# T.C.

 ISTANBUL MEDIPOL UNIVERSITY

SCHOOL OF EDUCATION

EDUCATION INSTRUCTION\*

Aim and Scope

**ARTICLE 1** - (1) The aim of this instruction is to regulate the principles regarding the education, training and examinations at the undergraduate level given at the School of Humanities and Social Sciences of Istanbul Medipol University.

# Base

**ARTICLE 2 -** (1) This instruction has been prepared by considering the "Istanbul Medipol University Associate and Undergraduate Education Regulations", which came into force after being published in the Official Gazette No. 29261 on February 08, 2015.

# Definitions

**ARTICLE 3 –** (1) The definitions in this instruction refer to;

1. **European Credit Transfer System (ECTS):** A workload-based credit system that shows all the theoretical lessons, practices, seminars, self-study, exams, assignments and similar activities required for the student to complete a course,
2. **Dean:** Dean of the School of Education,
3. **Faculty:** School of Education,
4. **Student:** Students registered to the School of Education for undergraduate education,
5. **Board of Directors:** Refers to the School of Education Board of Directors.

# Education

**ARTICLE 4 –** (1) In the School of Education, the education period is eight semesters, and each semester is organized based on passing a course.

1. The language of instruction in the School of Education is Turkish.
2. In the Guidance and Psychological Counseling Department, which is within the scope of the Educational Sciences Department of the School of Education, there are compulsory applied courses such as "Institution Experience, Community Service Practices". Detailed information about the internship can be found in the “Internship Instruction of the School of Education, Department of Educational Sciences”.

# Courses

**ARTICLE 5** – (1) Education are carried out following the teaching plans in which the weekly course hours are shown in each semester.

(2) Courses are divided into four categories as “compulsory, common compulsory, elective and prerequisite”. Definitions of the courses are presented below;

1. Compulsory Courses: These are the courses that the student must take in the curriculum for graduation.
2. Common compulsory courses: Atatürk's Principles and History of Revolution, Turkish Language and Foreign Language Courses, included in the first paragraph of Article 5 of Law No. 2547.
3. Elective Courses: Elective courses are divided into two as program-related electives and optional elective courses.
	1. Program-related elective courses: These are the courses included in the curriculum of the relevant department and that the student must choose from among the course groups to graduate.
	2. Optional elective courses: These are the courses that are not included in the curriculum in which the student is registered and that they take with the consent of their advisor and their request to increase his knowledge, good manners and general culture to complete the credits required for graduation.
4. Prerequisite courses: These are the compulsory courses that require some or all of the courses in the lower semester or years to be taken and/or fulfil the attendance requirement.

# Course Add-Drops

**ARTICLE 6 –** (1) At the School of Education, taking and withdrawing courses are regulated and implemented in accordance with the provisions of the Istanbul Medipol University Associate and Undergraduate Education Regulations.

# Attendance Obligation

**ARTICLE 7 –** (1) Students are required to attend classes, laboratories, practices and other studies deemed appropriate by the instructors. Faculty members are responsible for determining absenteeism limits and monitoring students' attendance. However, attendance requirement 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 final exam for that course.

# Exams

**ARTICLE 8 –** (1) Exams consist of: midterm exams, final exams, make-up exams, exemption exams and single-course exams.These exams can be written, oral or both written and oral and applied. Exam dates are announced at least one week before the exams. A student who does not take the exam is deemed to have used that exam and received ZERO (0) 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. Mid-term evaluations of projects, graduation papers, laboratories, workshops and similar studies can replace midterm exams.
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.
3. Make-up exam: It is an exam taken by waiving the final exam grade optionally to raise the grade, although the exams held at the end of the semester/year are successful with the failed courses. A student who wants to take the exam to increase grades can only take the make-up exam for one course and has to apply to the relevant unit with a petition at least one week before the exam for that course.
4. Exemption exam: Exemption exams are held at the beginning of the semester for the courses determined by the Senate upon the recommendation of the relevant committees.
5. Make-up exam: A make-up exam is an exam instead of a midterm exam. Among the students who could not take the midterm exam due to their rightful and valid excuses, those whose excuses are accepted by the relevant administrative boards use their midterm exam rights according to the calendar to be determined within the same semester. Unless a decision is made to the contrary by the relevant board of directors, a make-up exam is not held for the make-up exam.
6. Single-Course exam: It is the exam in which a student who has only one unsuccessful course left to graduate due to the make-up exams is given the right to enter with the decision of the relevant unit's administrative board. The grade received in this exam replaces the course success grade.
7. 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 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 for at least two years.
8. The principles in the Istanbul Medipol University Associate and Undergraduate Education Regulations are applied in the midterm, final exam, make-up, exemption, excuse and single course exams.

# Passing Course, Course Success Grade and Graduation

**ARTICLE 9 -** (1) In the School of Education, the education program is based on passing the course.

1. To pass a course successfully, it is necessary to get at least 60 (sixty) points out of 100 (one hundred) total points. However, in order for the student to be considered successful in the said course, the general (make-up) exam grade must be at least fifty (50) out of 100 (one hundred) full points.
2. The course success grade is obtained by evaluating the student's success in midterm exams, homework that replaces the midterm exam, applied studies, group work and similar studies, and the final exam together. When calculating the passing grade of the course; The sum of 50% of the evaluation grades made within the scope of the midterm exam grade and 50% of the final exam grade is taken.
3. To graduate, the student must be successful in the courses defined in the European Credit Transfer System and must have taken at least 240 credits in total.

# Exemption from Courses

**ARTICLE 10** – (1) To be exempted from the courses, the students must have successfully passed and successfully passed the said courses from the higher education institutions they previously registered or from an institution whose equivalence has been accepted, and they must certify this situation. Applications for exemption are acknowledged on the dates specified in the academic calendar of the university. In evaluating exemption requests, the situation is decided by the School of Education Administrative Board by taking the opinion of the lecturer giving the relevant course.

# Enforcement

**ARTICLE 11-** (1) This Instruction enters into force on the date accepted by the Istanbul Medipol University Senate.

# Cases without Provisions

# ARTICLE 12 – (1) In cases where there is no provision in this instruction, the “Istanbul Medipol University Associate and Undergraduate Education Regulations” and related board decisions and other legislation are applied.

# Execution

**ARTICLE 13** – (1) The provisions of this instruction are executed by the Dean of the School of Education.

\*Accepted by the University Senate's decision dated 27/10/2015 and numbered 2015/31-01.