

REGULATION OF STUDENT ADMISSION AFFAIRS OF İZMİR INSTITUTE OF TECHNOLOGY

Objective and Scope

Article 1. The objective of this regulation is to determine the principles to be observed in admission affairs of students to follow an undergraduate programme at the faculties, and a postgraduate programme at the Graduate School of Engineering and Sciences in İzmir Institute of Technology.

Education Types

Article 2. Associate degree programme, undergraduate programme and postgraduate programme shall be applied at İzmir Institute of Technology on the basis of the principles and times specified with laws, regulations and the decisions of the Higher Education Board.

Exam and assessment principles to be applied during the term of education shall be regulated with separate regulations.

Medium of Instruction

Article 3. Medium of instruction in İzmir Institute of Technology is English. However, courses, which have to be given in Turkish or in other languages, shall be determined by the Senate of the Institute.

Student Admission

Article 4. Student admission to the institute shall be regulated with the Higher Education Law and the principles to be determined by the Senate within the framework of the decisions of the Higher Education Board. All applications for admission to the Institute shall be made to the Chairmanship of Student Affairs Office.

Student Admission to Preparatory Class and Undergraduate Programmes

Article 5. Students shall be admitted to the preparatory class of the Institute and the first grades of undergraduate programmes according to the results of the exam to be done by Student Selection and Placement Center.

Admission of foreign students without examination is possible with decisions of the Higher Education Board and the principles determined by the Senate.

Student Admission to Postgraduate Programmes

Article 6. Principles concerning student admission to postgraduate programmes shall be based on the provisions of Postgraduate Education Regulation of İzmir Institute of Technology.

Admission through Transfer

Article 7. Transfers from other higher education institutions to the Institute shall be based on the regulations issued by the Higher Education Board and the principle decisions taken.

Students to be admitted to the Institute by way of transfer shall have English knowledge adequate to follow the courses. This level shall be determined with exams done by the Chairmanship of the Department of Foreign Languages.

Certificates of students, admitted through lateral transfer from higher education institution, where education is entirely based on English, and who have taken foreign language exams done by international organizations (TOEFL, ELTS, CAMB, PROF etc.) shall be assessed by the Department of Foreign Languages. Students, whose foreign language level indicated in the certificate is deemed adequate, shall not have to take English Proficiency Exam.

Students, who have passed all exams at the end of the first grade in İzmir Institute of Technology and whose grade point average is at least 60 %, may apply for transfer to another programme in the Institute. (1)

In order for the application from or out of the Institute to be put in process, the student is obliged to;

- a) shall make an application to the Chairmanship of Student Affairs Office within the times given in the calendar year,
- b) shall fulfill the other transfer conditions of the department applied.

Education times spent in the previous institution or programme by the transfer student shall be added to the education time calculation. The total time shall not exceed the times stipulated by law.

Transfer applications shall be settled by taking the opinion of applied department and with the decision of the Board of Directors of the faculty concerned. Equivalents of the previous courses of the students, whose transfer within and out of the Institute has been approved, as

well as the semester number to be adjusted shall be settled by the Board of Directors of the Faculty upon recommendation of the department.

Student may be admitted to postgraduate programmes by way of transfer in accordance with provisions of the Regulation of Postgraduate Education of İzmir Institute of Technology.

Special Students

Article 8. Special students are the students, who are allowed to take only some courses despite not being enrolled in one of the education programmes in İzmir Institute of Technology. Special students may be given a document, indicating the enrolled courses and the grades from these courses, if any. No other diploma or title shall be awarded to special students.

The grades of the courses enrolled under the title of special studentship, approved by the Board of Directors concerned, may be included in the average point calculations of students newly admitted to İzmir Institute of Technology.

Admission of special students to undergraduate programme courses shall depend on the decisions of the Head of the Department and the Dean; whereas the decisions of the Head of the Institute Department and the Institute Director as far as admission to masters courses are concerned.

Enrollment in the Institute and Transactions and Documents Required for Enrollment

Article 9. Enrollment transactions of students admitted to any education programme of the Institute shall be done by the Chairmanship of Student Affairs Office on the days determined with approval of the Rectorate. Students, who do not apply on the date determined for enrollment and who do not submit the required documents, shall not be enrolled.

For conclusion of enrollment of the students admitted to the Institute, the following conditions shall be looked for:

- a) A certificate obtained from a high school or a native or foreign school, deemed equivalent to high school by the Ministry of Education, for students admitted to English preparatory class and undergraduate programmes; a certificate, indicating entitlement to bachelor's degree within or out of the country for students admitted to postgraduate programmes,

b) No hindrances as far as health, military service, student visa etc. are concerned,

Enrollment of students, admitted to İzmir Institute of Technology and fulfilled the designated conditions, shall be concluded on condition that they provide the other documents to be specified by the Senate and they pay the tuitions determined for enrollment. Enrollment of students with lacking and distorted documents, shall be cancelled even if the transactions have been concluded.

Rearrangement of Enrollment Transactions

Article 10. Students have to have their enrollments rearranged by paying tuitions and having their schedules approved at the beginning of each semester and within the times announced in the calendar. Students are responsible for all enrollment rearrangement transactions and shall enroll by themselves.

It is possible for a student, whose excuse is approved by the Rectorate, to enroll in within course selection time. The student, who does not have his enrollment rearranged within the said time period, may have this transaction done at the beginning of the next semester with the decision of the faculty concerned or the Board of Directors of the Graduate School of Engineering and Sciences. Otherwise, he/she shall be deprived of his/her studentship rights totally. The time lost at unenrolled semesters of the student, enrolled as above, shall be added to his/her education period.

English Preparatory Class

Article 11. English knowledge of students, admitted to undergraduate and postgraduate programmes, shall be determined with “a Proficiency Exam” done by the Department of Foreign Languages.

English level of students, transferred from institutions based on English by one hundred percent as the medium of instruction and taking international foreign language exams (TOEFL, ELTS, CAMB, PROF etc.) may be designated by the Department of Foreign Languages as well.

Students, who cannot pass the English proficiency exam and whose language level is not found sufficient, shall be given preparatory education. The level of education to be given to

students shall be determined with a placement test to be done by the Department of Foreign Languages.

The typical time period of the preparatory class is two semesters. Preparatory class students, who have failed, may be granted an extension of two semesters at maximum.

Associate Degree Programme

Article 12. Principles related to associate degree to be awarded to students, who are enrolled in undergraduate programmes but who are in a position not to be awarded a bachelor's degree despite passing the courses of the first semesters and students, who are in the same position and who choose to carry on with their education in vocational high education schools, shall be regulated by the Senate within the framework of the decisions of the Higher Education Board. Enrollment of such students in undergraduate programmes shall be deleted.

Transcripts

Article 13. Courses taken and the grades got by all students of the Institute starting from the date of enrollment to the time of leave shall be recorded in the transcript of the student by the Chairmanship of Student Affairs Office. Upon demand of the student, approved copies of the transcripts shall be given to the student by hand or mailed to the notified addresses. Approved transcripts shall be sent to the public enterprises upon demand.

Issuance of transcripts, submission to students or communication to the authorized agencies shall be assumed by the Chairmanship of Student Affairs Office.

Diplomas

Article 14. Students, completing the education programme in accordance with the principles in the regulation, shall be awarded the diplomas and the certificates below.

- a) Associate Degree: Signatures of the head of the department, the dean and the chancellor shall be appended onto the diplomas awarded to the students, who are entitled to get an associate degree in the faculty departments, where undergraduate programme is applied.
- b) Bachelor's Degree: It shall be signed by the authorized dean and the chancellor. The faculty, the department and the programme, if any, of the student shall be written on the diploma.

- c) Double Major Degree: The signatures of the head of department, the dean and the chancellor shall be appended onto the diplomas, awarded to the students entitled to get a double major degree in the faculty departments, where double major programme is applied.
- d) Subspecialty Certificate: The signatures of the head of department, the dean and the chancellor shall be appended onto the diplomas, awarded to the students entitled to receive a subspecialty certificate in the faculty departments, where subspecialty programme is applied.
- e) Postgraduate Diploma: It shall be signed by the Institute Director and the Chancellor. The name of the Institute, the Institute Department and the programme received shall take place on postgraduate diplomas.

The shape, dimension of all diplomas and the information to take place on the diplomas shall be designated by the Senate.

(2) Abolished.

A temporary graduation certificate bearing the signatures of the Dean/Director of the Graduate School of Engineering and Sciences and the Chairman of Student Affairs Office may be awarded until preparation of diplomas and for once. If a diploma is lost, a new diploma shall be issued for once on condition that it is announced in a paper printed in Turkey, the charge due is repaid and the circumstance is declared with a petition. The phrase “Second Copy” shall be appended onto this diploma, awarded for the second time.

Titles

Article 15. For the titles bestowed with the diploma, transactions shall be done by the Senate of Izmir Institute of Technology upon recommendations of Interuniversity Board and within the framework of the decisions taken by the Higher Education Board. The titles shall be specified on the diploma.

Disenrollment

Article 16. Students may be disenrolled by applying to the Chairmanship of Student Affairs Office whenever they want to do so. This case shall be communicated to the department, the dean and the Graduate School of Engineering and Sciences. If the disenrolled student wants

to return to the Institute, he/she shall be subject to the same transactions as the students, applying for the first time or transferring.

The tuitions and charges paid shall not be returned to the disenrolled student.

Disconnection

Article 17. In order for the students, who are disenrolled voluntarily or with the decision of the Board of Directors of the Institute, discharged or leave the Institute, to get their diplomas or the personal documents in their files, they shall fulfill the transactions of disconnection determined by the Institute.

Permitted Leave

Article 18. Students may go on permitted leave under the conditions stated in article 19 on condition that they will make a return to the Institute.

Such students may be deemed permitted as given below:

- a) With the decision of the Department of Foreign Languages and approval of Rectorate in preparatory classes,
- b) With the decision of the Board of Directors of the Faculty in undergraduate programmes,
- c) With the decision of the Board of Directors of the Graduate School of Engineering and Sciences in postgraduate programmes.

Students may be given a leave of 2 (two) semesters at maximum in the preparatory class, 4 (four) semesters at maximum in undergraduate programmes, 4 (four) semesters at maximum in postgraduate programmes.

Times of leave shall not be included in the time of education.

Conditions for being Considered on Leave

Article 19. Students may be given a semester leave on the basis of the grounds and documents below.

- a) Sick leave: A semester leave may be given to students on condition that it is certified with an official Health Committee Report covering the time, which will require

issuance of a semester leave. The first authority to which the student shall apply is the Health Center of the Institute excluding emergencies.

- b) Military Service Leave: A military service leave may be given if students recruited when transaction of deferment of conscription cannot be done due to mandatory grounds.
- c) Leave for Financial and Familial Grounds: This leave may be given in case of disease, natural disasters or similar circumstances, which arise suddenly and having an impact on sustenance of the student.
- d) Students may be given leave for the purpose of education abroad or in case of educational assignments.

Students, who are announced to be arrested, convicted or sought by the concerned authorities shall not be given leave.

Application for Leave

Article 20. Applications for leave shall be made to the head of the department concerned or the Graduate School of Engineering and Sciences with a well-grounded petition. It shall be finalized with the decision of the board of directors in charge and the result shall be announced to students by the Chairmanship of Student Affairs Office.

Applications for leave shall be made on a semester basis and within the course taking periods.

Applications to be made after expiration of the said time shall not be put in process excluding sudden diseases and unexpected cases.

Return from Leave

Article 21. Students, given leave, shall be applied the transactions below as soon as they return to the Institute.

- a) Education received and courses taken by students, who went on a leave abroad for a specific time with educational purposes, shall be assessed by the board of directors in charge.
- b) Students, who were given leave for other grounds, carry on with their education at the end of their leave by being enrolled with a typical procedure applied for the relevant semester.

- c) Whereas, students, who took leave on account of disease, shall prove that they have gained their health back with a Health Committee Report so that they can carry on with their education.

Advisors

Article 22. Advisors shall be assigned among academics within the framework of the relevant regulations for assisting issuance of schedules of students and engaging in other issues.

Internships

Article 23. Occupational internships to be done on a mandatory basis taking into consideration the particulars of specialty fields shall be regulated by the Senate of Izmir Institute of Technology within the framework of the decisions taken by the Higher Education Board.

Discipline Affairs

Article 24. Discipline affairs of students shall be conducted in accordance with the provisions of the Student Discipline Regulation, issued by the Higher Education Board.

In communal events as a result of which a discipline prosecution has to be started, an enquirer or board of inquirers may be assigned to perform at an institute level with approval of the chancellor. The inquirer or enquirers should not have to be a member of the same faculty or the unit as the students about whom a discipline prosecution has been started.

Scholarships and aids

Article 25. Allocation of scholarships and aids to students shall be assumed by a commission to be established by the Rectorate in accordance with the regulation to be issued.

Health services

Article 26. Health services to be rendered to students and procedures to be applied to sick students shall be arranged with a separate regulation.

Tuitions and Charges

Article 27. Charges to be collected from students out of tuitions, determined with the decision of the Cabinet, shall be settled by the Board of Directors of the Institute. Transaction to be

done about students not making the payments due including tuitions and other charges shall be settled by the Board of Directors of the Institute.

Enforcement

Article 28. This regulation shall be put into force on the date of its issuance.

Execution

Article 29. Provisions of this regulation shall be executed by the Chancellor of İzmir Institute of Technology.

Dates and numbers of the official gazettes in which the amendments made in the regulation were published

<u>Date</u>	<u>Number</u>	<u>Amendment</u>
(1) 31/10/2000	24216	*Paragraph 4 of article 7 has been amended *Subparagraph (b) of paragraph 5 of article 7 has been abolished. *The phrase “term” taking place in the regulation has been replaced by the phrase “semester”.
(2) 05/10/2007 (bis)	26664	Paragraph 3 of article 14 has been abolished.