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ISTANBUL MEDIPOL UNIVERSITY VOCATIONAL SCHOOL OF JUSTICE EDUCATION INSTRUCTION\*

Aim and Scope

**ARTICLE 1 -** (1) This instruction regulates the principles regarding the education and examinations at the associate degree level given at Istanbul Medipol University IMU Vocational School.

# Base

**ARTICLE 2** (1) This instruction has been prepared based on the " Istanbul Medipol University Associate and Undergraduate Education Regulations " published in the Official Gazette dated 17 August 2012 and numbered 28387.

# Definitions

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

1. Term: Education periods consisting of fall, spring and summer, the start and end dates of which are determined by the Senate every academic year, covering at least seventy working days excluding public holidays and exam days,
2. Credit: European Credit Transfer System,
3. School: Vocational School of Justice.

# Duration of Study

**ARTICLE 4** - (1) The education period of the School is four semesters, and the course is carried out based on passing. Students who complete the program they are registered with are given an associate degree diploma from the Vocational School of Justice.

# Courses and Attendance Requirement

**ARTICLE 5 -** (1) Courses are included in the program as compulsory, elective, prerequisite or shared compulsory courses. Elective courses can be program dependent or optional elective courses.

1. Attendance to classes is mandatory. A student who does not attend more than 30% of the course hours will not be admitted to the final exam of that course. The student's excuse, including the medical report, is not considered in calculating absenteeism. The list of students deemed unsuccessful due to absenteeism is announced in the last week of the semester.
2. Students who meet the conditions for taking the exam and fail in the general exam and make-up exam can attend the final exam and make-up exams of that course,

provided that they take midterm exams in the next year without attendance. Students in this situation must also register for the course.

# Exams and Success Status

**ARTICLE 6 -** (1) Exams; consists of midterm, final exam, make-up exam, exemption exam and make-up exam. These exams can be written, oral or both written and oral and applied. Exam dates determined by the School Directorate in accordance with the academic calendar are announced at least one week before the exams.

1. At least one midterm exam is given from a course in each semester. Mid-term evaluations of projects, graduation papers, laboratories, workshops and similar studies can replace midterm exams. Midterm exam results are announced before the general exam period.
2. The general exams of the courses given for one semester are held at the end of that semester, and the final exams for the courses given for two semesters are at the end of the second semester.
3. 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 general exam. The contribution of the midterm exam grade is 40%, and the contribution of the final exam grade is 60% in the calculation of the course success grade. For the student to be considered successful, the course success grade must be 60 out of 100 total points. A student who does not get at least 50 points in the general exam is considered unsuccessful in that course.

# Education Terms

**ARTICLE 7** - (1) Education is organized on a semester basis. However, upon the recommendation of the Vocational School Board, the Senate may decide that a course be given for two terms (yearly).

# Graduation

**ARTICLE 8** - (1) A student with a GPA of 2,00 out of 4,00 by completing at least 120 credits required for the program they are registered for is entitled to graduate, provided that they are successful in all courses.

# Cases without Provisions

**ARTICLE 9 –** (1) In cases where there is no provision in this instruction, " Istanbul Medipol University Associate and Undergraduate Education Regulations ", the provisions of the relevant legislation and the decisions of the relevant boards are applied.

# Enforcement

**ARTICLE 10** - (1) This instruction enters into force when accepted by the Istanbul Medipol University Senate to be implemented as of the beginning of the 2013-2014 academic year.

# Execution

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

\* It was accepted by the University Senate's decision dated 24/09/2013 and numbered 2013/23-1.