

**İZMİR INSTITUTE OF TECHNOLOGY**  
**DIRECTIVE ON THE DESIGN, MEASUREMENT, MONITORING AND**  
**EVALUATION OF EDUCATIONAL PROGRAMS**

**CHAPTER ONE**

**Purpose, Scope, Legal Basis and Definitions**

**Purpose**

**ARTICLE 1-** The purpose of this Directive is to determine the procedures and principles regarding the design, measurement, monitoring, and evaluation of undergraduate and graduate programs at the İzmir Institute of Technology.

**Scope**

**ARTICLE 2-** This Directive covers the procedures and principles regarding the design, measurement, monitoring, and evaluation of undergraduate and graduate programs offered at the İzmir Institute of Technology, excluding the Preparatory Class of the Department of Basic English at the School of Foreign Languages.

**Legal Basis**

**ARTICLE 3-**

This Directive has been prepared based on Article 14 of the Higher Education Law No. 2547 dated 4 November 1981 and the Undergraduate and Graduate Education and Examination Regulations.

**Definitions**

**ARTICLE 4-** Definitions used in this Directive:

- a) Academic Unit: Faculties and the Graduate School affiliated with the İzmir Institute of Technology,
- b) CGPA (AGNO): Cumulative Grade Point Average,
- c) GPA (ANO): Grade Point Average,
- ç) Academic Calendar: The calendar showing the educational and academic processes of IZTECH,
- d) ECTS: European Credit Transfer and Accumulation System,
- e) Department: Departments affiliated with the Faculties or the Rectorate,
- f) Department of Graduate Studies (EABD): Departments affiliated with the Graduate School,
- g) Institute: İzmir Institute of Technology (IZTECH),
- ğ) Credit Value: The total of all weekly theoretical course hours plus half of the weekly practical course hours,
- h) Make-up Examination: An examination given to students who could not attend an exam for a valid and justified reason,
- ı) Program: A degree program,
- i) Rector: The Rector of the İzmir Institute of Technology,
- j) Senate: The Senate of the İzmir Institute of Technology,
- k) Examination: Midterm examination, final examination, make-up examination, Article 19 examination, additional examinations granted at the end of the maximum period of study, and unlimited examination rights,
- l) TQF-HE (TYYÇ): The Turkish Qualifications Framework for Higher Education.

## **CHAPTER TWO**

### **Program Design and Approval**

**ARTICLE 5-** (1) Academic Units, in order to ensure compatibility with the TQF-HE (TYYÇ), shall establish their educational programs by determining:

- a) The courses included in the program,
- b) The program objectives and learning outcomes,
- c) The course learning outcomes–program outcomes matrices, showing to what extent the courses included in the program meet the program outcomes,
- ç) The teaching methods through which program-level competencies can be achieved,
- d) The balance of course distribution in the program, ensuring that the proportion of elective courses is not less than 25% of the total courses,
- e) The weekly course schedule, taking into account the distribution of the teaching staff’s course load,
- f) The weekly workload table, attached to the weekly course schedule approved by the Department / Graduate Department Board,
- g) The measurement and evaluation methods for the courses.

(2) The Curriculum Proposal procedures for undergraduate programs to be carried out by Academic Units shall be submitted to the Senate as follows: proposals concerning elective courses shall be submitted twice a year (by the end of April for the Fall semester and by the end of October for the Spring semester), whereas curriculum revisions or new curriculum proposals shall be submitted once a year by the end of April. The proposal shall include:

- a) The justifications for all proposed changes (such as course code, course title, course credit, ECTS credit, course content, course semester, etc.),
- b) The current and proposed curriculum tables, prepared in Turkish and English, ensuring that the total ECTS for each semester is at least 30,
- c) For proposals concerning only elective courses, the current and proposed tables for all elective courses of the department,
- ç) If there are changes to compulsory courses, the current and proposed tables of the entire curriculum currently implemented by the department,
- d) If there are changes in both compulsory and elective courses, the current and proposed tables including both compulsory and elective courses,
- e) A course equivalency (adaptation) table showing the course adjustments that will arise as a result of the changes,
- f) For newly proposed courses (provided that previously used course codes are not reused), a candidate course form prepared in Turkish and English, including a 14-week semester course plan,
- g) The curriculum vitae of the instructor, if the instructor is opening a course at IZTECH for the first time,
- ğ) The current–proposed comparison table containing only the changes,
- ı) The Faculty Board Decision, following the evaluation of the Department Board Decision.

(3) All Curriculum Proposal procedures for graduate programs to be carried out by Academic Units shall be submitted to the Senate by the end of April. In cases where newly appointed faculty members propose elective courses for the Spring semester, such proposals shall be submitted by the end of October. The proposal shall include:

a) The justifications for all proposed changes (such as course code, course title, course credit, ECTS credit, course content, course semester, etc.),

b) The current–proposed comparison table including only the changes (course addition, course removal, course title/code change, content change, credit and ECTS change),

c) The curriculum and course content list in Turkish and English, including the new changes proposed,

ç) A candidate course form prepared in Turkish and English, including a 14-week semester course plan, for courses that are modified and/or newly added, provided that previously used course codes are not reused,

d) The curriculum vitae of the instructor, if the instructor is opening a course at IZTECH for the first time,

e) The decision of the Graduate Department Board (EABD) regarding the proposed changes (including whether the changes affect the program outcomes and, if so, the activities carried out in relation to this),

f) The Graduate School Board Decision.

These documents shall be submitted to the Registrar’s Office (Student Affairs Department).

(4) After the Registrar’s Office conducts the necessary checks, the proposal shall be submitted to the Senate.

(5) The curricula approved by the Senate shall be implemented by the relevant Academic Units.

(6) The current curriculum shall be published and made accessible in an appropriate environment

## **CHAPTER THREE**

### **Examinations**

#### **Midterm and Final Examinations**

**ARTICLE 6-** (1) Examinations must be directly aligned with the defined learning outcomes of the course. Assessment tools (such as tests, written exams, projects, presentations, etc.) should be designed to measure these outcomes and ensure the achievement of course learning outcomes.

(2) In courses where midterm and/or final examinations are announced in the syllabus, at least one midterm examination and one final examination shall be conducted in each semester. Final examination dates are specified in the academic calendar. Midterm examination dates are announced by the Department / Graduate Department (EABD) Chair within 15 days following the start of the semester, through department websites, notice boards, or email. Changes to midterm exam dates may be made with the approval of the Department / EABD Chair.

(3) Midterm exam grades shall be announced to students within three weeks at the latest from the exam date. The grades of the last midterm exam must be announced before the end

of the course period.

(4) For courses that do not require midterm and/or final examinations, the student's final course grade shall be determined based on in-semester studies and coursework.

(5) The weight of in-semester assessments (such as midterm exams, quizzes, assignments, applications, etc.) and the final exam in the calculation of the course success grade shall be announced to students by the course instructor in the course syllabus at the beginning of each semester.

(6) The final course grade assigned to a student shall be determined by the course instructor, taking into account midterm exam(s), final exam results, in-semester coursework, and class attendance.

(7) Final examination grades must be entered into the Student Information System within three working days at the latest after the end of the final exam period specified in the academic calendar.

(8) In calculating the success grade, the final examination must account for at least 40% of the total grade.

(9) Upon request by students, exam papers and reports whose evaluation has been completed shall be shared with the students

(10) If students with special needs request it, the necessary arrangements (such as time, environment, etc.) shall be made by the Department / EABD Chair to ensure appropriate examination conditions.

(11) Exam papers, assignments, projects, laboratory and internship reports, and similar documents shall be archived by the course instructor for five years. If the instructor leaves the institution, the archived documents shall be handed over to the Department / EABD Chair. At the end of this period, they shall be disposed of in accordance with standard procedures.

### **Examination Security**

**ARTICLE 7-** (1) The relevant Department / Graduate Department (EABD) Chair and the course instructor are responsible for ensuring examination security throughout the entire process, from the preparation and printing of exam questions to the completion of the examination.

(2) If deemed necessary, an exam proctor shall be appointed by the Department / EABD Chair. The exam proctor shall be responsible for exam security together with the course instructor, from the duplication of exam questions until the completion of the examination.

### **Examinations Granted to Undergraduate Students in Graduation Status Within the Maximum Period of Study**

**ARTICLE 8-** (1) Students who are within the maximum period of study, are in graduation status, and have fulfilled the attendance requirement, may be granted a one-time examination right to complete their deficiencies or take a new exam in two failed credit-bearing courses and/or one non-credit course. For students who use this examination right, the grade obtained in this exam constitutes 100% of the course success grade. Grades obtained during the semester are not taken into account.

(2) For students who are within the maximum period of study, are in graduation status, and have only one remaining course, the grade obtained from this examination constitutes 100% of the course success grade. Grades obtained during the semester are not taken into account.

## **Additional Examinations Granted to Undergraduate Students at the End of the Maximum Period of Study**

**ARTICLE 9-** (1) For undergraduate students who benefit from the additional examination rights and the unlimited single-course examination rights granted at the end of the maximum period of study, the grade obtained in these examinations shall constitute 100% of the course success grade.

### **Make-up Examination**

**ARTICLE 10-** (1) A student who fails to attend an examination due to a valid reason deemed acceptable by the Department / Graduate Department (EABD) Chair may be granted a make-up examination.

(2) A student who wishes to take a make-up examination must notify the course instructor and the Department / EABD Chair offering the course, stating their excuse and request on the date the excuse begins.

(3) The student must submit the document related to the excuse within three working days from the starting date of the excuse to the course instructor and the Department / EABD Chair offering the course.

(4) The date, time, and location of the make-up examination shall be notified to the student via institutional email, sent from the course instructor's institutional email account to the student's institutional email account, before the examination date.

(5) A student who does not attend the make-up examination shall not be granted a second examination opportunity.

## **CHAPTER FOUR**

### **Assessment**

#### **Letter Grade Table**

**ARTICLE 11-** (1) For each course taken by students, one of the letter grades defined below shall be assigned by the course instructor as the final course grade at the end of the semester.

#### **Letter Grade Table**

<b>Score</b>	<b>Letter Grade</b>	<b>Coefficient</b>	<b>Undergraduate</b>	<b>Master's</b>	<b>PhD</b>	<b>Conditionally Admitted International Graduate Student (First Semester)</b>
90-100	AA	4	Successful	Successful	Successful	Successful
85-89	BA	3,5	Successful	Successful	Successful	Successful
80-84	BB	3	Successful	Successful	Successful	Successful
75-79	CB	2,5	Successful	Successful	Successful	Unsuccessful
70-74	CC	2	Successful	Successful	Unsuccessful	Unsuccessful
65-69	DC	1,5	Successful	Unsuccessful	Unsuccessful	Unsuccessful
60-64	DD	1	Successful	Unsuccessful	Unsuccessful	Unsuccessful
50-59	FD	0,5	Unsuccessful	Unsuccessful	Unsuccessful	Unsuccessful
49 ve aşağısı	FF	0	Unsuccessful	Unsuccessful	Unsuccessful	Unsuccessful

	NA	0	Absent	Absent	Absent	Absent
	I		Incomplete	Incomplete	Incomplete	Incomplete
	S		Satisfactory (for non-credit courses)	Satisfactory (for non-credit courses)	Satisfactory (for non-credit courses)	Satisfactory (for non-credit courses)
	P		-	In Progress (for thesis courses)	In Progress (for thesis courses)	In Progress (for thesis courses)
	U		Unsatisfactory (for non-credit courses)	Unsatisfactory (for non-credit courses)	Unsatisfactory (for non-credit courses)	Unsatisfactory (for non-credit courses)
	EX		Exempt	Exempt	Exempt	Exempt
	W		Withdrawal from Course	-	-	-
	NI		Not Included in Grade Point Average (GPA)	Not Included in Grade Point Average (GPA)	Not Included in Grade Point Average (GPA)	Not Included in Grade Point Average (GPA)

### Calculation of Grade Point Average

**ARTICLE 12-** (1) The total credit value obtained by a student from a course is calculated by multiplying the course credit by the coefficient of the final letter grade received for that course.

(2) The Semester Grade Point Average (GPA / ANO) is calculated by dividing the total credit value obtained from all courses taken in that semester by the total number of course credits taken.

(3) The Cumulative Grade Point Average (CGPA / AGNO) is calculated by dividing the total credit value obtained from all courses taken by the student since the beginning of the program, including the current semester, by the total number of credits of those courses.

For repeated courses, the most recent grade received is included in the cumulative grade point average. The academic standing of students is determined at the end of each semester based on their cumulative grade point averages.

(4) Non-credit courses are not included in the calculation of the grade point average.

(5) The averages obtained in the calculations are displayed with two decimal places.

### Attendance Status

**ARTICLE 13-** (1) Attendance of undergraduate students to courses, practical sessions, examinations, and other academic activities is compulsory.

(2) For undergraduate programs, student attendance shall be monitored and evaluated by the course instructor, with a minimum attendance requirement of 70% for theoretical courses and 80% for design, laboratory, workshop, and practical courses.

(3) Graduate students are required to attend courses, practical sessions, and examinations. Their attendance status is monitored by the course instructor. The attendance requirement is 70% for theoretical courses and 80% for design, laboratory, workshop, and practical sessions.

### **Material Error**

**ARTICLE 14-** (1) An objection to the result of an examination or in-semester assessment may be submitted only on the grounds of a material error within three working days from the date of announcement. Students cannot object to the instructor's grading discretion.

(2) The student shall submit the material error objection by petition to the Department / Graduate Department (EABD) Chair offering the course. After obtaining the opinion of the course instructor, the objection shall be decided by the Administrative Board of the academic unit offering the course, and by the Department Board in the case of the Department of General Culture Courses.

(3) Decisions regarding material errors in final examination grades shall be sent to the Registrar's Office (Student Affairs Department) no later than the first day of course registration of the following semester.

## **CHAPTER FIVE Monitoring and Evaluation**

**ARTICLE 15-** (1) In line with the obligation to improve the quality of education and instruction, the Department / Graduate Department (EABD) shall monitor educational programs, depending on their characteristics, through:

- a) The evaluation of statistical indicators (such as number of students, reasons for withdrawal, academic success levels, course diversity, etc.) obtained through documents such as the Unit Activity Report prepared at the end of each year,
- b) The evaluation of the contribution of course learning outcomes to program outcomes through methods such as course performance, course evaluation surveys, internship evaluation surveys,
- c) The evaluation of whether program objectives and outcomes have been achieved through methods such as graduate surveys and employer surveys,

The evaluation of educational and instructional processes through methods such as student satisfaction surveys, instructor satisfaction surveys, and stakeholder participation meetings.

(2) The Department / Graduate Department (EABD) may monitor its programs using different methods, based on the recommendations of the relevant boards.

(3) If deemed necessary based on the results of program monitoring, the Department / EABD prepares a curriculum revision proposal including changes in course content, the addition of new courses, or the removal of existing courses.

(4) If deemed necessary based on the results of program monitoring, the Department / EABD prepares a curriculum revision proposal including changes in course content, the addition of new courses, or the removal of existing courses.

(5) The Department / EABD updates the curriculum in accordance with the criteria specified in this Directive.

## CHAPTER SIX

### Final Provisions

#### Cases Not Covered

**ARTICLE 15-** (1) In cases not covered by this Directive, the relevant provisions of other legislation as well as the decisions of the Administrative Board and the Senate shall apply.

#### Entry into Force

**ARTICLE 16-** (1) This Directive enters into force on 20 May 2025, the date on which it was approved by the Senate of the İzmir Institute of Technology.

#### Execution

**ARTICLE 17-** (1) The provisions of this Directive shall be executed by the Rector of the İzmir Institute of Technology.

<b>Senate Decision by Which the Directive Was Adopted</b>	
<b>Date</b>	<b>Decision No</b>
20.05.2025	15/1 (E. 2500031957)
<b>Senate Decision Amending the Directive</b>	
<b>Date</b>	<b>Decision No</b>
16.09.2025	28/2 (E. 2500060549)
12.05.2026	13/2 (E. 2600031976)