

**T.C.**  
**ISTANBUL KÜLTÜR UNIVERSITY**

**SUMMER EDUCATION PROCEDURES AND PRINCIPLES FOR EXTERNAL COURSE TAKING**

**SECTION ONE**

**Purpose, Scope, Premise and Definitions**

**Purpose**

**Article 1- (1)** At the meeting of the Senate of our University dated July 4, 2024 and numbered 2023-2024/18, in accordance with Articles 14 and 44 of the Higher Education Law No. 2547 and Article 12 of the Istanbul Kültür University Associate and Undergraduate Education and Training Regulation, it was unanimously decided not to implement summer education as of the 2024-2025 academic year. In line with this decision, the purpose of these procedures and principles is to determine the principles regarding the ability of students enrolled at T.C. Istanbul Kültür University to take summer courses at another higher education institution within the framework of the relevant legislation provisions

**Scope**

**Article 2- (1)** These procedures and principles cover the students of T.C. Istanbul Kültür University who request to take courses from another higher education institution in summer education and the units and personnel authorized to carry out transactions.

**Premise**

**Article 3- (1)** Law No. 2547 on Higher Education, Law No. 2547 as amended by Law No. 2880 Article 7/c, T.C. Istanbul Kültür University Associate and Undergraduate Education and Training Regulations and T.C. Istanbul Kültür University Senate Meeting No. 2 Decision No. 2023-2024/18 dated July 4, 2024.

**Definitions**

**Article 4- (1)** These Procedures and Principles refer to;

- a) Academic Unit: Faculty / Vocational School within T.C. Istanbul Kültür University  
High School
- b) Related Administrative Boards: Faculty / Vocational School / School of Management Boards,
- c) Student: Registered students of T.C. Istanbul Kültür University,
- ç) Rector: Rector of T.C. Istanbul Kültür University,
- d) Senate: T.C. Istanbul Kültür University Senate,
- e) University (IKU): T.C. Istanbul Kültür University,
- f) Summer Education: The education program applied in the months outside the normal two semesters of the academic year (Fall-Spring) and covering the summer period,
- g) Summer Education Commission: The commission established within the Faculty/Vocational School and School of Higher Education in accordance with these procedures and principles and ensuring the regular execution of the requests of the students regarding the courses they will choose in summer education in other higher education institutions.

## SECTION TWO

### Summer School General Application Requirements and Evaluation

**ARTICLE 5- (1)** Students who wish to take summer courses at other higher education institutions are evaluated within the framework of T.C. Istanbul Kültür University Associate and Undergraduate Education and Training Regulations and the following conditions:

- a) Only registered students of our university can apply to take courses from different higher education institutions within the scope of summer teaching.
- b) In line with the decision taken at the Higher Education Executive Board meeting dated 25.06.2014, students can take courses in summer education from another higher education institution with a base score equal to or higher than the base score of the department / program of the year they enrolled in our university. In the base score control of students enrolled in transfer, vertical transfer, double major and minor programs; the base score of the year in which the student enrolled in the relevant program in which the student wants to participate in the summer education and the base score of the program in the other higher education institution where the course is desired to be taken for the same year are taken as basis.
- c) If the relevant department or program in the other higher education institution where the student will take courses in summer education does not have a base score in the ÖSYM Higher Education Quota Guide, the most recent placement score for the relevant department is taken as the base score (ÖSYM Guide). If the relevant department or program has not admitted students in the relevant year, the base score of the previous year is taken into consideration.
- d) The relevant Summer Education Commission evaluates whether students enrolled in departments and programs with accreditation at IKU will also be required to seek accreditation in other higher education institutions where they will take courses in summer education.
- e) Students enrolled in departments and programs at IKU that provide education in English can take the courses they will take in summer education only in English from the relevant departments and programs at other higher education institutions.
- f) In order to take summer courses from higher education institutions abroad, the equivalence of the Council of Higher Education is required. For those who meet the equivalency requirement, all other procedures/principles/rules in this legislation and all other procedures/principles/rules apply exactly the same.
- g) In order to take online (distance) courses from another higher education institution in summer education, the Summer Education Commission evaluates the adequacy of the courses and whether the student can take this course according to the application format of the relevant course of the departments and programs.
- h) Students can take a maximum of 20 ECTS courses (equivalent to the ECTS value of equivalent courses at IKU) in summer education. Students subject to the national credit system can take a maximum of 12 national credits.

## SECTION THREE

### Summer Education Commission and Duties

**ARTICLE 6- (1)** In order to evaluate the requests of the students of the Faculty / Vocational School / School of Higher Education of our University regarding the courses they will choose in summer education in other higher education institutions and to ensure that the process is carried out in an orderly manner, a Summer Education Commission consisting of at least three (3) faculty members / lecturers to be appointed by the relevant Dean / Director and to represent the relevant departments is established

within the Faculty / Vocational School / School. The main duties of the relevant Summer Education Commission within the scope of these procedures and principles;

- a) Evaluates the courses that students enrolled in the Faculty/Vocational School/School of Higher Education want to take from the summer education programs of other higher education institutions, checks their compatibility and gives approval for course matching.
- b) Notifies the relevant deanery / directorate of the requests and commission approval.
- c) In case of grade system differences for students taking courses from summer education of different higher education institutions, prepares a decision proposal on grade, coefficient and scale conversion in accordance with the legislation on the conversion of the success grade and notifies the relevant deanery / directorate.
- d) The Commission is responsible to the relevant dean / director.

## SECTION FOUR

### Student's Application and Registration Process

#### Student Application Process

**ARTICLE 7- (1)** Other Higher Education Institutions to take courses in summer education are selected within the scope of the following issues and evaluated by the relevant Administrative Boards.

- a) **Application Obligation:** In order for students to take courses from a different higher education institution in summer education, they must apply to the head of the department / program of our university where they are registered. During the application, it is obligatory to submit the Summer Education External Course Form published on the website of İKU Student Affairs Department and the additional documents specified in this form. Applications will be evaluated by the relevant Summer Education Commission. Requests for courses taken from another higher education institution without an application are not accepted and the grades obtained from these courses are not considered valid.
- b) **Credit Equivalency / Eligibility:** In order to take a course offered at another higher education institution, the credit of the course can be at most 1 ECTS less than the credit of the equivalent course at İKU.
- c) **Course Content Relevance:** In order to take a course offered at another higher education institution, in addition to the credit equivalency / eligibility of the course at İKÜ, the course content must be evaluated and approved by the relevant Summer Education Commission and approved by the relevant board of directors. These courses are not considered valid without the approval of the Summer Education Commission and the approval of the board of directors.
- d) **Application Period:** Requests to take courses outside the institution must be notified to the İKÜ Department / Program Head **within one (1) week** at the latest following the start of the summer education of the relevant higher education institution. Applications made outside this period are not evaluated and no action is taken.
- e) **Grade Conversion and Transcript Process:** The success grades of the courses taken by the student from other higher education institutions are converted by the Dean / Directorate within the framework of the relevant legislation based on the grade conversion tables. The converted grades, in accordance with the decision of the relevant board of directors, are recorded on the transcript (in the grade status card as summer education) before the registration renewal and course taking procedures end date of the following Fall Semester at the latest. In GPA, it is taken into account at the beginning of the following semester.
- f) **Academic Calendar Compliance:** The academic calendar of our university is taken into consideration for the students who will take summer courses from another higher education institution in order to make their grade entries on time. In this direction, the grades of the courses taken must be

received by the University before the start date of the registration renewal and course selection process for the following Fall Semester. In order for the student not to have any problems within the scope of course selection, graduation procedures and other qualifications, this process is followed by the student from both the relevant higher education institution and the relevant units of our university.

**g) Course Admission Requirements:** In summer education, students can take the courses that they have never taken in the lower semesters, the courses that they have taken but did not have the right to take the exam or failed, and the courses they want to take again in order to increase their GPA.

**h) Credit Limit:** In summer education, students can take a maximum of: 20 ECTS credits and 12 national credits for students subject to the national credit system.

**i) Taking Upper Class Courses: Students with a GPA of 3.00 and above** can take courses from one and/or two upper semesters following the current semester. For example, a student who has completed the 4th semester can only take the course of the 5th and 6th semester. The course to be taken from the upper semester must be a course in the upper semester in the academic package of our university and there must be no obstacle to taking the course.

**j) Graduation Status:** According to our university's Associate and Undergraduate Education and Training Regulations, students who meet the graduation requirements cannot take courses from summer education.

**k) Diploma Project/Graduation Project:** Applied courses such as diploma project/graduation project cannot be taken from outside the institution in summer education.

**l) Vocational Education, Internship and Practical Course in Business:** Courses in the nature of Vocational Training, Internship and Practical Course at the Enterprise cannot be taken from outside the institution in summer education.

**m) Duration of Training:** The time spent in summer education is not counted from the education period.

### Student Registration Process

**ARTICLE 8- (1)** The steps to be followed by students who want to take courses from another higher education institution within the scope of summer education are listed below.

1. The printout of the course content of the courses to be taken from the summer education of the other higher education institution is taken from the course catalogs on the website of the relevant higher education institution (The relevant web address must be written on the printed page).
2. The "Summer Education External Course Form" published on the website of IKU Student Affairs Department is filled in.
3. The student applies to the head of the department/program to which he/she is affiliated at IKU with the "Summer Education External Course Form", the contents of the course to be taken, and a document showing the base score of the program/department in the Higher Education Institution where the student wants to take summer education for the year in which the student enrolled in our university.
4. The "Summer Education Commission" established within the Faculty / Vocational School / School of our university, the student who applies to take courses in summer education from outside the institution;
  - a. The content and ECTS / national credit compliance of the course / courses applied,
  - b. The compatibility of the department/program to be applied for and the base score of the department/program in which the student is studying in the year of enrollment,
  - c. Taking into account the student's transcript and current semester, it is evaluated whether the course the student wants to take can be taken in summer education and whether there is any obstacle to taking the relevant courses. According to the result of the evaluation, the section reserved for the Summer Education Commission is signed in the Summer Education External Course Taking Form within three (3) working days at the latest after the application.

d.The application form approved by the Summer Education Commission and other necessary documents are submitted to the relevant Dean's Office / Directorate. If the relevant Board of Directors approves the course(s), the student can take courses from other higher education institutions. Applications that are not deemed appropriate are notified to the student in writing with the reasons.

(2) In case of not registering for a course at another higher education institution for any reason (such as the relevant course not being offered or not taking the course), the student applies with a petition to the head of the department or program to which he / she is affiliated for the cancellation of the decision to take the course within two weeks following the approval decision to take the course.

## **SECTION FIVE**

### **Circumstances Not Provided for, Enforcement and Execution**

#### **Circumstances Not Provided for**

**ARTICLE 9- (1)** In cases where there are no provisions in these procedures and principles, T.C. Istanbul Kültür University Associate and Undergraduate Education and Training Regulations, other relevant legislation provisions and the decisions of the Higher Education Council, Senate, University Executive Board are applied.

#### **Enforcement**

**MADDE 10- (1)** These procedures and principles enter into force on the date of publication following the approval of the T.C. Istanbul Kültür University Senate and the approval of the Board of Trustees.

#### **Execution**

**ARTICLE 11- (1)** These procedures and principles are executed by the Rector of Istanbul Kültür University.