

ISTANBUL KÜLTÜR UNIVERSITY

MICROCREDIT IMPLEMENTATION PRINCIPLES

MEETING DATE	MEETING NO	DECISION NUMBER
11.09.2025	2024-2025/20	2

FIRST CHAPTER

Purpose, Scope and Legal Basis

Article 1- (1) The purpose of these Principles is to record the official and meaningful activities carried out by students during their university life through the Microcredit System, which is structured in accordance with the student-centric principles of T.C. Istanbul Kültür University and developed in line with the goal of providing a holistic university experience that encompasses not only academic success but also social, cultural, and professional development; and to make the student's development visible by including these efforts in the diploma supplement.

Scope

Article 2- (1) The Microcredit System covers extracurricular activities conducted with the University that are actively participated in by students, have measurable outcomes, and are of a documentable nature; including student clubs, academic projects, volunteer work, art-culture events, national and international representation, training programs, and co-curricular activities.

Legal Basis

Article 3- (1) These Principles have been prepared within the scope of the Higher Education Law No. 2547, the "Istanbul Kültür University Associate Degree and Undergraduate Education and Exam Regulations", the "Istanbul Kültür University Graduate Education, Training and Exam Regulations", and the provisions of other relevant legislation.

Definitions

Article 4- (1) In these Principles, the following terms shall express;

- **PUMA:** Abbreviation for Performance and Upskilling Management; it refers to the digital mobile application launched by the Istanbul Kültür University Department of Information Systems and Technologies, which records students' extracurricular activities, performances, and competencies, is supported by gamification techniques, and provides university-approved document generation,
- **Project Manager:** The academic or administrative staff responsible for the planning, execution, monitoring, and reporting of applied and approved Microcredit practices,

- **Microcredit System:** The sustainable, development-oriented, and participation-based system designed to support, document, and encourage the extracurricular academic, cultural, social, and voluntary activities carried out by students within the university,
- **SAP ORION:** The process management platform that enables students and academics to track their academic processes in a digital environment,
- **Mentorship System:** The mentorship program at Istanbul Kültür University in which upper-class students share their knowledge and experience to guide first-year students through their academic and social adaptation processes.

SECOND CHAPTER

Activity Types and Characteristics

Taking Part in Academic and Social Activities

Article 4- (1) Students who take part in academic and social activities within the University for at least 25 hours and actively contribute to projects shall be defined in the PUMA System by the project manager and evaluated within the scope of the Microcredit System.

Taking Part in Student Clubs

Article 5- (1) The activities of students who take an active role in one of the student clubs for at least one academic year, for not less than 25 hours, shall be evaluated within the scope of the Microcredit System upon the written notification of the respective club advisor and the approval of the Student Dean's Office.

(2) The activities to be evaluated cover events taking place after the effective date of these implementation principles.

Participating in Approved Training Programs

Article 6- (1) The activities of students who participate in projects and training programs organized by the University with a duration of at least 25 hours may be evaluated within the scope of the Microcredit System.

(2) A maximum of two programs with a duration of less than 25 hours may be evaluated within the scope of the Microcredit System, provided that they complete a total of 25 hours and are approved by the Student Dean's Office.

Social Contribution Work

Article 7- (1) Volunteering activities of at least 25 hours carried out before non-governmental organizations shall be evaluated within the scope of the Microcredit System, provided that they are documented by the relevant Non-Governmental Organizations (NGOs) and approved by the Student Dean's Office.

Peer Mentorship Duty

Article 8- (1) Students who serve for one Academic Year within the scope of the university's mentorship systems and are entitled to receive a mentorship certificate can document these activities only once within the scope of the Microcredit System.

THIRD CHAPTER

Crediting, Application and Tracking

Credit Equivalent and Termly Limit

Article 9- (1) Each activity approved within the scope of the Microcredit System is accepted as the equivalent of 1 ECTS and is only recorded in the diploma supplement.

(2) These activities have no local credit, do not count towards the Cumulative Grade Point Average (GPA), and do not directly contribute to graduation requirements.

(3) A student may apply for a maximum of four different activities in a semester, with a limit of one activity from each of the activity types specified in the Second Chapter of these Principles.

(4) A maximum of four activities of the student can be approved at the end of the semester, and the student can earn a maximum of 4 ECTS in total.

Activity Calendar, Activity Application Process and Announcements

Article 10- (1) The activity calendar is planned for each semester by the Student Dean's Office; the activities to be evaluated are announced via the PUMA System at the beginning of the relevant semester, and applications are collected through the PUMA System.

Application Conditions

Article 11- (1) IKU associate degree and undergraduate students with a cumulative grade point average of at least 2.0, and IKU graduate students with a cumulative grade point average of at least 3.0, may apply to the Microcredit System.

(2) This condition is not sought for first-semester students. Preparatory school students are not evaluated within the scope of microcredit.

Activity Approval Process

Article 12- (1) The activity record for which the student declares participation and applies at the beginning of the term shall be evaluated by the Student Dean's Office through the PUMA System until the last day of final exams, and the results shall be transferred to the SAP ORION System.

FOURTH CHAPTER

Miscellaneous and Final Provisions

Cases for Which There Is No Provision

Article 13- (1) In cases where there is no provision in these Principles, the Law No. 2547, provisions of other relevant legislation, and the decisions of the Senate shall apply.

Entry into Force

Article 14- (1) These principles shall enter into force on the date of their publication following the suitability approval of the Istanbul Kültür University Senate and the approval of the Board of Trustees.

Execution

Article 15- (1) These principles shall be executed by the Rector of Istanbul Kültür University.