

ISTANBUL KÜLTÜR UNIVERSITY
PRINCIPLES AND PROCEDURES
FOR TAKING COURSES FROM OTHER INSTITUTIONS IN SUMMER SCHOOL

DATE OF MEETING	MEETING NO.	DECISION NO.
April 22, 2026	2025-2026/11	2

CHAPTER ONE

Purpose, Scope, Legal Basis, and Definitions

Purpose

ARTICLE 1 – (1) At the meeting of the Senate of our University dated July 4, 2024, and numbered 2023-2024/18, it was unanimously decided, pursuant to Articles 14 and 44 of the Higher Education Law No. 2547 and Article 12 of the Istanbul Kültür University Associate and Undergraduate Education and Examination Regulations, that summer education would no longer be implemented as of the 2024–2025 academic year. In line with this decision, the purpose of these principles and procedures is to determine the rules governing students enrolled at Istanbul Kültür University who wish to take courses during summer school at another higher education institution, within the framework of the relevant legislation.

Scope

ARTICLE 2 – (1) These principles and procedures apply to students of Istanbul Kültür University who request to take courses from another higher education institution during summer school, as well as to the authorized units and personnel responsible for carrying out the relevant procedures.

Legal Basis

ARTICLE 3 – (1) These principles and procedures are based on:

- Higher Education Law No. 2547,
- Article 7/c of Law No. 2547 as amended by Law No. 2880,
- Istanbul Kültür University Associate and Undergraduate Education and Examination Regulations,
- Decision No. 2 of the Istanbul Kültür University Senate Meeting dated July 4, 2024, and numbered 2023-2024/18.

Definitions

ARTICLE 4 – (1) In these Principles and Procedures:

- a) **Academic Unit:** Faculties, Vocational Schools, and Schools within Istanbul Kültür University,
- b) **Relevant Administrative Boards:** Faculty, Vocational School, and School Administrative Boards,
- c) **Student:** Students enrolled at Istanbul Kültür University,
- d) **Rector:** The Rector of Istanbul Kültür University,
- e) **Senate:** The Senate of Istanbul Kültür University,
- f) **University (IKU):** Istanbul Kültür University,
- g) **Summer School:** An educational program conducted during the summer period outside the regular Fall and Spring semesters,
- h) **Summer School Commission:** The commission established within Faculties, Vocational Schools, or Schools in accordance with these principles and procedures to ensure the orderly evaluation and processing of students' requests regarding courses they wish to take at other higher education institutions during summer school,
- i) **THEQC (YÖKAK):** The Turkish Higher Education Quality Council.

CHAPTER TWO

General Application Requirements and Evaluation for Summer School

ARTICLE 5 – (1) Students wishing to take courses during summer school at other higher education institutions shall be evaluated in accordance with the Istanbul Kültür University Associate and Undergraduate Education and Examination Regulations and the following conditions:

- a) Only students currently enrolled at the University may apply to take courses from other higher education institutions during summer school.
- b) The universities from which students may take summer school courses shall be determined by the University Senate upon the recommendation of the relevant Administrative Board. If the Senate has not specified eligible institutions, students may take courses from another higher education institution that offers the relevant program and whose minimum admission score for the year in which the student enrolled is equal to or higher than that of the student's own program. For students enrolled through horizontal transfer, vertical transfer, double major, or minor programs, the comparison shall be based on the admission score of the program in which the student wishes to participate in summer school and the corresponding admission score of the other institution for the same year.
- c) If the relevant program at the host institution does not have a published minimum admission score in the ÖSYM Higher Education Programs and Quotas Guide, the score of the last admitted student shall be used. If the program did not admit students in that year, the previous year's minimum score shall be taken into consideration.
- d) For students enrolled in accredited programs at IKU, the Summer School Commission shall determine whether accreditation is also required at the host institution. If accreditation is deemed necessary, the relevant department or program at the host institution must be accredited at the time of application.
- e) Students enrolled in English-medium programs at IKU may take summer school courses only in English from equivalent programs at the host institution.
- f) In order to take summer school courses at a foreign higher education institution, recognition/equivalency by the Council of Higher Education (YÖK) is required. All provisions and procedures in this regulation shall apply equally to institutions meeting this requirement.
- g) For online (distance-learning) courses offered by another higher education institution, the Summer School Commission shall evaluate the adequacy of the course and determine whether the student may take it, considering the nature of the course and its delivery method.
- h) Preparatory Class students taking courses outside the University during summer school shall be considered successful only if:
 - 1) They have received education at a minimum **B2 level** according to CEFR standards;
 - 2) The institution attended is accredited by a national or international accreditation body recognized by YÖKAK;
 - 3) They achieve at least:
 - **80/100** for language program students,
 - **60/100** for students in other programs,
 - **70/100** for graduate program students,

in the proficiency examination conducted at the end of the summer school.

CHAPTER THREE

Summer School Commission and Its Duties

ARTICLE 6 – (1) A Summer School Commission shall be established within each Faculty, Vocational School, or School to evaluate students' requests regarding courses they wish to take at other higher education institutions during summer school and to ensure the orderly conduct of the process. The Commission shall consist of at least three (3) faculty members or instructors appointed by the relevant Dean or Director and representing the relevant departments. The primary duties of the Summer School Commission are:

- a. To evaluate courses that students wish to take from the summer school programs of other higher education institutions, verify their compatibility, and approve course equivalencies.
- b. To communicate student requests and Commission approvals to the relevant Dean's Office or Directorate.
- c. Where grading systems differ between institutions, to prepare recommendations regarding grade, coefficient, and scale conversions in accordance with applicable legislation and submit them to the relevant Dean's Office or Directorate.
- d. The Commission shall be accountable to the relevant Dean or Director.

CHAPTER FOUR

Student Application and Registration Procedures

Student Application Process

ARTICLE 7 – (1) The higher education institution from which summer school courses will be taken shall be selected and evaluated by the relevant Administrative Board in accordance with the following provisions:

- a) Application Requirement:** Students must apply to their program at IKU before taking courses from another institution during summer school. The application must include the Summer School External Course Registration Form published on the Student Affairs Directorate website together with all required supporting documents. Applications will be evaluated by the Summer School Commission. Courses taken without prior approval shall not be recognized and grades obtained shall be invalid.
- b) Credit Equivalency:** The credit value of a course offered by another institution may be at most 1 ECTS credit lower than the equivalent course at IKU.
- c) Course Content Compatibility:** In addition to credit equivalency, the course content must be evaluated and approved by the Summer School Commission and subsequently approved by the relevant Administrative Board. Courses lacking such approval shall not be recognized.
- d) Application Deadline:** Requests to take courses at another institution must be submitted to the relevant Program Chair within one (1) week following the start of the host institution's summer school period. Applications submitted after this deadline shall not be processed.
- e) Grade Conversion and Transcript Processing:** Grades earned at another institution shall be converted according to applicable legislation and conversion tables determined by the Dean's Office or Directorate. Converted grades shall be entered into the student's transcript as equivalent courses no later than the end of the course registration period of the following Fall Semester. They shall be reflected in the GPA at the beginning of the subsequent semester.

f) Academic Calendar Compatibility: Students must ensure that grades from the host institution are submitted to IKU before the start of registration and course selection for the following Fall Semester. The student, the host institution, and the relevant University units are jointly responsible for monitoring this process.

g) Course Eligibility: Students may take:

- Courses from lower semesters that they have never taken,
- Courses for which they were not eligible to sit the examination,
- Failed courses,
- Courses they wish to repeat to improve their GPA.

h) Credit Limit: Students may take a maximum of 20 ECTS credits during summer school (based on the ECTS value of equivalent IKU courses). Students subject to the national credit system may take a maximum of 12 national credits.

i) Taking Courses from Higher Semesters: Students with a GPA of 3.00 or above may take courses from one or two higher semesters, provided there is no other obstacle under these Principles and Procedures. *For example, a student who has completed the fourth semester may only take courses offered in the fifth and sixth semesters. The course to be taken from an upper semester must be a course listed in the upper semester of our University's academic curriculum, and there must be no conditions preventing the student from enrolling in that course.*

j) Graduation Status: Students who have already met all graduation requirements under the University's Associate and Undergraduate Education and Examination Regulations may not take summer school courses.

k) Graduation Project / Capstone Project: Applied courses such as graduation projects or capstone projects may not be taken from another institution during summer school.

l) Workplace Training, Internship, and Applied Workplace Courses: Whether such courses may be taken externally during summer school shall be determined by the relevant Administrative Boards.

m) Duration of Study: Time spent in summer school shall not be counted toward the student's maximum period of study.

(2) For compulsory Council of Higher Education (YÖK) courses under Article 5(i) of Law No. 2547, neither the minimum admission score requirement nor the credit equivalency requirement shall apply.

Student Registration Process

ARTICLE 8 – (1) Students wishing to take courses from another higher education institution during summer school must follow the steps below:

1. A printout of the course description(s) for the course(s) to be taken from the summer school program of the other higher education institution must be obtained from the course catalog available on the institution's website. The printed document must clearly indicate the relevant web address.
2. The Summer School External Course Registration Form published on the website of the Student Affairs Directorate of IKU must be completed.
3. The student shall apply to the relevant program chair at IKU with:

- the completed Summer School External Course Registration Form,
 - the course descriptions of the intended courses,
 - a document showing the minimum admission score of the program/department at the host institution for the year in which the student enrolled at IKU.
4. The Summer School Commission established within the Faculty/Vocational School/School shall evaluate:
- a. The content and ECTS/national credit compatibility of the course(s) applied for;
 - b. Whether the admission score of the program at the host institution is compatible with that of the student's program for the year of enrollment;
 - c. The student's transcript and current semester status to determine whether the course may be taken during summer school and whether there is any obstacle preventing enrollment. Following the evaluation, the section designated for the Summer School Commission on the Summer School External Course Registration Form shall be signed within a maximum of three (3) working days after the application.
 - d. The Commission-approved application form and other required documents shall be submitted to the relevant Dean's Office/Directorate. If the relevant Administrative Board approves the request, the student may take the course(s) at the other higher education institution. Applications that are not approved shall be communicated to the student in writing together with the reasons for rejection.
- (2) If, for any reason (such as the course not being offered or the student deciding not to enroll), registration is not completed at the other institution, the student must submit a petition to the relevant program chair requesting cancellation of the course approval within two weeks following the approval decision.

CHAPTER FIVE

Cases Not Covered, Entry into Force, and Execution

Cases Not Covered

ARTICLE 9 – (1) In matters not addressed by these Principles and Procedures, the provisions of the Istanbul Kültür University Associate and Undergraduate Education and Examination Regulations, other relevant legislation, and the decisions of the Council of Higher Education (YÖK), the Senate, and the University Administrative Board shall apply.

Repeal

ARTICLE 10 – (1) As of the date these Principles and Procedures enter into force, the Istanbul Kültür University Summer School External Course Registration Principles and Procedures, approved at the Senate Meeting dated 10 April 2025 and numbered 2024–2025/13, together with all related amendments, shall be repealed.

Entry into Force

ARTICLE 11 – (1) These Principles and Procedures shall enter into force on the date of publication following approval by the Senate of Istanbul Kültür University and the Board of Trustees.

Execution

ARTICLE 12 – (1) These Principles and Procedures shall be executed by the Rector of Istanbul Kültür University.