

T. R.
ISTANBUL GELİSİM UNIVERSITY
DIRECTIVE FOR SPECIAL STUDENTS

(Adoption: Senate Decision dated 23.03.2022 and numbered 4)

Purpose, Scope, Basis

ARTICLE 1- (1) The purpose of this directive covers the issues and provisions regarding associate, undergraduate or graduate students who will take courses at Istanbul Gelisim University from other universities and Istanbul Gelisim University associate, undergraduate or graduate students who will take courses from another university in summer school and special student status.

ARTICLE 2- (1) This directive has been prepared based on Article 14 of the Higher Education Law No. 2547, Article 22 of the Regulation on the Principles of Transfer Between Associate and Undergraduate Programs in Higher Education Institutions, Double Major, Minor and Inter-Institutional Credit Transfer, and Article 4 of the Regulation on Postgraduate Education and Training.

Definitions

ARTICLE 3- (1) The definitions in this Directive;

- a) **IGU:** Istanbul Gelisim University,
- b) **Unit:** Relevant institute, faculty, college and vocational school,
- c) **Unit Administrative Board:** Faculty administrative board in faculties, college administrative board in colleges, institute administrative board in institutes, vocational school administrative board in vocational schools,
- ç) **Summer School student:** Students who take courses from universities determined by the decision of the senate outside our university,
- d) **Special Student: Student** who takes courses from the higher education programs of our university or other universities due to health problems or if deemed appropriate by the relevant administrative boards,
- e) **Health Problems:** Neurological and musculoskeletal problems that prevent a life-threatening chronic disease or independent life of the student, documented by the Health Board Report obtained from public hospitals,
- f) **Directive:** Istanbul Gelisim University Associate Degree and Undergraduate Education-Education Examination Regulation and Istanbul Gelisim University Graduate Education Regulation,

IGU Students

Article 4- (1) The rules regarding the ability of IGU Associate , Undergraduate and Graduate students to take courses as "special students" from the Associate, Undergraduate and Graduate programs of another Higher Education Institution are as follows:

- a) A positive decision of the higher education institution where the course will be taken as a special student regarding the admission of "special student" is required.

- b) A decision of the relevant board of directors is required as to whether the student will take the courses she /he wants to take from another higher education institution as a special student in accordance with the "IGU Course Equivalence and Adaptation Principles".
- c) Special student period is counted from the education period specified in the regulation of the program to which the student is subject.
- ç) The procedures and principles (number of credits and courses) of taking courses from the summer school are determined by the University Senate.
- d) The total of the credits of the courses taken as special students and the credits of the courses taken in their own program cannot exceed the upper limits recognized for 1 (one) semester at IGU. This condition is not required in graduate programs.
- e) The student's rights at IGU continue; however, he/she cannot benefit from the student rights of the institution and program where he/she takes courses as a special student for diploma or status.
- f) In addition to the program in which he/she takes courses as a special student, the student can continue to take courses from his/her program at IGU.
- g) The equivalents of the success grades related to the courses taken from another higher education institution in IGU are decided by the Relevant Administrative Board by taking the recommendation of the adaptation commission of the relevant unit.
- ğ) The student whose special student period has expired applies to the department at IGU until the end of the semester of the following semester at the latest for adaptation procedures with the approved course schedule (transcript) received from the institution where s/he is a special student.
- ı) Special students continue to pay the student contribution at IGU in full, regardless of whether they have taken courses in that semester in their program at IGU.
- İ) Students who will attend summer schools as special students pay the summer school fee to the higher education institution where they take the course.

Special students coming to IGU

Article 5- (1) The rules for associate, undergraduate and graduate students of another higher education institution to take courses as "special students" from our University's programs are as follows:

- a) The student of another higher education institution who wants to take courses from IGU as a special student applies to the relevant department/program at IGU with the application form, photocopy of identity card, student certificate received from the institution, approved transcript and contribution receipt. Whether the student can be admitted to the courses is decided by the relevant board of directors by taking the recommendation of the relevant department head.
- b) The student cannot benefit from the student rights of our University for diploma or status during his/her "special student" at IGU.
- c) The total credits of the courses that can be taken in a semester with special student status cannot exceed the credit limit that can be taken in a semester valid for IGU students.
- d) During the student's education at IGU: the provisions of the relevant regulation of IGU are complied with in the evaluation of attendance, exam and success.
- e) Special students studying in programs or courses whose language of instruction is ENGLISH are required to document that their foreign language level is sufficient for them to take the courses given in a foreign language with foreign language documents accepted by the IGU

Senate.

f) Within the scope of exchange programs, the provisions determined by the relevant protocol are applied for the "special students" of Domestic and Overseas Higher Education Institutions with an education protocol with IGU.

Application, Acceptance and Education-Training

ARTICLE 6- (1) In order for another university student to apply to take courses as a special student from the associate, undergraduate or graduate diploma programs at the same level of our university, he/she must not have received disciplinary punishment.

(2) Applications are made to the Student Affairs Department within the period specified in the academic calendar of our university with a document, transcript and petition showing the student's courses to be taken from the unit affiliated to our university, a positive decision of the board of directors of the unit he/she is enrolled in, and a document showing his/her disciplinary status.

(3) Whether the candidate will be admitted to the courses is decided by the unit board of directors by taking the opinion of the relevant department or program head.

(4) During the period when private students study at our university; the provisions of the relevant education regulations of our university are valid in the evaluation of course attendance, exam and success.

(5) At the end of each semester, the document (transcript) in which the courses, name, credit and success grades of the relevant student are written collectively is sent to the institution where the student is registered by the Student Affairs Department in writing.

(6) The student who registers as a special student at our university is given a temporary student identity card by the Student Affairs Department. The student whose special student period has expired returns this identity card.

(7) It consists of the figure found by dividing the annual amount of the department in which the course is desired by the graduation credit and multiplying the amount by the number of credits desired to be taken.

Termination of Special Student Status

ARTICLE 8-(1) The student is punished for an act that constitutes a crime in accordance with the provisions of the Higher Education Institutions Student Discipline Regulation,

(2) Upon the disappearance of the conditions for benefiting from the special student status, the special student status shall be terminated if the relevant board of directors decides that the special student status should be terminated.

ARTICLE 9-(1) In cases where there is no provision in this directive, the provisions of other relevant legislation, the Senate Decisions of our university and the decisions of the unit board of directors shall apply.

Entry into Force and Execution

ARTICLE 8- (1) This instruction enters into force on the date it is accepted by the Istanbul Gelisim University Senate.

Article 15- (1) The provisions of this Directive shall be executed by the Rector of Istanbul Gelisim University.