

BEYKOZ UNIVERSITY

SUMMER SCHOOL DIRECTIVE

Approving Authority, Date, and Number : Senate, 17.05.2018 / 4

Additions and Amendments : Senate, 23.05.2019 / 4

Additions and Amendments Control Date: 23.05.2019

Purpose

ARTICLE 1 – (1) The purpose of this Directive is to regulate the principles governing the Summer School implemented at Beykoz University.

Scope

ARTICLE 2 – (1) This Directive covers the provisions related to educational programs offered during the summer term, which may be attended by students registered at Beykoz University, students from other higher education institutions, and individuals not registered in any higher education institution but who wish to enrol in courses offered by Beykoz University.

Legal Basis

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

Definitions

ARTICLE 4 – (1) The following terms used in this Directive shall have the meanings indicated below:

- a) ECTS: European Credit Transfer System,
- b) EÖBS: Beykoz University Education and Training Information System,
- c) Relevant Unit: The faculties, institutes, schools, and vocational schools affiliated with Beykoz University,
- ç) Relevant Board: The faculty, institute, school, and vocational school boards affiliated with Beykoz University,
- d) Relevant Administrative Board: The faculty, institute, school, and vocational school executive boards affiliated with Beykoz University,
- e) Board of Trustees: The Board of Trustees of Beykoz University,
- f) Student Affairs Directorate: The Directorate of Student Affairs of Beykoz University,
- h) University Executive Board: The Executive Board of Beykoz University,
- ı) Financial Affairs Directorate: The Directorate of Financial Affairs of Beykoz University,

- i) Academic Calendar: The Academic Calendar of Beykoz University
- j) Rector: The Rector of Beykoz University,
- k) Senate: The Senate of Beykoz University,
- l) YÖK: The Council of Turkish Higher Education,
- m) University: Beykoz University.

Definition and Objectives of Summer School

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

(2) The objectives of the Summer School are as follows:

- To ensure the efficient use of Beykoz University’s educational facilities and resources,
- To provide opportunities for students who could not take certain courses for various reasons, who have failed previously taken courses, who wish to improve their grades, or who want to avoid extending their graduation period,
- To enable students from other higher education institutions and individuals not registered in any higher education institution to benefit from the educational opportunities offered by Beykoz University.

Duration of Instruction

ARTICLE 6 – (1) The duration of the Summer School shall be at least seven (7) weeks, excluding the final examinations. The total number of class hours for each course offered in the Summer School shall be equivalent to that of the regular semester.

(2) The Summer School period shall not be counted within the maximum duration of study.

Opening of Courses and Course Registration

ARTICLE 7 – (1) The opening of courses, registration, course schedules, examinations, and other related matters during the Summer School are conducted in accordance with the provisions of the Beykoz University Undergraduate–Associate Degree Education and Training Regulation, the Beykoz University English Preparatory Program Education, Training and Examination Directive, and the Beykoz University Graduate Education and Training Regulation, as well as other relevant university regulations, directives, Senate and University Executive Board decisions, and the Academic Calendar.

- (2)** Based on student applications, the courses to be offered during the Summer School are determined upon the recommendation of the Relevant Administrative Boards and the approval of the University Executive Board.
- (3)** The minimum number of students required for a course to be opened in the Summer School is eight (8). This number may be reduced for specific courses considering those eligible for graduation, upon the proposal of the Relevant Administrative Boards and the decision of the University Executive Board.

- (4) Students may take a maximum of 15 ECTS credits during the Summer School. Students who are in their graduation semester may take up to an additional 6 ECTS credits with the recommendation of the Relevant Administrative Board and the approval of the University Executive Board. If a Workplace Practice course is to be conducted during the Summer School, the student may choose either the courses or the Workplace Practice. However, if the required courses are offered through distance education, students may complete both the 15 ECTS credits and the Workplace Practice concurrently.¹
- (5) Students enrolled in formal education programs may take distance education courses opened with YÖK's approval during the Summer School under the conditions specified in paragraph four, provided they pay the tuition fees of the formal education program.
- (6) Distance education students may take formal education courses offered during the Summer School under the same conditions, provided they pay the tuition fees of the formal education program.
- (7) Students registered for courses that cannot be opened due to insufficient enrolment may register for other available courses, provided the total credit load does not exceed that of the initially selected courses.
- (8) Students who have successfully completed the compulsory English Preparatory Program or those who attended the optional English Preparatory Program may register for first-year courses in their degree programs that do not have prerequisites, if they wish.
- (9) Students taking courses during the Summer School shall complete their course selection via EÖBS and finalize their registration by paying the fees to the Financial Affairs Directorate.
- (10) Students who have been dismissed from the University for any reason cannot register for the Summer School.
- (11) Except for the provision in paragraph seven, adding or dropping courses is not allowed during the Summer School.
- (12) Withdrawal from courses is not permitted during the Summer School.

English Preparatory Program Summer School

ARTICLE 8 – (1) (Amended: STK-05/08/2025-09) Students of the English Preparatory Program may enrol in the Summer School if they wish. A minimum of ten (10) students must register for the Summer School for it to be opened. The Summer School program in the English Preparatory Program consists of four weeks of classes (90–100 hours / CEFR) and one week of examinations in an intensive format. Students who successfully complete courses at B1 and B2 levels are granted the right to take the Beykoz PROF Exam. Participation in this exam does not affect their eligibility to take the regular Beykoz PROF Exam administered at the beginning of each academic year.

¹ Amended Article: Senate, 23.05.2019 / 4

(2) **(Added: 05/08/2025-09)** (Added: 05/08/2025-09) Students who successfully complete A1, A2, or B1 level courses during the Summer School continue with the next level courses in the following academic year.

(3) Other issues related to the English Preparatory Program during the Summer School are carried out in accordance with the provisions of the “English Preparatory Program Education, Training and Examination Directive.”.

Students Taking Summer School Courses from Other Higher Education Institutions

ARTICLE 9 – (1) If a course applied for in the Summer School cannot be opened, students may take an equivalent course from another higher education institution, provided the ECTS credits are equal to or higher than the Beykoz University course, the course content is equivalent, and the total credit limit is not exceeded, subject to the approval of the relevant academic board.

Students from Other Higher Education Institutions Registering at Beykoz University Summer School

ARTICLE 10 – (1) Students from other higher education institutions may take courses as special students during the Summer School, provided they document their student status and fulfil their financial obligations. Such students are issued a certificate indicating the course name, credit, and grade achieved during the Summer School.

Non-University Students Attending Summer School Courses

ARTICLE 11 – (1) Individuals who are at least in their final year of high school and not registered in any higher education institution may take courses in the Summer School as Guest Students. These students are issued a certificate indicating the course name, credit, and grade achieved during the Summer School.

Attendance

ARTICLE 12 – (1) The provisions of the Beykoz University Undergraduate–Associate Degree Education and Training Regulation and the Beykoz University Graduate Education and Training Regulation shall apply to the attendance and examination obligations of all students registered in the Summer School.

Assessment of Success

ARTICLE 13 – (1) The grades obtained in courses taken during the Summer School are shown in a separate section titled “Summer Education and Training” on the student’s transcript.

(2) Students may retake successfully completed courses to improve their GPA. The higher of the two grades is recorded on the transcript.

(3) No make-up examinations are held during the Summer School.

(4) A student who cannot attend the final examinations due to a valid excuse must submit a written petition and supporting documents to the relevant dean’s office or directorate within

three (3) days following the end of the examinations. The Relevant Administrative Board may grant a make-up exam right to students whose excuses are deemed valid. Make-up exams are held on dates determined by the Relevant Administrative Board. Medical excuses must be documented with an official medical report.

- (5) Evaluation of courses offered during the Summer School is carried out in accordance with the provisions of the Beykoz University Undergraduate–Associate Degree Education and Training Regulation and the Beykoz University Graduate Education and Training Regulation.

Tuition Fees

ARTICLE 14 – (1) Summer School tuition fees are determined on a per-credit basis. The fees per credit are those approved by the Board of Trustees for the relevant academic year.

(2) The Summer School is subject to tuition fees, including for scholarship students.

(3) Students who register for the Summer School are refunded the fees of courses that are not opened. However, no refunds are made for courses that have been opened, regardless of attendance.

Cases Not Provided for in the Directive

ARTICLE 15 – (1) In cases not covered by this Directive, the provisions of the Beykoz University Undergraduate–Associate Degree Education and Training Regulation, the Beykoz University Graduate Education and Training Regulation, the relevant legislation of the Council of Higher Education (YÖK), other relevant university regulations and directives, and the decisions of the Senate and the University Executive Board shall apply.

Repealed Directive

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

Enforcement

ARTICLE 16– (1) This Directive shall enter into force on the date of its publication.

Execution

ARTICLE 17 – (1) The provisions of this Directive shall be executed by the Rector of Beykoz University.