# T.C.

ISTANBUL MEDIPOL UNIVERSITY

VOCATIONAL SCHOOL OF SOCIAL SCIENCES

EDUCATION AND EXAM INSTRUCTION\*

Aim and Scope

**ARTICLE 1 -** (1) The aim of this instruction is to regulate the principles regarding the education and examinations at the Associate Degree level given in the Vocational School of 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) In the implementation of this instruction:

1. School: Vocational School of Social Sciences,
2. Board of Directors: School Board of Directors,
3. Director: Director of Vocational School of Social Sciences,
4. European Credit Transfer System (ECTS): The credit that expresses all the work that the student has to do to successfully

complete a course.

# Term of Education

**ARTICLE 4 –** (1) The education period in all departments of the School is four semesters. However, there is a 1 (one) year compulsory preparatory class in the Applied English and Translation Department. Students who complete the department they are registered with are given an associate degree diploma related to their department.

# Attendance to Courses and Participation in Exams

**ARTICLE 5 -** (1) Students take courses between the dates announced in the academic calendar, at the beginning of each semester, with the help of their advisors. Students are obliged to take all the courses prescribed in the unit program they are registered to. However, any course can also be taken from the units where the equivalent course is given. Courses that overlap with other courses in the weekly course schedule are not registered.

1. Attendance requirements are announced at the beginning of the semester in which the course is given. Except for the courses to be given with the distance education system, attendance to the courses, laboratories, and practices is mandatory. At least 70% of the theoretical course hours, at least 70% of the practical course hours

A student who does not agree with 80%, In accordance with the 1st paragraph of the 26th ARTICLE of the IMU Undergraduate Education Regulations, not be taken to the final exam of the course. In case the student cannot take the final exam due to absenteeism, the instructor's attendance schedule records are taken as a basis. The list of students who cannot take the final exam due to their absence from a course is announced in

writing by the instructor at least one week before the final exams, and the administration is informed.

1. Students who fail in the final exam and make-up exam of any course by fulfilling the conditions for taking the exam can attend the make-up exams with the final exam of the course they have retaken, provided that they follow the midterm exams without requiring attendance. Students in this situation must also register for those courses.

# Exams

**ARTICLE 6 –** (1) Exams consists of midterm exams, final exams, make-up exams, excuse exams and single-course exams. These exams can be written, oral or both written and oral and/or applied. Exam dates deemed appropriate by the relevant unit are announced at least one week before the exams. Exam dates are stated in writing at the beginning of the semester. A student who does not take the exam without a valid excuse is considered to have used his right to take the exam and is deemed to get zero (0) from that exam. If necessary, classes and exams can be held on Saturdays and Sundays with the decision of the board of directors and the approval of the Rectorate.

1. Midterm exam: It is an exam held at least once for each course in each semester. Projects, graduation papers, laboratories, workshops and similar studies can replace midterm exams. If more than one midterm exam is held in any course, the grades taken in the exams are entered into the system separately.
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 for the first time in an academic year have the right to take the final exam.

(2) 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, they will not be taken to the exam in any of that exam halls, as the case may be. If this situation is determined by the hall exam invigilators with a report as a result of the control made during the exam, the exam will be deemed invalid, even if the grade received by the relevant student has been announced. Written exam documents are kept by the relevant instructor for at least two years.

# Passing Course, Course Success Grade and Graduation

**ARTICLE 7 -** (1) The education is executed according to the course passing basis.

1. Students who complete at least 120 credits (ECTS) required for the program they are enrolled in, who are successful in all the courses they have taken from the program, and who also meet other program-specific conditions, have the right to graduate.
2. 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 final exams together. In determining the course success grade, the weight of the midterm exam grade is 40%, and the importance of the final exam grade is 60%. For a student to be considered successful in a course, the final exam grade should be at least 50 (fifty), and the course success grade should be at least 60.
3. Students who have completed the program they are enrolled in and have not received any disciplinary action are considered honour students with a GPA between 3,13-3,54. Students with a grade between 3,55-4,00 are regarded as high honour students.

# Exemption from Courses

 **ARTICLE 8 –** (1) Students can apply on the dates specified in the academic calendar to be exempted from the courses they have taken and succeeded from the higher education institutions they have previously registered or from an institution whose equivalence has been accepted.|Applications for exemption are decided by the School Administrative Board by taking the opinion of the relevant instructor.

# Cases without Provisions

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

# Enforcement

**ARTICLE 10-** (1) This Instruction enters into force on the date accepted by the Istanbul Medipol University Senate.

# Execution

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

\*It was accepted by the University Senate's decision dated 24/11/2015 and numbered 2015/32-02.