**T.C.**

**ISTANBUL MEDIPOL UNIVERSITY**

**SCHOOL OF FINE ARTS, DESIGN AND ARCHITECTURE**

**UNDERGRADUATE EDUCATION AND EXAM INSTRUCTION**

**AIM AND SCOPE**

**ARTICLE 1** - (1) The aim of this instruction is to regulate the principles of undergraduate education and exams held in the School of Fine Arts, Design and Architecture in Istanbul Medipol University.

**Base**

**ARTICLE 2 -** (1) This instruction has been prepared based on the ‘Istanbul Medipol University Associate and Undergraduate Education and Exam Regulations’ published in the official gazette dated 10.12.2018, numbered 30621.

**Definitions**

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

 a) **University**: Istanbul Medipol University,

 b) **Rector**: The Rector of Istanbul Medipol University,

 c) **Senate**: The Senate of Istanbul Medipol University,

ç) **School**: The School of Fine Arts, Design and Architecture of Istanbul Medipol University,

d) **Dean’s Office**: Dean’s Office of Fine Arts Design and Architecture of Istanbul Medipol University,

 e) **Dean**: The Dean of School of Fine Arts, Design and Architecture of Istanbul Medipol University,

 f) **School Administrative Board**; School Administrative Board of Fine Arts Design and Architecture of Istanbul Medipol University,

g) **School Board**: School Board o Fine Arts Design and Architecture of Istanbul Medipol University,

 h) **Head of Department**: The Head of Departments under School of Fine Arts, Design and Architecture of Istanbul Medipol University,

 i) **Regulation**: The Undergraduate Regulations of Istanbul Medipol University,

 j) **Jury**: Refers to the odd-numbered committee, consisting of at least three members, responsible for evaluating the Graduation Project and, when necessary, the Studio courses.

**Education**

 **ARTICLE 4 –**

(1) Except for the Language School, the education period is eight semesters, and the education is organized according to the semester and course passing principles.

(2) Summer term education is applied by the School Board and Senate according to the “The Undergraduate Regulations of Istanbul Medipol University.’’

(3) Istanbul Medipol University School of Fine Arts, Design and Architecture Internship Work Principles are defined in the “Istanbul Medipol University School of Fine Arts, Design and Architecture Internship General ınstruction and Special Principles”. (Annex. -1A/ Annex.-1 B)

(4) Procedures and principles regarding the execution and evaluation of the Graduation Project are defined in the "Istanbul Medipol University Faculty of Fine Arts, Design and Architecture Four-Year Undergraduate Education Graduation Project Principles". (Annex-2).

(5) Various commissions can be established within the School body when necessary with the decisions of relevant boards in the conduct of education. The principles of the establishment are decided by the School Board.

(6) Competence Areas have been defined for undergraduate programs of Architecture (Turkish), Interior Architecture and Environmental Design (Turkish), Architecture (English) and Interior Architecture (English) and Environmental Design Departments (English).

(7)’’ Istanbul Medipol University Internal Transfer Instruction’’ organizes the procedures and principles about the internal transfer.

(8) Double Major and Minor Undergraduate Programs are defined with protocols made between the relevant programs in accordance with the provisions of the "Istanbul Medipol University Double Major and Minor Programs Instruction".

 (9) Procedures and principles about course transfers, exemption and adaptation procedures are defined in the “Istanbul Medipol University Faculty of Fine Arts, Design and Architecture Course Transfer, Exemption and Adaptation Procedures Instruction” (Annex-3).

**Courses and Credits**

**ARTICLE 5**

1. Education is conducted according to the published plans.
2. Courses are made of compulsory, shared compulsory and elective courses.
3. Compulsory courses are the courses included in the curriculum and students should take and be successful enough to graduate.
4. Shared Compulsory Courses; Atatürk's Principles and Revolution History, Turkish Language and foreign language courses in programs that do not have a foreign language preparatory class, and occupational health in faculties that train graduates who can become occupational safety specialists in accordance with the Occupational Health and Safety Law No. 6331 Units which provide education in a foreign language, the course Principles of Atatürk and Turkish History and the Turkish Language can be taught with special content and method.
5. Elective Courses; Elective courses related to the program; These are the courses included in the curriculum that the student is enrolled in and must take and be successful by choosing from specific courses or course groups recommended for graduation.

Students need to choose the courses defined in their departments first.

However, students can take elective courses with the approval of their advisors from different programs related to the school, providing there will be no overlapping and they will attend their weAnnexly courses. The language of the program the student enrolled in is binding when taking electives. The students of the Department of Architecture can take compulsory courses and elective courses of the Civil Engineering Department of the Engineering and Natural Sciences as elective courses with the approval of their advisors.

The student will be responsible for another elective course approved by the School Administrative Board in case of the repetition of a course removed from the curriculum or will not be opened in the academic year that the student will graduate. However, these students must complete the necessary ECTS credits to graduate.

ii. Optional Elective courses; are the courses that students take with the approval of his/her advisors or his/her own request to increase their knowledge, manners and liberal education. Optional elective courses do not replace elective courses taken depending on the program.

 d) Prerequisite Courses; are the courses that are in the curriculum, and students should take and be successful to take them all or some of the courses in the curriculum in the following academic year. Prerequisite courses and the prerequisite courses for these courses have been defined in the ‘’Fine Arts Design and Architecture Prerequisite Courses List of Istanbul Medipol University’’ for each department. (Annex-4).

**Attendance Requirements and Exams**

**ARTICLE 6–**

1. The attendance requirements to courses and exams in the school are defined according to the provisions of The Undergraduate Regulations of Istanbul Medipol University.

 (1) The following provisions are valid for the School of Fine Arts, Design and Architecture Studio Courses of Istanbul Medipol University (ANNEX-5).

 a) Semester and the end of semester works are evaluated as a whole in the studio courses and make-up exams, and three-course exams are not applied. At least two midterm exams (evaluation/jury) are held within the scope of the semester studies of the studio courses. In addition, the required number of sketching exams can be organized, provided that it is announced at the beginning of the semester. ‘’Sketching Exams’’ is a study in which the student can display their skills of expressing the knowledge on the project, or a different “Sketch Exam” is a study in which the student transforms their knowledge and skills on the project subject or another subject into a design in line with the desired criteria and demonstrates their ability to express it with drawings in a certain period.

b) The general exams (Evaluation/Final Jury) within the scope of the studio courses are held by evaluating the student’s end of the year submission in accordance with the calendar year.

In the Design Studio courses, the student's work during the semester, their participation in the juries and development are evaluated as a whole in line with the success criteria announced by the Coordinators at the beginning of the semester.

 c) The general exam evaluations in studio courses are conducted by the course executives and jury members when necessary. Students must participate in the juries. Students who do not submit their project on the specified date and time or do not defend their projects in the jury session are not included in the evaluation and announced unsuccessful.

**Calculating the Final Grade**

**ARTICLE 7 –**

1. Course Success Grade is obtained by evaluating the student's success in midterms and homework that replaces midterm exams, applied studies, group work and similar studies together with the General Exam.
2. For a student to be considered successful, they must have at least 60 out of 100 and 50 on the General Exam.
3. The impact of the midterm exam on the Course Success Grade is 50%, and the general exam held at the end of the semester is %50. The course success grade calculated over 100 is converted into a four-point success factor and a letter grade in accordance with the Undergraduate Education Regulations.

**Graduation Work**

**ARTICLE 8** –

 (1) The student must complete a Graduation Work to show they have achieved the professional level wanted before graduation. Graduation work is included in the curriculum as the eighth-semester course. Graduation Project for the Department of Gastronomy and Culinary Arts is included as a seventh and eighth-semester course (ANNEX-2).

**Graduation**

 **ARTICLE 9** –

1. Students who complete all compulsory and elective courses, Graduation Project and internships in accordance with the provisions of this regulation are entitled to graduate.

 For the students who meet the graduation requirement, the School of Fine Arts, Design and Architecture can issue a Competence Areas Document within the scope of Competency Areas Elective Courses (ANNEX-6). The name of the student and the courses they have taken and succeed in and ECTS values are specified on the front page of the Competence Areas Document.

**Situations with no Provisions**

 **ARTICLE 10 –** In cases where there is no provision in this regulation, “Istanbul Medipol University Undergraduate Regulations”, other relevant legislation and University Senate decisions are applied.

**Enforcement**

**ARTICLE 11** – (1) This regulation enters into force on the date it is published by the Istanbul Medipol University Senate.

**Execution**

**ARTICLE 12–** (1) Dean executes these instruction provisions.

\*It has been accepted with the University Senate's decision dated 28/09/2020 and numbered 2020/17-03.

**ANNEXES:**

Annex-1.a: Istanbul Medipol University School of Fine Arts, Design and Architecture Internships Regulations General Principles

Annex-1.b: Istanbul Medipol University School of Fine Arts, Design and Architecture Internships Regulations

Annex-2: Istanbul Medipol University School of Fine Arts, Design and Architecture Four-Year License Graduation Works Principles

Annex-3: Istanbul Medipol University School of Fine Arts, Design and Architecture Course Transfers, Exemption and Adaptation Procedures Regulations

Annex-3.1: Course Exemption Objection Letter

Annex-4: Istanbul Medipol University School of Fine Arts, Design and Architecture Prerequisite Courses List

Annex-4.1: Istanbul Medipol University School of Fine Arts, Design and Architecture, Architecture (Turkish) Prerequisite Courses List

Annex-4.2: Istanbul Medipol University School of Fine Arts, Design and Architecture Architecture (English) Prerequisite Courses List

Annex-4.3: Istanbul Medipol University School of Fine Arts, Design and Architecture Interior Architecture (Turkish) Prerequisite Courses List

Annex-4.4: Istanbul Medipol University School of Fine Arts, Design and Architecture Interior Architecture (English) Prerequisite Courses List

Annex-4.5: Istanbul Medipol University School of Fine Arts, Design and Architecture Industrial Design (Turkish) Prerequisite Courses List

Annex-4.6: Istanbul Medipol University School of Fine Arts, Design and Architecture Visual Communication Design (Turkish) Prerequisite Courses List

Annex-4.7: Istanbul Medipol University School of Fine Arts, Design and Architecture Bölümü Urban Design and Landscape Architecture (Turkish) Prerequisite Courses List

Annex-4.8: Istanbul Medipol University School of Fine Arts, Design and Architecture Gastronomy and Culinary Arts ProgramPrerequisite Courses List

Annexe - 5: Istanbul Medipol University School of Fine Arts, Design and Architecture Studio Courses List

Annex-6: Istanbul Medipol University School of Fine Arts, Design and Architecture Competence Areas Elective Courses List