# T.C.

ISTANBUL MEDIPOL UNIVERSITY SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

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 based on the "Istanbul Medipol University Associate and Undergraduate Education Regulations", which came into force after being published in the Official Gazette dated 08 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. *Counsellor*: The instructor assigned to deal with the education and training problems of the students*,*
3. *Dean*: Dean of the School of Humanities and Social Sciences,
4. *Faculty*: School of Humanities and Social Sciences,
5. *MEBIS*: Medipol Education Information System
6. *Board of Directors*: Refers to the School Administrative Board.

.

# Term of Education

**ARTICLE 4** - (1) Eight semesters of education in all departments of the faculty.

# Taking Courses, Attending Courses and Attending Exams

**ARTICLE 5** - (1) Students take courses at the beginning of each semester with the help of their advisors. Students are obliged to take all the courses stipulated in the unit programme they are enrolled in. However, any course can also be taken from the units where the equivalent course is given. Students can also enrol in overlapping courses so as not to prevent meeting the attendance requirements. This condition also applies to repeated courses.

1. 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.
2. Regarding attendance to classes, which is the 1st paragraph of Article 26 of Istanbul Medipol University Associate and Undergraduate Education Regulations, "... determining the limits of absenteeism and monitoring the attendance status of the students is the responsibility of the relevant faculty member. However, the 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 general exam for that course." provision applies.
3. If the student cannot take the general exam due to absenteeism, the instructor's attendance schedule records are taken as the basis. The attendance status of students who lose their right to take the exam due to their absenteeism is processed on MEBIS by the responsible lecturer of the relevant course before the general exam of the course. Attendance is not obligatory in the courses to be given with the distance education system.
4. Up to 30 ECTS if the general weighted grade point average of the student who will choose a course is below 2.27 (60/100); Up to 36 ECTS if GPA is greater than 2.27 and less than 3.13 (80/100); 3.13 and above can take up to 42 ECTS courses. Double Major and Minor Programme students can take up to 48 ECTS courses from both programmes regardless of their GPA. If for various reasons, a student wants to take courses over their limit and the student's advisor deems this request appropriate, the request is evaluated by the School Administrative Board and a decision is made.

# Exams

**ARTICLE 6** – (1)

**Exams**: It consists of midterm, final exam, make-up exam, exemption exam and single-course exam. These exams can be written, oral or by the methods determined by the instructor of the relevant course. Exam dates are announced by the relevant unit at least one week before the exams 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 students who do not take the exam with excuse, *Istanbul Medipol University Associate and Undergraduate Education Regulations* *and Examination Practices Instruction* principles are taken into account.

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**: It is the exam held at least once every semester. Quizzes, presentations, files, projects, final assignments, laboratories, workshops and similar studies can replace midterm exams. In applications for more than one midterm exam, the grade calculation can be made according to the percentage weights to be determined by the relevant instructor.
2. **Final Exam**: The final exam of a course is held at the end of the semester completed. Students who fulfil the attendance requirement by registering for a course take the final exam.
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 following the principles regarding the preservation of exam documents in Istanbul Medipol University Undergraduate Programmes,

which were accepted by the University Senate's decision dated 02/05/2017 and numbered 2017/16-03.

1. The principles of Istanbul Medipol University Associate and Undergraduate Education Regulations are applied in make-up, make-up, single course and exemption exams.

# Passing Course, Course Success Grade and Graduation

**ARTICLE 7** - (1) Education carried out based on passing the course.

1. A student who completes at least 240 ECTS required for the programme they are enrolled in, is successful in all the courses they have taken from the programme and meets the other conditions, if any, gets the right to graduate.
2. A student in Psychology Programmes must have accumulated at least 180 ECTS credits out of the 240 ECTS credits required for graduation from the programme's compulsory and programme-related elective courses.
3. The course success grade determines the achievement of the students in a course. The course success grade is determined by evaluating the student's midterm and general exam together obtained**. (Amendment:** The decision of the University Senate dated 15.11.2016 and numbered 2016/22-03) In calculating the success grade, the weight of the midterm exam grade is 40%, and the importance of the final exam grade is 60%.

For the student to be considered successful in a course;

1. However, the final exam grade must 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. Students who have completed the programme they are enrolled in, have not received any disciplinary punishment and have a GPA of 3.13 and above are deemed *honour students*; students with a 3.55 and above are considered to be *high honour students*.

# Credit-Grade Transfers and Equivalences of Courses

**ARTICLE 8** – (1) For course transfer and equivalencies of students, *İnstruction on Equivalency in Credit-Grade Transfers of Courses Taken Outside of Istanbul Medipol Universit y*As stated in the second paragraph of the fourth article of the. The Board of Directors decides exemption requests by taking the lecturer's opinion who teaches the relevant course.

# Double Major - Minor Programme

**ARTICLE 9** – (1) Students of the School of Humanities and Social Sciences, *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 programmes within the framework of 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 to coordinate the double major and minor programmes and advise the students.

# Integrated Master's Programme

**ARTICLE 10** – (1) Students of the faculty can apply to the Integrated Master's programme following the provisions of Istanbul Medipol University Postgraduate Education and Instruction Regulation.

# Cases Without Provisions

**ARTICLE 11** – (1) In cases where there is no provision in this Instruction, the provisions of "Istanbul Medipol University Associate and Undergraduate Education Regulations" and related board decisions and other legislation are applied.

(2) For internships and similar applications, the provisions of the Instruction is to be prepared concerning this regulation and the relevant legislation are applied.

# Annulled Regulation

**ARTICLE 12** – (1) The Instruction adopted with the decision of Istanbul Medipol University Senate dated 08.07.2014 and numbered 2014/22-01 has been repealed.

# Enforcement

**ARTICLE 13** – (1) This Instruction enters into force on the date it is accepted by the Senate of Istanbul Medipol University.

# Execution

**ARTICLE 11 –** ( 1 ) The provisions of this instruction are executed by the Dean.

\*Accepted by the University Senate's decision dated 16.01.2018 and numbered 2018/03-02.