

**ALTINBAS UNIVERSITY  
SUMMER SCHOOL  
DIRECTIVE**

**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Objective:**

**ARTICLE 1-** (1) The purpose of this Directive is to regulate the principles regarding the Summer School at Altınbaş University

**Scope:**

**ARTICLE 2-** (1) The principles stipulated in the Directive cover the English preparatory class, associate, undergraduate and graduate students of Altınbaş University.

**Basis**

**ARTICLE 3-** (1) This directive has been prepared on the basis of Altınbaş University Associate Degree and Undergraduate Education Regulations, Altınbaş University Graduate Education Regulations and Article 14 of Law No. 2547.

**Definitions:**

**ARTICLE 4-** (1) The terms used in this Directive

- a) Institute The institutes where graduate education is carried out at Altınbaş University,
- b) Faculties The faculties where undergraduate education is provided at Altınbaş University,
- c) Vocational School: Vocational schools where associate degree education is provided at Altınbaş University,
- d) Board of Trustees Altınbaş University Board of Trustees,
- e) Senate: Altınbaş University Senate,
- f) University Altınbaş University,
- g) Rector: Rector of Altınbaş University,
- h) School of Foreign Languages: School of Foreign Languages within Altınbaş University
- i) Board of Directors: Altınbaş University Board of Directors.

**PART TWO**

**General Provisions**

**Definition of Summer School:**

**ARTICLE 5-** (1) Summer School is an education program defined in Article 12 of Altınbaş University Associate Degree and Undergraduate Education Regulations, which is outside the normal two semesters of an academic year and is applied during the summer vacation months. It is not possible for the compulsory courses in all associate, undergraduate and graduate education programs of the University to be postponed to Summer School if they are not offered in the semesters in which they are required to be offered.

**Purpose of Summer School:**

**ARTICLE 6-** (1) The aims of the Summer School are as follows:

- a) Evaluation of the university's education and training opportunities also in the summer months,

- b) Providing elective courses and supporting graduate thesis studies, especially in graduate programs, by employing faculty members from abroad,
- c) Providing convenience for students enrolled in Minor and Double Major Programs to follow these programs and enabling high-performing students to graduate in a shorter period of time,
- d) To provide opportunities for students in this situation by opening the courses that students did not take or failed in the fall and spring semesters in the summer months and to increase the efficiency of education by preventing the accumulation of students in the compulsory courses of the departments / departments,
- e) To enable students from other higher education institutions to benefit from the educational opportunities of the University as special students.

**Time and Duration of Summer School:**

**ARTICLE 7-** (1) The opening of courses in the summer school, enrollment in the courses, the start and end of the courses, exams and other related issues are carried out according to the academic calendar determined by the Senate.

(2) For each course offered in the Summer School, the total number of hours of instruction is equal to the total number of hours of instruction in the regular semester. The teaching period in Summer School is 7 weeks including exams.

**Courses to be offered in Summer School:**

**ARTICLE 8-** (1) Undergraduate and Associate Degree courses to be offered in the Summer School are determined by the departments and graduate courses are determined by the relevant Graduate School Departments within the last week of the spring semester at the latest.

(2) The courses deemed appropriate to be opened by the units are announced by the Student Affairs Department together with the program.

(3) Those who have previously taken and failed the summer school graduation study and graduation project courses can apply. These courses cannot be taken from other higher education institutions.

(4) Students can take courses that are not offered in the summer school at the University from another university (providing English education in programs conducted in English) with the approval of the relevant Board of Directors. However, courses offered by the University but not applied for by the student cannot be taken from other universities. A maximum of 2 courses can be taken from other universities each semester.

(5) Preparatory courses taken from other universities are not accepted in the preparatory programs offered by SFL.

(6) The provisions of Altınbaş University Exemption and Adjustment Directive are applied in the evaluation of the student's grade from another higher education institution.

(7) In Summer School, a student can take a maximum of 3 courses in total, and students who can graduate with the courses they will take can take one additional course. Students who have registered for the Summer School cannot withdraw from the course.

(8) Add-drop courses cannot be done during Summer School.

**Number of Students:**

**ARTICLE 9-** (1) If at least 6 students in associate degree and undergraduate programs and at least 4 students in graduate programs register for a course in the summer school, the course is opened directly. If the number of students enrolled in the course is less, it is determined with the approval of the Rectorate (upon the recommendation of the Education Planning Coordinatorship) whether the course is opened or not.

**Fees**

**ARTICLE 10-** (1) The fees to be charged to students in the Summer School are announced to the relevant units by the end of May at the latest each year after the approval of the Chairman of the Board of Trustees upon the proposal of the Rector.

(2) For pre-registration, the student must pay the full summer school course fee.

(3) If students who are studying in the scholarship quotas of the University take courses in the summer school, their existing scholarships are not considered valid.

(4) In the Summer School, the fee of a student who enrolls in a course but does not attend or fails is not refundable.

(5) If the course is not offered, the course registration fee paid by the student will be refunded.

(6) Other scholarships/discounts applied during the year (Preference Scholarship, Sibling Discount, Merit Scholarship, etc.) are not valid.

**Success Evaluation:**

**ARTICLE 11-** (1) The success of the students who take courses in the Summer School is determined by the instructor who teaches the course by taking into account the attendance, midterm exams, various studies such as homework, projects, workshops, laboratories and final exam results, and by assigning one of the grades specified in Article 25 of Altınbaş University Associate and Undergraduate Education and Training Regulations.

(W) grade is not applied.

(2) At least one midterm exam is held for each course. Students who cannot attend the midterm or final exam for a reason deemed justified and valid by the Department Head may be given an excuse exam.

(3) Make-up exams cannot be held in summer school.

**Calculation of Grade Point Average:**

**ARTICLE 12-** (1) At the end of the Summer School, students' grade point average is calculated and recorded on the Summer School transcripts. The grades received in Summer School courses are shown in a section called "Summer School" in the transcripts.

**Enforcement:**

**ARTICLE 13-** (1) Amendments to this Directive enter into force as of the date of its adoption by the University Senate.

**Execution:**

**ARTICLE 14** (1) This directive is executed by the Rector of the University.

<b>Legal Basis on which the Directive came into force</b>			
<b>Relevant Board</b>	<b>Date of Decision</b>	<b>Number of Decision</b>	<b>Decision Item</b>
Senate	21.02.2022	2022/02	8
Board of Trustees	10.03.2022	2022/03	15
Senate	25.06.2024	2024/04	4