# T.C.

**ISTANBUL MEDIPOL UNIVERSITY**

**SCHOOL OF COMMUNICATION**

**EDUCATION INSTRUCTION**\*

FIRST SECTION

Aim, Scope, Basis and Definitions

Aim

**ARTICLE 1** - (1) This instruction regulates the procedures and principles regarding the education and training activities at the undergraduate level and their examinations are given at the School of Communication of Istanbul Medipol University.

# Scope

**ARTICLE 2 –** (1) This instruction entered into force by being published in the Official Gazette dated 08/02/2015 and numbered 29261. *“Istanbul Medipol University Associate and Undergraduate Education Regulations”* covers the provisions regarding the definition, crediting and examinations of the education-teaching processes applied in the undergraduate programmemes of the School of Communication of Istanbul Medipol University.

# Base

**ARTICLE 3** - (1) This instruction has been prepared based on the Istanbul Medipol University Associate and Undergraduate Education Regulations.

**Definitions**

**ARTICLE 4** - (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 in order to complete a course successfully,
2. *Head of the department:* Istanbul Medipol University – Head of the Related Department of the School of Communication,
3. *Double major programme:* A second undergraduate programme in which the student is registered in addition to the undergraduate programme they continue

*d) Consultant*: The instructor assigned by the relevant department chair to deal with the education and training problems of the students.

1. *Dean:* Dean of the School of Communication,
2. *Equivalent course:* The course for which credit transfer is appropriate, by accepting the equivalence of the course/courses in the curriculum according to the credit and content compatibility, instead of the previously taken and successful course/courses,
3. *TYYÇ*: Turkey Higher Education Qualifications Framework,
4. *School*: School of Communication,
5. *Board*: School of Communication Faculty Board,
6. *MEBIS:* Medipol Education Information System,

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1. *Optional lesson:* The course that the student can choose from within the field or from outside the area, open with the name of the elective course in the programme he is registered, or among the elective or compulsory courses of other programmemes,
2. *Senate:* Istanbul Medipol University Senate,
3. *University:* Istanbul Medipol University,
4. *Board of Directors:* School of Communication Board of Directors,
5. *Compulsory Course*: Compulsory course prescribed in a programme and required to be taken by the student at that time,

# SECOND SECTION

# Principles Regarding Education

Education Period

**ARTICLE 5** - (1) The education period of all programmemes is eight semesters. The preparatory programme is not counted as part of the education period.

* 1. Starting from the semester in which the courses related to the registered programme are given, the maximum period of study allowed to complete undergraduate programmemes in seven academic years, regardless of whether they are registered for each semester or not.
  2. The time spent by students who are suspended from the University is counted as part of their education period.
  3. The enrollment freezing (taking leave) period is not counted as the maximum education period.

# Education

**ARTICLE 6 -** (1) Education in the faculty is carried out based on passing the course. During the education period, the curriculum is finalized with the proposal of the relevant department, the approval of the Faculty Board and the decision of the Senate.

1. The education and course programmemes of the faculty are in the 6th grade of TYYÇ. Qualification Definitions are designed by clearly stating the knowledge, skills and competence levels that students are expected to gain when they complete the relevant programme, taking into account the TYYÇ Basic Field Qualifications and Credit Ranges to which the programmemes are related. Programme design, in line with the aims and objectives of the relevant programme, programme achievements, course and laboratory, homework, project, practice, workshop, seminar, thesis and similar learning activities and their content and learning outcomes, learning, teaching, measurement and evaluation, methods and approaches with approximately 30 ECTS credits for each academic semester, calculated based on the workload of the student.
2. In addition to theoretical courses, the training programme includes in-class and out-of-class learning and practice activities such as laboratories, workshops, homework, practice, projects, seminars, presentations, exam preparation, and exams. Courses can be compulsory, elective, pre-requisite and/or co-requisite. Each student is obliged to take the compulsory courses of the programme he/she is enrolled in and the number and type of elective courses shown in the curriculum that will form the basis of graduation.
3. Definitions of all courses and other learning activities included in the curriculum should be included in the format specified in the MEBIS (for each course or learning activity, the name of the course or activity, its semester, credit, language, education level, whether it is compulsory or optional, with which teaching method and by whom it was given, etc.).
4. Some of the courses included in the curriculum and approved by the Senate can be given entirely or partially through distance education. For courses to be given via distance education *Istanbul Medipol University Distance Education and Application Center Regulation* provisions are essential.

# Course Registration, Attendance and Admission to Exams

**ARTICLE 7** - (1) At the beginning of each semester, students register for courses within the periods announced in the academic calendar. Students can add or delete the courses they will take in that semester, within the periods determined in the academic calendar, during the add/delete period.

1. Students are required to take all the courses stipulated in their undergraduate programme. However, any course can be taken from other undergraduate programmemes where the equivalent course is given.
2. Regarding the attendance, *Istanbul Medipol University Associate and Undergraduate Education Regulations* 1st paragraph of the article 26. *“... determining the absenteeism limits and monitoring the attendance of the students is the responsibility of the relevant faculty member. However, attendance requirements cannot be more than 70% for theoretical courses and 80% for* applied *courses. Students who are documented to have exceeded the absenteeism limit by the instructor will not be admitted to the general exam of that course.*” clause is applied. In the calculation of absenteeism, the excuse of the student, including the health report, is not taken into account, except for the assignments of the University and the units affiliated to the University.
3. Students who fail to attend a course despite fulfilling the attendance requirement are not required to attend the course they will take again. Students in this situation can also enrol in overlapping courses. However, the student must participate in the projects, laboratories, practice, midterm exams and similar studies of these courses and fulfil their obligations.
4. When the absenteeism limit specified in paragraph 1 of article 26 is exceeded, a grade of F2 is given to the student for that course and the student cannot take the final exam of the relevant course.
5. The attendance status of the student, who cannot obtain the right to take the exam due to absenteeism, is processed on the MEBIS by the responsible lecturer of the relevant course before the general exam of the course.
6. In the objections regarding the students not being able to take the general exams due to their absenteeism, the lecturer's attendance schedule/signature list is taken as the basis.

# Exams

**ARTICLE 7** – (1) Exams consist of *midterm exams, makeup exams, exemption exam and single-course exams*. These exams can be written, oral or by the methods determined by the instructor of the relevant course. The exam dates are announced by the relevant unit in accordance with the academic calendar of *Istanbul Medipol University.* A student who does not take the exam is deemed to have used that exam and received ZERO (0) from that exam. Regarding the situation of students who do not take the exam with excuses, *Istanbul Medipol University Associate and Undergraduate Education Regulations* *and Examination Practices instruction* fundamentals are taken into account.

1. Short-term exams, homework and project evaluations other than midterm exams can be made by the relevant instructor without predetermining a date.
2. Midterm exam: It is an exam held at least once for each course in each semester. Quizzes, presentations, files, projects, final assignment, laboratories, workshops and similar studies can replace midterm exams. In evaluations such as quizzes, assignments, projects, etc., that will replace a midterm exam, grade calculation can be made according to the percentage weights to be determined by the relevant instructor.
3. Final exam: The final exam of a course is held at the end of the semester in which that course is completed—s*tudents who fulfil the attendance requirement by registering for a course* are entitled to take the final examination.
4. Students are required to take the exams at the announced day, time, and place and have their identity documents and other required documents; otherwise, their exams will be deemed invalid. If the student takes an exam for which they do not fulfil the conditions, the grade they receive shall be deemed invalid even if it is announced. Written exam documents (all kinds of materials that can be evaluated in this context) are kept by the relevant instructor for at least two years.
5. Make-up, make-up, single course and exemption exams *Istanbul Medipol University Associate and Undergraduate Education Regulations* principles apply.

# Course Pass, Course Success Grade and Graduation

**ARTICLE 8** - (1) Education is carried out based on passing a course.

1. The achievement of the students in a course is determined by the course success grade. The course success grade is obtained by evaluating the student's midterm and general exams together. In the calculation of the success grade, the weight of the midterm exam grade is 40%, the weight of the general exam grade

is 60%.

In order for the student to be considered successful in a course;

1. The general exam grade should be at least 50 (fifty) out of 100 (one hundred) full points,
2. The course success grade must be at least 60 (sixty) out of 100 (one hundred) full points.
3. Those who take all the compulsory courses of the programme they are registered and complete the course load of 240 ECTS; A student who is successful in all the courses taken and meets the other conditions, if any, is entitled to graduate.

# Course-Grade Transfers and Equivalences

**ARTICLE 9** – (1) For course transfer and equivalency, students must apply to the Department Head with a petition, starting from the date of registration to the University, until the end of the second week of the academic year, as stated in the second paragraph of the fourth article of the İnstruction on Equivalency in Credit Grade Transfers of Courses Taken Outside of Istanbul Medipol University. Exemption requests are decided by the Board of Directors by taking the opinion of the lecturer giving the relevant course.

(2) Course-grade credit transfers related to the courses taken from the vocational school of the students who have obtained the right to enrol in the Faculty Departments with the Vertical Transfer Exam (DGS), the 'Equivalence Determination Commission' formed by the Board of Directors, in which at least one representative from each department of the Faculty is present. It will be discussed at the next meeting. The Equivalency Determination Commission considers the compatibility and equivalence between the names, content and credits of the courses that are considered to be equivalent to each other for the course-grade credit transfer. The commission will consider every equivalent that the student has previously taken and succeeded

Does not have to express a positive opinion about the credit transfer of the course. Before the equivalence determination meeting to be held every year, the Commission determines general principles, taking into account the special conditions, if any, regarding the course-grade credit transfer to be held that year, writes these general principles in its report with its justification, and makes its evaluation within the framework of these general principles. The opinion that emerges at the meeting is presented to the Board of Directors in a commission report.

# Double Major - Minor Programme

**ARTICLE 10** – (1) Regarding double major and minor programmemes, *Istanbul Medipol University Associate and Undergraduate Education Regulations* The provisions in Article 24 of the Law are essential.

1. Communication Faculty students, *Istanbul Medipol University Associate and Undergraduate Education Regulations* and *Istanbul Medipol University Double Major and Minor Undergraduate Programme Instruction* can apply to double major and minor programmemes within its provisions.
2. At least one faculty member from each department is appointed as the coordinator upon the recommendation of the head of the relevant department and the approval of the dean in order to coordinate the double major and minor programmemes and to advise the students.
3. Opening of double major undergraduate education and minor education and admission conditions are finalized by the decision of the Senate upon the recommendation of the relevant board and are carried out in cooperation with the relevant departments.
4. The courses to be taken for the double major and minor programmemes and the ECTS of these courses are determined by the Board of Directors upon the recommendation of the relevant department.

# Academic Counseling

**ARTICLE 11 -** (1) An academic advisor is appointed by the relevant department chair for each student who enrolls in the University.

(2) Academic advisor; monitors, guides and assists the student throughout the teaching period regarding the student's learning. Head of the department; when necessary, he may request a report from the lecturers about the activities and success of the students for whom he is the academic advisor.

# Lateral Transfer

**ARTICLE 12 –** (1) Regarding the lateral transfer *Istanbul Medipol University Lateral Transfer Instruction* provisions are essential.

# Integrated Master's Programme

**ARTICLE 13** – (1) Students, *Istanbul Medipol University Postgraduate Education Regulation* can apply to the Integrated Master's programme according to its provisions.

# Cases with no provisions

**ARTICLE 14** – (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.

# Enforcement

**ARTICLE 15** – (1) This instruction enters into force on the date it is accepted by the Istanbul Medipol University Senate.

# Execution

**ARTICLE 16** – (1) The provisions of this instruction are executed by the Dean.

\* Accepted by the University Senate's decision dated 12 / 07 / 2016 and numbered 2016/15-01.