# T.C.

ISTANBUL MEDIPOL UNIVERSITY SCHOOL OF BUSINESS

EDUCATION AND EXAM INSTRUCTION

Aim and Scope

**ARTICLE 1** - (1) The aim of this instruction is to regulate the principles regarding the education and examinations carried out at the undergraduate level given in the School of Business of Istanbul Medipol University.

# Base

**ARTICLE 2** - (1) This Instruction has been prepared based on the “Istanbul Medipol University Associate and Undergraduate Education Regulations” that came into force after being published in the Official Gazette dated 8 February 2015 and numbered 29261.

# Definitions

**ARTICLE 3**- (1) The definitions in this instruction refer to :

1. ) European Credit Transfer System (ECTS): The credit that expresses all the work that the student has to do to complete a course successfully,
2. ) Dean: Dean of the School of Business and Management Sciences,
3. ) School: School of Business and Management Sciences,
4. ) Administrative Board: Refers to the School Administrative Board.

# Education

**ARTICLE 4 –** (1) In all faculty departments, the education period is eight semesters, excluding the English Preparatory Class.

(2) After taking all the courses, including the 7th Semester courses, the students must take the Sectoral Practice Course and do a Sectoral Practice Project in the 8th semester, following the provisions of the ‘Sectoral Practice Instruction’.) If there are more than three, the courses are repeated, and they can register for the Sectoral Practice Course in the next semester after successful completion.

(3)Students must spend at least 48 (forty-eight) days within the specified semester for the Sectoral Application Course and Sectoral Application Project at the institution, organization or workplace

approved by the Sectoral Application Commission.

* 1. Sectoral Practice Course is completed in the same semester at once and without interruption. However, due to the valid excuse of the student specified in the Sectoral Application Instruction, the days not attended can be compensated within the academic semester.
	2. The student who does not fulfil the attendance requirement of the Sectoral Practice Course is evaluated as absent and repeats the Sectoral Practice Course in the following semester.
1. Sectoral Practice Course and Sectoral Practice Project are evaluated by the Sectoral Practice Mentor, Sectoral Practice Course Advisor. The successful evaluation of the Sectoral Application Course and the Sectoral Application Project is carried out according to the criteria and principles specified in the Sectoral Application Instruction.

A separate Instruction regulates provisions related to Sectoral Practice Course and Sectoral Application Project.

# Attending Classes and Attending Exams

**ARTICLE 5** - (1) Students take courses between the dates announced in the academic calendar, at the beginning of each semester, with the help of their advisors. Students are obliged to take all the courses prescribed in the unit program they are registered to. However, any course can also be taken from the units where the equivalent course is given. Courses that overlap with other courses in the weekly course schedule are not registered. This condition also applies to repeated courses.

1. At the beginning of each semester, the lesson plan prepared by the instructors for the relevant lesson is shared with the students. In the course plan, all the content of the course (weekly subject chart, resources, exam dates, evaluation principles, attendance requirement, etc.) is stated in writing.
2. 26 of Istanbul Medipol University Associate and Undergraduate Education Regulations without prejudice to the provision of paragraph 1 of the article, it is compulsory to attend classes, laboratories and practices, excluding the courses to be given via the distance education system. A student who does not attend 70% of the theoretical course hours and 80% of the practical course hours is not taken to the final exam. If the student cannot take the final exam due to absenteeism, the instructor’s attendance schedule records are taken. The list of students who cannot take the final exam due to their absence from a course is announced in writing by the instructor at least one week before the start of the final exams, and the administration is informed.
3. Students who meet the requirements for taking the exam and fail in the final and make-up exams can take midterm exams in the repetition of the course without seeking attendance.

provided that they can attend the final exam and make-up exams for that course. Students in this situation must also register for the course.

# Exams

**ARTICLE 6** – (1) Exams: midterm, final exam, make-up exam, exemption exam, make-up exam and a single course exam. These exams can be written, oral or both written and oral and/or applied. Exam dates deemed appropriate by the relevant unit are announced at least one week before the exams. Except for the reasonable and valid excuses accepted by the Administrative Board, a student who does not take the exam is deemed to have used that exam and received zero (0) points from that exam. If necessary, classes and exams can be held on Saturdays and Sundays with the decision of the board of administration and the approval of the Rectorate.

1. Midterm exam: It is an exam held at least once for each course in each semester. Projects, graduation papers, laboratories, workshops and similar studies can replace midterm exams. Evaluation activities (exam, project, homework, group work, participation, etc.) with their weight among themselves. The lowest level of success required to gain the right to take the final exam is determined by the instructor giving the course and announced in the course plan. Midterm exam grade of the student; It consists of the weighted average of the grades received from the activities held in that semester. For each course, at least two assessment activities are carried out within the scope of the midterm exam.
2. Final exam: The final exam of a course is held at the end of the semester in which that course is completed. Students who fulfil the attendance requirement by registering for a course take the final exam. The weight of the final exam in the total grade is 50%.
3. Students are required to take the exams at the announced day, time and place and to have their identity documents and other required documents with them; otherwise, their exams will be deemed invalid. If a student takes an exam for which they do not fulfil the conditions, their grade will be deemed invalid, even if it has been announced. Written exam documents are kept by the relevant instructor for at least two years.
4. The principles of Istanbul Medipol University Associate and Undergraduate Education Regulations are applied in make-up, make-up and single course exams.

# Passing Course, Course Achievement, Grade and Graduation

**ARTICLE** **7** - (1) İnstruction are carried out based on passing a course.

1. The achievement of the students in a course is determined by the course success grade. Course achievement grade is obtained by evaluating the midterm and final exam together. For the student to be considered successful in a course;
2. Having a final exam score of at least 50 (fifty),
3. In the calculation of the achievement grade, 50% of the final exam grade and 50% of the average grades of the evaluation activities made within the scope of the midterm exam are used.
4. The course grade must be at least C- (60/2.27).
5. Students who have completed the program they are enrolled in and have not received any disciplinary punishment, and whose GPA is between 3,13-3,54, are honour students, 3,55-4,00Students who are among the students are considered high honour students.
6. Students who are successful in all the courses prescribed in the program they are registered for and who complete the total credits (ECTS) required for the program they are registered for are entitled to graduate.

# Exemption from Courses

**ARTICLE 8** – (1) Students can apply on the dates determined in the academic calendar to be exempt from the courses they have taken and succeeded from the higher education institutions they have previously registered or from an institution with an accepted equivalence. Exemption requests are decided by the School Administrative Board by taking the lecturer's opinion who teaches the relevant course.

# Validness

**ARTICLE 9** – (1) This Instruction enters into force on the date accepted by the Istanbul Medipol University Senate.

# Cases Without Provisions

**ARTICLE 10** – (1) In cases where there is no provision in this instruction, “Istanbul Medipol University Associate and Undergraduate Education Regulations” and related board decisions and other legislation provisions are applied.

# Execution

**ARTICLE11**- (1) The provisions of this instruction are executed by the Dean of School of Business of Istanbul Medipol University.

\*Accepted by the University Senate’s decision dated 11/12/2018 and numbered 2018/37-01.