

BEYKOZ UNIVERSITY

SUMMER EDUCATION DIRECTIVE

Receiving authority, date and number: Senate, 17.05.2018 / 4

Additions and amendments: Senate, 23.05.2019 / 4

Additional and amendment check date: 23.05.2019

Purpose

ARTICLE 1 - (1) The purpose of this Directive is to regulate the principles regarding the Summer Education applied at Beykoz University.

Scope

ARTICLE 2 - (1) This Directive covers the provisions regarding education programs opened in the summer months for students enrolled in Beykoz University, students enrolled in other higher education institutions, and those who are not enrolled in any higher education institution but who wish to enroll in courses offered by Beykoz University.

Basis

ARTICLE 3 – (1) This Directive has been prepared based on the Higher Education Law No. 2547, the relevant legislation of the Higher Education Council and the relevant ARTICLES of the Beykoz University Undergraduate-Associate Degree Education-Training Regulation, Beykoz University English Preparatory Program Education-Training and Examination Directive and Beykoz University Postgraduate Education Regulation.

Definitions

ARTICLE 4 – (1) In this Directive, the following expressions have been used:

- a) ECTS; European Credit Transfer System
- b) EBS; Beykoz University Education and Training Information System,
- c) Related Unit; Faculties, institutes, colleges and vocational schools affiliated with Beykoz University,
- d) Related Board; Faculty, institute, college and vocational school boards affiliated to Beykoz University,
- e) Related Board of Directors; Faculties, institutes, schools of higher education and vocational schools affiliated with Beykoz University,
- f) Board of Trustees; Beykoz University Board of Trustees,
- g) Registrar's Office; Beykoz University Registrar's Office,
- h) University Executive Board; Beykoz University Executive Board,
- i) Financial Affairs Directorate; Beykoz University Financial Affairs Directorate,
- j) Academic Calendar; Beykoz University Academic Calendar
- k) Rector; Beykoz University Rector,
- l) Senate; Beykoz University Senate,
- m) YÖK; Higher Education Council
- n)) University; Beykoz University.

Definition and Aims of Summer Education

ARTICLE 5 – (1) Summer education is an additional education and training program that is implemented in the summer months outside the fall and spring semesters.

(2) The aims of summer education are:

- To ensure the efficient use of education-training capacity by evaluating the education and training opportunities of Beykoz University.
- To provide opportunities for students who cannot take some courses for various reasons, fail the courses they have taken before, want to increase their grades and do not want to extend the graduation period.
- To provide opportunities for students of higher education institutions other than Beykoz University and those who are not registered to any higher education institution to benefit from the educational opportunities of Beykoz University.

Duration of Teaching

ARTICLE 6 – (1) The duration of teaching is at least 7 weeks, excluding the final exams. The total number of hours for each course opened in summer education is as much as the normal semester.

(2) Summer education is not counted towards the maximum duration of education.

Matters concerning the Opening of the Courses and Course Registrations

ARTICLE 7 – (1) Opening courses in summer education, registration to courses, curriculum, exams and other issues, are executed according to Beykoz University Undergraduate-Associate Education-Teaching Regulation, Beykoz University English Preparatory Program Education-Teaching and Exam Directive, Beykoz University Postgraduate Education-Education Regulation provisions, Beykoz University's relevant regulations and directives, Senate and University Administrative Board decisions and Academic Calendar.

(2) Depending on the fall and spring semesters syllabus, the courses to be opened in summer education are determined by the recommendation of the relevant boards of directors and the decision of the University Board of Directors based on the applications of the students.

(3) The minimum number of students to be considered in determining the courses to be opened in summer education is 8. This number can be reduced on a lesson basis by taking the courses to be opened in the summer education and the students who can graduate into consideration, by the recommendation of the relevant Administrative Boards and the decision of the University Administrative Board.

(4) Students can take a maximum of 15 ECTS lessons in summer education. Upon graduation, students can take up to 6 ECTS additional courses upon the recommendation of the relevant Executive Boards and the decision of the University Administrative Board. If Workplace Practice Training will be held during the summer school term, the student prefers either the courses or the Workplace Practice Training. However, if the courses to be taken in summer education are given by distance education, they can complete the Workplace Training in the same period with 15 ECTS lessons.¹

(5) Students studying in the formal education program can take the distance education courses opened in summer education with the approval of YÖK, provided that they pay the formal education fees, within the conditions specified in the fourth paragraph.

(6) Distance education students can take the formal education courses opened in summer education within the conditions specified in the fourth paragraph, provided that they pay the formal education fees.

(7) Students who are enrolled in the courses that cannot be opened because the required number of students cannot be reached can register for the courses that are not opened, provided that they do not exceed the total credits of the courses they enrolled in.

¹ Different Article: Senate, 23.05.2019 / 4.

(8) Students who successfully complete the compulsory English Preparatory Program in the Department of Foreign Languages and students who participate in the optional English Preparatory Program can register for the non-pre-requisite courses of the first year of the education program in which they are enrolled.

(9) Students who will take courses in summer education complete their registration by choosing courses from the Education Information System (EÖBS) and paying to the Financial Affairs Directorate.

(10) Students who have previously been dismissed for any reason cannot enroll in summer education.

(11) In summer education, courses cannot be added or dropped except for the seventh paragraph.

(12) Withdrawal is not possible in summer education.

English Preparatory Program Summer Education

ARTICLE 8 – (1) Students of the English preparatory program can register for summer education if they wish. In order for summer education to be opened, at least 15 students must be registered for summer education. Summer education lasts approximately 7 weeks in the English Preparatory Program.

A BEUPT exam is administered to students who attend summer education at the end of the summer school. Students who have remained in this exam due to absenteeism and who have lost their right to take the BEUPT exam in June will also be able to enter. This exam does not prevent the right to enter BEUPT, which is held regularly at the beginning of each academic year.

(2) Other issues related to the English preparatory program in summer education are carried out in line with the provisions of the "English Preparatory Program Education and Exam Directive".

Students Who Will Take Summer Education Lessons From Other Higher Education Institutions

ARTICLE 9 – (1) Students can take courses from other higher education institutions upon the decision of the academic unit boards regarding the course they want to take in case the course they apply for in summer education is the same or more in ECTS credits, the course contents are equivalent and do not exceed the maximum credits.

Students Enrolling in Beykoz University Summer Education From Other Higher Education Institutions

ARTICLE 10 – (1) Students of other higher education institutions can take courses in summer education as a special student provided that they document their student status and fulfill their financial obligations. These students are given a document showing the name, credits and success grade of the courses they take in summer education.

Students Not Enrolled in Any Higher Education Institution Taking Courses in Summer Education

ARTICLE 11 – (1) People who are at least high school senior students and are not registered in a higher education institution can take courses in summer education as a Guest Student. These students are given a document showing the name, credits and grade of the courses taken in their teaching.

Attendance

ARTICLE 12 - (1) The provisions of Beykoz University Undergraduate and Associate Degree Education and Training Regulations and Beykoz University Postgraduate Education and Regulations are valid for all students enrolled in summer education to attend classes and to take the midterm exams and final exams.

Success Evaluation

ARTICLE 13 - (1) The grade of the courses taken in summer education is shown in the section opened under the name of Summer Education in the transcripts.

(2) Students can retake the courses they have succeeded in order to increase their grade point average. The higher of the success grades of the course / courses taken are recorded in their transcripts.

(3) Make-up exam is not done in summer education.

(4) The student, who has not been able to enter the final exams due to his excuse, submits the document indicating his excuse to the deanship or directorate of the academic unit to which he / she is affiliated within three days following the end of the exams. The relevant Board of Directors may grant make-up exam right for the relevant course to the students who report their excuse within due time and based on justified and valid reasons. Make-up exams are held on the dates determined by the relevant Board of Directors. Health-related excuses must be documented with a medical report from health institutions.

(5) The evaluation of the courses opened by summer education is made according to the provisions of Beykoz University Undergraduate-Associate Degree Education-Training Regulation and Beykoz University Postgraduate Education-Education Regulation.

Fees

ARTICLE 14 - (1) Summer course fees are determined on a credit basis. Fees on credit basis are the fees determined by the Board of Trustees for the relevant academic year.

(2) Summer education is paid, including scholarship students.

(3) Students who enroll in summer education will be reimbursed for the courses not opened. The fees paid by students who enroll in the courses opened are not refundable regardless of attendance.

Cases without provisions in the Directive

ARTICLE 15 - (1) In cases where there is no provision in this Directive, Beykoz University Undergraduate-Associate Degree Education-Training Regulation, Beykoz University Postgraduate Education Regulation, the relevant legislative provisions of the Higher Education Council, the relevant regulations and directives of Beykoz University, and the Senate and University Administration Board decisions are implemented.

Repealed regulation

ARTICLE 10- (1) The Vocational School Summer School Directive adopted by the Senate decision dated 04/05/2017 and numbered 2017/6 has been repealed.

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Force

ARTICLE 16- (1) This Directive comes into force on the date of its publication.

Execution

ARTICLE 17 - (1) This Directive is executed by the Rector of Beykoz University.