

REPUBLIC OF TÜRKİYE  
İSTANBUL KÜLTÜR UNIVERSITY

**ASSOCIATE AND UNDERGRADUATE DEGREE  
SPECIAL STUDENT DIRECTIVE**

MEETING DATE	MEETING NO	DECISION NUMBER
November 07, 2024	2024-2025/4	4

## PART ONE

### Purpose and Scope, Legal Basis, and Definitions

#### Purpose and Scope

ARTICLE 1 – (1) The purpose of this directive is to determine the procedures and principles regarding students who are registered in a higher education institution and wish to study at our University to experience a different higher education environment, culture, and gain, or due to special circumstances, health, and similar reasons—provided that their registration remains at their home university—as well as the continuation of education of our University's students at other higher education institutions in the same manner.

#### Legal Basis

ARTICLE 2 – (1) This Directive has been prepared based on the "Regulation on the Principles of Transfer Between Associate and Undergraduate Degree Programs, Double Major, Minor, and Inter-institutional Credit Transfer in Higher Education Institutions" published in the Official Gazette dated 24.04.2010 and numbered 27561, and the provisions of the relevant legislation.

#### Definitions

ARTICLE 3 – (1) In this directive, the following terms shall express:

- a) Department/Program:** All departments/programs of faculties, schools, and vocational schools affiliated with İstanbul Kültür University,
- b) Relevant Board:** The administrative boards of faculties, schools, and vocational schools affiliated with İstanbul Kültür University,
- c) İKÜ:** İstanbul Kültür University,
- ç) Special Student:** A student who is enrolled in a higher education institution and is granted the opportunity to continue their education in a different higher education institution due to special circumstances, health, and similar reasons, or because they wish to acquire a different higher education environment, culture, and attainment, provided that their registration remains at their own university,
- d) Rector:** The Rector of İstanbul Kültür University,
- e) Senate:** The Senate of İstanbul Kültür University,

- **f) Regulation:** The İstanbul Kültür University Associate and Undergraduate Education and Exam Regulation.

## **PART TWO**

### **Special Student Status**

#### **İKÜ Students Taking Courses from Other Universities under Special Student Status**

**ARTICLE 4 – (1)** İKÜ associate and undergraduate students, provided that their student status continues, may take courses as a "special student" from the associate and undergraduate programs of another higher education institution by their own choice or due to various reasons such as health and similar circumstances. The credits of the courses or practices taken from another higher education institution at the same level as a special student may be counted toward the obligations in the diploma program in which they are registered, by the decision of the relevant board.

(2) The conditions for İKÜ associate and undergraduate students to take courses from another higher education institution as a "special student" are as follows:

- **a)** The İKÜ student must apply to the head of their own department/program where they are registered, attaching the document specifying the credit and content of the course(s) to be taken (which must be verifiable from the website of the relevant University) and the weekly course schedule to their petition, at least ten business days prior to the start of the registration renewal period for the relevant semester.
- **b)** A decision of the relevant board shall be taken, evaluating the opinion of the department/program chairmanship, regarding whether the course(s) the student wants to take are equivalent in terms of content and credit/ECTS to the course(s) in their own program, which course(s) they can take, and how many academic semesters they can attend, not exceeding two semesters. If the decision of the relevant board is deemed appropriate by the Senate, they may be permitted to take courses under special student status at another higher education institution. The student is obliged to take all the courses that are included in the relevant semester of the program they wish to attend and are accepted as equivalent.
- **c)** The Senate decision is notified to the higher education institution the student wishes to attend by the relevant dean's office / directorate, and the student's application must be approved by the university where the courses are requested to be taken as a special student.
- **ç)** Special students cannot perform course withdrawal or course drop procedures.
- **d)** Professional Practice/Workplace Practice/Internship courses cannot be taken from another university under special student status.
- **e)** Students who go to another university as a special student cannot take courses at İKÜ during their special student status period, including their enrollment in Double Major or Minor programs.
- **f)** The student's student rights at İKÜ continue; however, they cannot benefit from the student rights regarding diplomas and status of the higher education institution and program where they take courses as a special student.
- **g)** The equivalents of the success grades for the courses taken from another higher education institution at İKÜ are determined by the decision of the relevant board by performing a conversion process within the framework of the provisions of the İKÜ Associate and

Undergraduate Education and Exam Regulation, and the letter success grades are processed into the Student Information Management System.

- **ğ)** Students studying in programs whose language of instruction is Turkish must document that their foreign language level is sufficient in order to take courses from programs whose language of instruction is a foreign language.
- **h)** Special students continue to pay the student tuition fee/contribution in full, regardless of whether they take courses in the department/program at İKÜ in that semester.
- **ı)** Students who will take courses from the relevant programs of another higher education institution as a special student shall pay the summer school fee to the higher education institution where they take the course.
- **i)** Students in special student and exchange programs pay the tuition fee/contribution to the higher education institution where they are registered.
- **j)** The total ECTS credits of the courses that special students can take in a semester must comply with the ECTS credit limits that can be taken in a semester as determined in the İKÜ Regulation. İKÜ students who go to other universities as special students cannot take any courses other than the courses of the semester they are entitled to take at our University. Students can take the courses of the semester they are entitled to take at our University from different semesters of the universities they attend.
- **k)** Students studying in programs whose language of instruction is a foreign language cannot study as special students in programs whose language of instruction is Turkish.
- **l)** A student who wishes to become a special student due to health, life safety, etc., reasons is obliged to submit the document to be obtained from the competent authorities as an attachment to their application.
- **m)** In applications made to take courses as a special student at higher education institutions abroad, the relevant institution must have a certificate indicating that it is recognized by the Presidency of the Council of Higher Education (YÖK).

### **Special Students Coming to İKÜ from Another Higher Education Institution**

**ARTICLE 5 – (1)** Associate and undergraduate students of another higher education institution may take courses from İKÜ associate and undergraduate programs as a "special student" by their own choice or due to various reasons such as health and similar circumstances.

(2) The conditions for taking courses from İKÜ associate and undergraduate programs as a "special student" are as follows:

- **a)** A student who wishes to take courses from İKÜ as a special student must apply to the relevant Faculty Dean's Office / School / Vocational School Directorate at least ten business days prior to the start of the registration renewal period of the relevant semester, by attaching the favorable decision of their own higher education institution in accordance with its legislation, a photocopy of their identity card, the student certificate obtained from their institution, an approved transcript, and a disciplinary status document to their petition. Whether the student will be admitted to the course(s) is decided by the relevant board, taking into account the opinion of the relevant department/program chairmanship. If the decision is favorable, the person becomes entitled to special student status with the approval of the Senate. The decision is notified to the university from which the student came by the relevant dean's office / directorate at İKÜ.

- **b)** In the total credits of the courses that can be taken in a semester with special student status, the legislation of the higher education institution where the student is registered is taken into account.
- **c)** Students accepted as special students cannot benefit from the diploma or status-oriented student rights of İKÜ during their special student status at İKÜ.
- **ç)** During the period the student studies at İKÜ, the provisions of the İKÜ Regulation shall apply to attendance, exams, and success evaluation.
- **d)** At the end of the special student period, the courses taken by the student and their success status shall be sent in writing to the relevant higher education institution by the relevant faculty dean's office or school/vocational school directorate.
- **e)** Students who wish to take courses at our University as a special student must pay the fee determined per ECTS credit of the courses they have requested.
- **f)** During their special student status, they must comply with the rules of attendance, exams, discipline, etc., that the registered students of our University and the unit where they are a special student must comply with, as well as the provisions of the regulation and academic calendar, and must perform the necessary procedures on time and completely at all stages of the process.

**(3)** A temporary student identification card is issued by the Department of Student Affairs to the student who registers at our University as a special student. A student who completes their special student period at İKÜ completes the clearance (termination of relationship) procedure and returns the temporary ID card before leaving.

## **PART THREE**

### **Duration of Special Student Status**

**ARTICLE 6 – (1)** The special student opportunity can be utilized for a maximum of two semesters during a program duration. This period may be extended upon the request of the student and only by the decision of the Council of Higher Education (YÖK) within the framework of the following conditions:

- **a)** It must be documented with a medical board report obtained from a state hospital or a state university hospital that a serious illness that cannot be treated in the province of residence has been diagnosed after the student was placed in the higher education institution due to their education, or that the existing illness has progressed.
- **b)** There must be a proposal from the university administrative board stating that it is not possible for the student to continue their education at the higher education institution where they are registered due to acts such as assault or violence to which they were subjected.

**(2)** Turkish citizen students studying at higher education institutions abroad can benefit from the special student opportunity for a maximum of two semesters.

**(3)** The time spent in special student status is counted towards the instructional duration of the program in which the student is registered.

**(4)** In the event that the student does not deposit the contribution fee on time, or if it is determined that they have committed an act constituting a crime according to the provisions of the Higher Education Institutions Student Discipline Regulation and the relevant board decides that the special

student status should be terminated, their special student status shall end without considering the period in the registration process.

(5) Special students are not sent to and are not accepted into preparatory classes.

(6) For special students coming from domestic/foreign higher education institutions with which İKÜ has an education-training protocol within the scope of exchange programs, the provisions in the relevant protocols shall apply.

## **PART FOUR**

### **Miscellaneous and Final Provisions**

#### **Cases with No Provisions**

**ARTICLE 7 – (1)** In cases where there is no provision in this Directive, the provisions of other relevant legislation and the decisions of the Council of Higher Education and the Senate shall apply.

#### **Repealed Directive and Effectiveness**

**ARTICLE 8 – (1)** The T.C. İstanbul Kültür University Associate and Undergraduate Education Special Student Directive dated October 31, 2013, and numbered 3 has been repealed.

(2) This Directive enters into force on the date it is accepted by the T.C. İstanbul Kültür University Senate and published following the approval of the Board of Trustees.

#### **Execution**

**ARTICLE 9 – (1)** The Rector of İKÜ executes the provisions of this Directive.