

REPUBLIC OF TURKEY ISTANBUL KÜLTÜR UNIVERSITY

Guidelines for Freezing Registration for 2019-2020 Spring Term

JUSTIFICATION:

Article 1- The resolution dated March 31st, 2020 and numbered E.24625 of the Council of Higher Education, Department for Education and Training stipulates the following: *“Due to global COVID-19 pandemic, it was resolved that the students who are registered for and are currently studying in any of associate degree, undergraduate, and postgraduate programs in higher education institutions shall be entitled for freezing registration for the Spring Term of 2019-2020 academic year, upon their request from the relevant higher education institutions in which such students are registered, and in such a case, this period shall be excluded from the maximum period for freezing registration, and these resolutions shall be limited for the Spring Term of 2019-2020 academic year thereof.”* The above- mentioned provisions are the basis for these guidelines.

GUIDELINES:

Article 2- 1) Based on the resolution made by the Council of Higher Education (YÖK) due to global COVID-19 pandemic, the following students registered for and are currently studying in any of associate degree and undergraduate programs in our University may file a request, at their own discretion, for freezing registration provided that such request shall be limited to the Spring Term of 2019-2020 academic year:

- a) Students who have already used the maximum period of four (4) terms for freezing registration;
 - b) Active students who have selected courses on SAP-Orion and their courses have been approved;
 - c) English Preparatory Class students who have renewed their registration.
- 2) a) Those students who submit a request via e-mail to the Registrar’s Office to freeze their registration for 2019-2020 Spring Term will still enjoy their vested right for maximum (4) terms for freezing registration.
- b) Requests for freezing registration of students who have not selected any course on SAP-Orion and are not subject to course approval process with no course registration (inactive students) during the Spring Term of 2019-2020 academic year shall be included in the maximum period (four terms) for freezing registration.
- 3) a) Any such student who wants to submit a request for freezing registration is required to access to the Registrar's Office Computer Aided Training & Educational Services (CATS) on the link (<http://cats.iku.edu.tr/>) and log in using student user name and password.
- b) The student is then required to complete the form titled “Registration Freeze” in the folder named “Forms” as available in the “Resources” tab of the Registrar's Office Computer Aided Training & Educational Services (CATS) and submit this form without signature (**without original signature**) via e-mail from the student’s e-mail address (studentnumber@stu.iku.edu.tr) to the Registrar’s Office e-mail address (ogrenci.isleri@iku.edu.tr).
- 4) Students who submit a request for registration freeze as per the resolution of the Council of Higher Education (YÖK) due to global COVID-19 pandemic shall not receive a refund for the relevant term of registration freeze. Any fees which have already been paid by the students thereof shall be deducted from those of next academic year.
- 5) Students may submit a request for registration freeze by the end of office hours on April 20th, 2020, Thursday as published on the Academic Calendar of the University.

EFFECTIVE DATE:

Article 3- These guidelines shall take effect on the date of approval by the Senate.

Article 4- In case of any matters which are not covered within the scope of these guidelines, the Regulations on Associate and Undergraduate Training & Education of Istanbul Kültür University, relevant higher education legislation, and YÖK decisions shall apply.

Article 5- These guidelines are enforced by the Rector.