination right for up to two courses of their choice.

(3) Courses for which additional time and/or examination rights shall not be granted shall be determined by a decision of the relevant Faculty Administrative Board.

(4) The grade obtained in such examinations shall constitute 100% of the course achievement grade and shall be converted into a letter grade. Grades obtained during the semester shall not be taken into account.

(5) Students in graduation status who wish to benefit from additional time and/or examination rights shall submit a written petition to the Office of Student Affairs within three (3) business days following the final date for entering end-of-semester or summer school examination results into the student information system. After the student's status is reviewed, the matter shall be notified to the relevant faculty. Examination results shall be submitted to the Office of Student Affairs by the first day of course registration of the following semester.

(6) The following provisions shall apply to students who are within the maximum period of study, who have exercised the examination right specified in paragraph (1) of this Article, and who have only one remaining course for graduation:

a) Provided that the student has fulfilled the attendance requirement at least once (excluding applied or practice-based courses), the student may exercise the single-course examination right at the end of each fall and spring semester of each academic year for the course in which they were unsuccessful.

b) Students wishing to exercise the single-course examination right shall submit a written application to the department secretariat where they are registered, with the approval of the course instructor, no later than the end of the add/drop period of the relevant semester.

c) Students who have applied for the single-course examination shall take the examination within the final examination period specified in the academic calendar.

ç) The grade obtained in this examination shall replace the course achievement grade. Grades obtained during the semester shall not be taken into account.

Diploma

ARTICLE 20 – (1) Students who successfully complete their studies shall be awarded a Bachelor’s Degree Diploma by a decision of the Faculty Administrative Board. The student’s graduation date shall be the date of the Faculty Administrative Board decision.

(2) In order to be awarded a bachelor’s degree diploma, a student must successfully complete all courses included in the curriculum and any other courses taken, complete at least 240 ECTS credits, and achieve a minimum cumulative grade point average of 2.00.

(3) Students whose cumulative grade point average is between 3.00–3.49 shall graduate as Honor Students, and those whose cumulative grade point average is 3.50 or higher shall graduate as High Honor Students. The honor or high honor status shall be stated on the diploma.

Associate Degree Diploma

ARTICLE 21 – (1) Students who wish to leave the Institute before earning the right to graduate from a bachelor’s program shall, upon request and by a decision of the Faculty Administrative Board, be awarded an Associate Degree Diploma, and their affiliation with the relevant program shall be terminated. In order to be awarded an associate degree diploma, the student must successfully complete the courses of the first four semesters specified in the curriculum, complete at least 120 ECTS credits, and achieve a cumulative grade point average of at least 2.00.

PART FOUR

Maximum Period of Study, Termination of Enrollment, and Notification

Maximum Period of Study

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

(2) Semesters during which students are not registered shall be counted toward the period of study. Semesters during which students are on approved leave shall not be counted toward the period of study.

(3) Procedures regarding students who have completed the maximum period of study shall be carried out in accordance with the principles determined by the Senate, pursuant to paragraph (c) of Article 44 of Law No. 2547.

Termination of Enrollment

ARTICLE 23 – (1) A student’s enrollment shall be terminated:

- a) Upon the student’s own request submitted by petition;
- b) Ex officio, in cases where a student is simultaneously enrolled in two associate degree or bachelor’s degree programs, except for open education programs without quota limitations;
- c) By a decision of the Faculty Administrative Board, as a result of procedures related to the completion of the maximum period of study.

Notification

ARTICLE 24 – (1) All notifications to students shall be made by sending them to the postal address recorded in the student’s official records

PART FIVE

Miscellaneous and Final Provisions

Cases Not Regulated

ARTICLE 25 – (1) In matters not regulated by this Regulation, the provisions of other relevant legislation and the decisions of the Institute Administrative Board and the Senate shall apply.

Repealed Regulation

ARTICLE 26 – (1) The Regulation on Undergraduate Education and Training of İzmir Institute of Technology published in the Official Gazette dated 21/09/2012 and numbered 28418 is hereby repealed.

Transitional Provisions

PROVISIONAL ARTICLE1 – (1) The maximum periods of study for students enrolled in programs at the Institute shall commence as of the Fall Semester of the 2014–2015 Academic Year.

PROVISIONAL ARTICLE2- (1) For students who enrolled prior to the 2025–2026 Academic Year, the graduation requirements applicable in the academic year in which they enrolled shall continue to apply.

Entry into Force

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

Execution

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

Information on the Official Gazette in Which the Regulation Was Published			
Date		Issue No	
23/09/2018		30544	
Amendments Made to the Regulation and Official Gazette Information			
No	Date	Issue No	Amendments Made to the Regulation
1-	13/04/2019	30744	Subparagraph (4) of paragraph (b) of the first clause of Article 13 has been repealed.
2-	13/04/2019	30744	The second clause of Article 17 has been amended.
3-	1/10/2019	30905	The fifth clause of Article 8 has been amended.
4-	1/10/2019	30905	A second clause has been added to Article 9.
5-	4/08/2021	31558	The first clause of Article 19 has been amended.
6-	4/08/2021	31558	The fourth clause of Article 22 has been amended.
7-	4/08/2021	31558	Article 23 has been amended.

8-	18/12/2022	32047	Paragraph (a) of the first clause of Article 13 has been amended.
9-	18/12/2022	32047	The second clause of Article 17 has been amended.
10-	18/12/2022	32047	The third clause of Article 22 and subparagraphs (a), (b), and (c) of the fourth clause have been amended.
11-	18/12/2022	32047	Subparagraphs (a) and (c) of the first clause of Article 23 have been amended.
12-	2/10/2025	33065	Subparagraph (ğ) has been added to the first clause of Article 3.
13-	2/10/2025	33065	The first and second clauses of Article 9 have been amended.
14-	2/10/2025	33065	In the first clause of Article 12, the phrase “thirty” has been replaced with “fifteen”, and the third, fifth, and sixth clauses of the same Article have been amended.
15-	2/10/2025	33065	Subparagraph (c) of the second clause of Article 17 has been amended, and subparagraphs (ç) and (d) have been added to the same clause.
16-	2/10/2025	33065	The fourth and fifth clauses of Article 19 have been amended, and a sixth clause has been added to the same Article.
17-	2/10/2025	33065	The second clause of Article 20 has been amended.
18-	2/10/2025	33065	The first clause of Article 21 has been amended.
19-	2/10/2025	33065	The sixth clause of Article 22 has been amended.
20-	2/10/2025	33065	Provisional Article 2 has been added under the heading “Transitional Provisions.”
21-	11/01/2026	33134	The title of Part Four has been amended to “Maximum Period of Study, Termination of Enrollment, and Notification.”
22-	11/01/2026	33134	Article 22, including its title, has been amended.
23-	11/01/2026	33134	Article 23 has been amended.