

ISTANBUL GELISIM UNIVERSITY
SUMMER EDUCATION REGULATIONS
(Senate Decision No. 2023-21-04, dated 25 October 2023)

Purpose and Scope

ARTICLE I – (i) The purpose of this Regulation is to set forth the procedures and principles governing education and training programs conducted during the summer term at Istanbul Gelisim University.
(ii) This Regulation applies to students enrolled in associate, bachelor's, and master's degree programs at Istanbul Gelisim University, as well as to students from other higher education institutions who wish to take courses during the summer term.

Basis

ARTICLE II – (i) This Regulation is issued pursuant to Articles 7 and 14 of the Higher Education Law No. 2547, dated 4 November 1981.

Course Opening and Registration

ARTICLE III – (i) The University Senate shall decide whether summer courses will be offered and shall announce its decision.
(ii) Upon the recommendation of the Department/Program Chair, the courses to be offered during the summer term shall be determined by the relevant administrative boards and the University Administrative Board.
(iii) The offering of summer courses for the Turkish and English preparatory classes at the School of Foreign Languages shall be decided by the University Administrative Board upon the recommendation of the relevant administrative boards.
(iv) During the summer term, a single course, with the same title, credit value, and content, may be offered across associate, bachelor's, and master's programs. The same course shall not be listed under different course codes.
(v) A course may be offered during the summer term only if at least ten (10) students are enrolled. This threshold may be modified by a decision of the Senate when deemed necessary.
(vi) Students who have completed the normal period of study and have only one remaining practical course for graduation (0-2, 0-4, or 0-8) are exempt from minimum enrollment quotas. Upon the student's written application and approval by the relevant administrative board, the course may be opened regardless of the number of students.
(vii) Students who are due to reach the maximum period of study at the end of the spring semester of the relevant academic year may enroll in up to four (4) courses offered in that year's summer term. Their status regarding the maximum period of study shall be reviewed upon completion of the summer term.
(viii) Students who have reached the maximum period of study and meet the application requirements may exercise their additional-exam or unlimited-exam rights in the summer term's final examinations. These students may also enroll in courses with attendance requirements.

Enrollment, Attendance and Duration of the Summer Term

ARTICLE IV – (i) Students may enroll in and attend courses during the summer term as follows:
a) Students may retake courses they have failed.

- b) Students may take courses to raise their cumulative grade point average (GPA).
- c) Students who have graduated by meeting all graduation requirements and who are not enrolled in the Pedagogical Formation Education Program may not take courses for GPA improvement.
- d) Students who have graduated by meeting all graduation requirements and who are not enrolled in the Pedagogical Formation Education Program in previous semesters may take only courses related to the Pedagogical Formation Education Program during the summer term.
- e) Students may take courses they previously missed.
- f) Students may take, from their current semester, courses they have not taken before.
- g) Students may not take new upper-year/upper-semester courses on the basis of GPA. However, in the fall and spring semesters, they may, on the basis of GPA, repeat courses previously taken and failed.
- h) Students may take a maximum of four (4) courses during the summer term.
- i) Students placed on probation at the end of the spring semester due to a GPA below 1.80 may take only courses from the semester in which they are on probation and from earlier semesters.
- j) Students who have completed their regular period of study may register for four (4) courses of their choice without the condition of being on probation.
- k) Add/drop or withdrawal is not permitted during the summer term, except for students whose documented valid excuse (e.g., death, illness, accident, military service) is approved by the relevant Administrative Board.
- l) Students who fail to meet the attendance requirement in the summer term shall be deemed absent and assigned the letter grade “D”.
- m) Turkish or foreign students who are active students at other higher education institutions in Türkiye or abroad and who apply with a valid student certificate may also take summer-term courses upon payment of the tuition fee.
- n) Unless otherwise decided, all courses are delivered face-to-face during the summer term, except for CoHE 5/1 compulsory courses and university-wide common elective courses.

(ii) Students who will reach the maximum period of study at the end of the spring semester may enroll in up to four (4) courses offered in the summer term. Their status regarding the maximum period of study shall be reviewed after the summer term.

(iii) Students who have reached the maximum period of study and meet the application requirements may exercise their additional-exam or unlimited-exam rights in the summer term final examinations. These students may also enroll in courses that require attendance.

(iv) In the summer term, the total contact hours for each course shall be equivalent to those in the fall and spring semesters. Summer courses run for seven (7) weeks, i.e., thirty-five (35) working days. The University Senate may shorten this period, provided that weekly contact hours are increased to maintain the same total. This period excludes course registration and final examination periods.

ARTICLE V – (i) Attendance is mandatory for courses taken in the summer term pursuant to the relevant legislation. Even if a student has previously satisfied attendance, they must attend at least seventy percent (70%) of theoretical course hours and at least eighty percent (80%) of practical and laboratory course hours, in accordance with the relevant article of the IGU Associate and Bachelor’s Degree Education, Instruction, and Examination Regulation on course attendance.

Taking Courses from Other Higher Education Institutions

ARTICLE VI – (i) Students may, during the summer term, take at other higher education institutions in Türkiye or abroad courses that are not offered at IGU, provided that the course’s local credit value is equal to or greater than that of the corresponding IGU course and the course content is appropriate.

(ii) To take courses at another higher education institution, the approval of the Department/Program Chair and a decision of the Administrative Board of the relevant unit shall be required.

(iii) Grades earned for courses taken at another higher education institution, in the absence of prior permission and a decision of the Administrative Board of the relevant Faculty/Vocational School, shall not be recognized.

(iv) Courses taken at other higher education institutions shall be counted toward the four (4)-course limit for the summer term.

(v) Upon the University’s receipt, by official mail, of the transcripts for courses taken at other higher education institutions, the student’s course exemption process shall be initiated.

(vi) Students may take, during the summer term, courses not offered at IGU from another higher education institution that offers the same department/program and whose base (minimum admission) score in the student’s year of admission was higher than that of the student’s home department/program. Courses may not be taken from departments/programs for which base scores are not comparable.

(vii) Double Major students may, as special students, take summer-term courses in a program with the same title at another university, provided that (a) the summer-term provisions apply, (b) they meet the minimum grade requirement of the Double Major Program, (c) the course content is at least eighty percent (80%) compatible, (d) the local credit is equal to or greater than that of the corresponding Double Major course, and (e) the Administrative Board of the relevant unit approves.

Examinations

ARTICLE VII – (i) Midterm and final exams are held for theory-based courses offered during the summer semester.

(ii) Midterm and final examinations are administered for the theoretical component of practice-oriented courses (e.g., 2-4, 2-2, 4-8, 1-2), and the assessment shall ensure that the practical component contributes to the course grade. Except for required/elective courses with identification codes of the Faculty of Dentistry undergraduate program, the course grade is calculated as 50% of mid-term work and 50% of the final examination score, provided the student earns at least 40 points on the final examination. For required/elective courses in the Faculty of Dentistry undergraduate program, the same weighting applies, provided the student earns at least 50 points on the final examination.

(iii) No midterm or final examinations shall be administered for courses consisting solely of practical work (e.g., 0-2, 0-4, 0-8). Grades shall be assigned on the basis of predefined assessment criteria.

(iv) Make-up examinations and comprehensive examinations shall not be administered during the summer term.

(v) Students required to attend classes, as well as those who will sit additional or unlimited examinations in theoretical courses, may enroll in summer-term courses upon payment of the tuition fee set at the rate determined per credit or contact hour.

Assessment

ARTICLE VIII – (i) Assessment of academic performance in summer courses shall follow the same rules as for courses offered in the fall and spring semesters. Grades earned in summer courses shall be included in

grade point average calculations at the beginning of the subsequent academic year.

(ii) Students who enroll in summer courses at other higher education institutions in Türkiye or abroad shall be issued a document indicating the course code, title, weekly contact hours, credits, and grades earned. A copy of this document shall also be sent, by official correspondence, to the university at which the student is registered.

Fees

ARTICLE IX – (i) Summer-term tuition fees, assessed per course or per credit/contact hour, shall be determined annually by the Board of Trustees separately for the following student groups:

- a) IGU Students, including scholarship students;
- b) Students enrolled at other higher education institutions in Türkiye;
- c) Students enrolled at higher education institutions abroad;
- d) Students who have reached the maximum period of study.

(ii) Excluding postgraduate programs, the additional instructional and examination fees payable per course hour to teaching staff engaged in summer courses shall be determined annually by the Board of Trustees according to academic title.

(iii) No additional course fees shall be paid to teaching staff for students' summer internships and field-based professional practice courses.

(iv) No additional course fees shall be paid to teaching staff for courses delivered via asynchronous distance education; only examination fees are payable for such courses.

(v) No examination fee shall be charged for courses without theoretical contact hours (e.g., 0-2, 0-4, 0-8).

Turkish and Foreign Language Preparatory Classes and Summer Education

ARTICLE X – (i) The following students may enroll in the Summer Education:

- a) IGU students who did not pass the preparatory language proficiency examination;
- b) Students enrolled at other higher education institutions in Türkiye;
- c) Students enrolled at higher education institutions abroad.

(ii) Language instruction in summer courses shall be at least thirty (30) hours per week and shall last no less than seven (7) weeks, including examinations.

(iii) Attendance in summer courses is compulsory. Students recorded as absent shall not be permitted to sit the end-of-term language proficiency examination.

(iv) Unless otherwise resolved by the University Senate, summer school courses shall be delivered face-to-face.

(v) Fees payable by students for summer school shall be determined separately by the Board of Trustees for IGU students, students from other domestic higher education institutions, and students from higher education institutions abroad.

Cases Not Covered by the Regulation

ARTICLE XI – (i) In matters not regulated by this Directive, the relevant legislation and decisions of the University Senate shall apply.

Enforcement

ARTICLE XII – (1) This Directive shall enter into force at the beginning of the 2023-2024 academic year.

Implementation

ARTICLE XIII– (1) The provisions of this Directive shall be implemented by the Rector of Istanbul Gelisim University.