

**INTERNATIONAL SCIENCE AND TECHNOLOGY UNIVERSITY
ONLINE AND DISTANCE UNDERGRADUATE EDUCATION AND EXAMINATION
DIRECTIVE**

**CHAPTER ONE
Preliminary Provisions**

Objective

ARTICLE 1- (1) Purpose of this Directive; regulation of the principles of training and examinations applied in the bachelor's programs conducted according to the online and distance learning system within the International Science and Technology University.

Scope

ARTICLE 2- (1) This Directive; it covers the procedures and principles for training and examinations applied in the undergraduate courses conducted under the online and distance learning system of the International Science and Technology University.

Basis

ARTICLE 3- (1) This Directive;

a) Based on the processes and procedures of the International Standards Organization ISO 29993:2017 “Learning Services Outside Formal Education” System Certificate owned by the University,

b) Harmonious regulation to Article 26 of the Universal Declaration of Human Rights adopted in the United Nations General Assembly on December 10, 1948, regarding the right to education and Article 28 on the establishment of new methods and institutions for exercising this right, along with the Articles 13 and 14 of the International Covenant on Economic, Social and Cultural Rights adopted on December 16, 1966, pertaining to the right to education, and Articles 10 and 11 of The Convention on the Prevention of All Forms of Discrimination Against Women adopted on December 18, 1979,

has been prepared.

Definitions

ARTICLE 4- (1) In this Directive;

a) ECTS credits: Credit corresponding to the European Credit Transfer System,

b) CGPA: Cumulative Grade Point Average,

c) Block application: In order to deepen the theoretical courses completed during the training period, the application studies are carried out within the framework of the principles established in the training process according to the time, duration and subject of the basic training,

d) Dean: The deans of the faculties of the International Science and Technology University,

e) Faculty: Faculties within the International Science and Technology University,

f) Rector: The Rector of the International Science and Technology University,

g) Senate: International Science and Technology University Senate,

h) Online and distance learning: teaching in programs based on information and communication technologies,

i) Student Secretariat: The Student Secretariat of the International Science and Technology University,

j) University: International Science and Technology University,
expresses.

CHAPTER TWO

Opening and Organizing Programs, Education and Training Semesters and Academic Calendar

Opening and Organizing Programs

ARTICLE 5- (1) Online and distance learning courses are opened at the suggestion of the respective faculty and with the approval of the Senate.

(2) Online and distance learning courses are organized on a semester-by-semester basis depending on the occasion and the specifics of the opening.

Education and Training Semesters

ARTICLE 6- (1) An academic year consists of two semesters, fall and spring. In cases deemed necessary, a summer semesters may also be opened.

(2) Saturdays and Sundays can be counted as teaching days and classes and exams can be held on these days.

(3) There is a semester break of at least one week between each semester.

Academic Calendar

ARTICLE 7- (1) The academic calendar is prepared by the Student Secretariat and submitted to the Senate for approval and put into practice after approval by the Senate.

CHAPTER THREE

Registration Procedures, Tuition Fee and Tuition Expenses

Registration Procedures

ARTICLE 8- (1) Regarding the University-affiliated faculties' programs, the relevant faculty determines and announces the registration date, form, duration, conditions, documents to be requested, and procedures and principles to be followed based on the program's characteristics, as long as they don't conflict with Senate decisions or relevant legislation.

(2) Individuals who fail to meet the requirements for registration and register before the deadline will forfeit their registration privileges.

(3) The registration process for students who are found to have used false or forged documents or provided false information during registration will be terminated by the Student Secretariat. All documents issued to these students, including diplomas, will be canceled.

(4) Students who have been accepted but are in the graduation phase must document the graduation degree required for admission to the program within a maximum of three months after the completion of registration procedures. Students who cannot present their graduation documents at the end of this period will be dismissed from the program.

(5) Students who cannot document that they know the language of instruction in the program in which the student will be registered at a minimum level of B2 will be given a maximum of one semester. During this period, their student rights will continue. Students who do not document their language proficiency at the end of the specified period will be dismissed from the program.

Tuition Fee and Tuition Expenses

ARTICLE 9- (1) To enable students to register or renew their registration; they must have paid their tuition fees.

(2) Students who do not pay the tuition fee within the specified deadlines will not be able to register and extend their enrollment. These students are not allowed to take intermediate or final exams and cannot exercise their student rights.

(3) In the event of de-registration or cancellation, the tuition fee paid is non-refundable.

CHAPTER FOUR

Organization and Execution of Courses, Course Registration and Attendance Status

Organization of Courses

ARTICLE 10- (1) Instruction; It consists of theoretical courses or optional internships and similar practical studies. The courses are organized semester by semester.

(2) If necessary, with the approval of the Senate and at the suggestion of the respective faculty, the courses in the degree programs, the credits of the courses, any study requirements and their distribution over the semesters can be changed.

(3) Based on the recommendation of the relevant Faculty, the Senate determines which courses will be taken, repeated, or eliminated from the program.

Execution of Courses

ARTICLE 11- (1) According to the online and distance learning system, in the faculties where training is carried out, the courses are semester-credit base and passing system is applied.

(2) Subject to the decisions of the Faculty Council and the approval of the Senate, courses may be offered primarily online or via distance learning, although face-to-face teaching is also possible if necessary.

(3) A portion or all of the course(s) may be offered through academic counseling and application services on the university's campuses, as well as in centers set up in other regions.

(4) The principles for applications and internships to be carried out, depending on the specifics of the degree programs, are based on the proposal of the respective faculty. execution will take place after Senate approval.

Course Registration

ARTICLE 12- (1) Enrolled students must renew their enrollment on the enrollment extension dates and must continue their studies at the beginning of each semester. Students are solely responsible for registering for courses. Students who do not pay the tuition fees and do not register for courses within the scheduled deadlines may not take advantage of any courses, examinations or student rights.

(2) For new students who are enrolling at the university for the first time, those who pay the semester fees are registered for courses by the students themselves. Students who have paid the tuition fee but are unable to register/register for courses will be registered by the student secretariat Registered for up to 30 ECTS credits, starting with the courses in the lower semester.

(3) In a semester, students can enroll in up to five courses for a total of 30 ECTS credits. Courses from the semester and/or sub-semesters in which the students are enrolled may be taken in this fashion; courses from higher semesters cannot be taken in this fashion.

(4) At the end of the semester, students with a Cumulative Grade Point Average (CGPA) of 2.00 or higher are eligible to enroll in two more courses, up to a maximum of 12 ECTS credits. No courses from the upper semesters may be taken in this fashion; instead, courses from the semester and/or sub-semesters in which the students are enrolled may be taken.

Attendance Status

ARTICLE 13- (1) Students are obliged to attend the classes in the announced program on the specified day and time. Students who do not attend classes synchronously and/or asynchronously for a total of 4 weeks in an academic term and/or who do not fulfill their responsibilities are considered to have failed that course with an absentee status. Students who fail two or more classes in an academic term in this way are dismissed from the program.

CHAPTER FIVE

Exams, Evaluation of Success and Duration of Education

Exams

ARTICLE 14- (1) Each course consists of at least one final exam and one midterm exam. Furthermore, after completing all of the program's courses and earning a letter grade of FF, students who have completed all of the required courses have the option to take the graduation two-course exam once, within ten days of the semester's final exams. However, they must have registered for the courses for which they have received a letter grade of FF in the semester of the exam. On the basis of the Faculty's proposal, the Senate approves the procedures and principles pertaining to the two-course graduation exam.

(2) For whatever reason, students who miss exams are not eligible to retake them. However, if the midterm exam grade is accepted as zero, students who register with a valid excuse or who miss the midterm exam after the university's central exam preparations begin may take the final exam.

(3) Examinations are conducted online in compliance with the policies and guidelines established by the university. If necessary, it can also be completed practically or in writing while being supervised.

(4) Students who fail to meet attendance requirements or any other course requirements will not be permitted to take the final exam.

(5) Exam records and associated archives containing student responses are preserved for a minimum of two years.

Exam Rules

ARTICLE 15- (1) The rules that students must observe during exams are determined by the Senate.

(2) If an examination is declared invalid for any reason, the student will be awarded zero points for the course or courses in which they were taken.

(3) The examination date and time specified in the Student Information System must be observed by the student for the courses in which they are enrolled.

Invalidation of Exams

ARTICLE 16- (1) Students whose statuses are listed below are not deemed to have passed their exams, and they are awarded zero points for all courses taken during the relevant session.

a) Students who are discovered to have cheated on the online exams will follow the policies and guidelines set forth by the university.

b) Students who do not mark or mark the booklet type incorrectly on the answer sheet evaluated in the optical environment; students who scribble or scratch the barcode and/or QR code on the optical form, if any; students who mark their answers in the incorrect field or submit the pages of the question booklets incomplete; and students who are found to have marked the answer sheet that does not belong to them will all be evaluated in written or practical form exams under supervision.

c) students who are discovered to have taken the exam without the required paperwork, who interfere with the rules, order, and functioning of the exam, who stop the exam from being held for an extended period of time, who verbally and physically abuse the examiners, who speak loudly enough to disturb the quiet of the exam, who leave the exam hall before the time that is announced, and who do not follow the examiners' exam regulations.

Objection to Exam Questions and Results

ARTICLE 17- (1) Objections to the exam questions must be submitted in writing or electronically to the responsible faculty within three days of the announcement of the examination results. Objections to the exam results must be made within three days of the announcement of the examination results.

(2) Objections are reviewed and finalized by the relevant Faculty and notified to the relevant student.

(3) No changes will be made to the exam results except for the correction of essential errors.

Evaluation of Exams

ARTICLE 18- (1) Exams and other activities are evaluated over 100 points.

(2) The respective faculty determines the contribution rate of the points obtained from tasks, exercises and short exams to the result of the midterm exam in the courses in which these activities take place.

Determination of Course Success Grade

ARTICLE 19- (1) Each semester, for the courses that will be offered in that semester, information is released by the respective instructor and included in the course information package. This information includes the kinds and quantity of in-term studies, how much they count toward the success grade, and how much the final exam counts toward the success grade.

(2) In the course success control; Two systems are used: the absolute rating system and the relative rating system. The following table can be used as a reference in the absolute rating system. Which system is used to evaluate courses and which principles are associated with it is determined and announced by the respective teacher.

(3) The success grades announced in letters and their weighting coefficients/significances are listed below:

Score Range	Letter Grade	Weight Coefficient	Status
90-100	AA	4,00	Excellent
85-89	BA	3,50	Very Good
80-84	BB	3,00	Good
70-79	CB	2,50	Good - Adequate
60-69	CC	2,00	Sufficient
50-59	DC	1,50	Enough - Pass
45-49	DD	1,00	Passes
0-44	FF	0	Failed

(4) The grades that are not included in the averages are as follows:

a) (S) The grade is given to the student who is exempt from the courses or to the students who have successfully completed the courses.

b) (P) The grade is given to the student who is continuing the courses.

c) (U) The grade is given to students who fail the courses.

d) (EX) The grade is given to the student who is exempted as a result of the English proficiency exam conducted by the English Preparatory Class.

(5) Success in a course is determined by the success grade. The meanings of the success grade letters are as follows:

a) A student who gets one of the grades (AA), (BA), (BB), (CB), (CC), (DC), (DD) and (S) in a course is considered successful.

b) A student who gets a grade of (FF), (U) and (P) from a course is considered unsuccessful in that course.

Cumulative Grade Point Average (CGPA)

ARTICLE 20- (1) The cumulative grade point average (CGPA), is determined by multiplying the ECTS credit value of all the courses the student has taken up to this point in his/her education including the semesters he has completed by the weight coefficient associated with that course's success grade in the table above. Then, the total ECTS credit value is divided by the product of these products. Following the comma, the division result is rounded to two digits.

(2) When calculating CGPA, the last grade determined is taken into account for repeat courses. It is not possible to repeat passed courses with a grade of AA.

Duration of Education

ARTICLE 21- (1) In undergraduate programs, the standard period of study is eight semesters and the maximum period of study is fourteen semesters. Semesters for which registration is not renewed will be counted towards the maximum education period.

(2) Students who are unable to complete their degree at the end of the maximum period of study have the right to take two additional examinations, provided they have registered for the courses for which they received a grade of FF in accordance with the Senate's decision for the courses they failed participation in FF, provided you have registered in the semester in which the exam takes place.

(3) The Senate grants students who are enrolled in closed degree programs a reasonable period of time to complete their degree. Students who are unable to obtain a degree after this deadline will be excluded from their studies upon request or accepted into a course of study determined by the Senate under the specified conditions.

CHAPTER SIX

Graduation and Diploma

Graduation and Diploma

ARTICLE 22- (1) The undergraduate diploma of the program in which a student is enrolled is granted to those who successfully complete all courses, take at least 240 ECTS credits in the undergraduate program, do not have any FF, P, or U grades, have an CGPA of at least 2 points, and fulfill all other requirements. The day of the final exam that the student passed counts as their graduation. On the other hand, students who are unable to graduate by this date for any reason—practice, internship, industry-based education, graduation project, graduation thesis, diploma study, field work, and other reasons—will graduate on the day these studies are accepted and finished.

(2) Students receive a diploma supplement in addition to their diploma, which includes information about the degree's level, content, and purpose.

(3) Honor students graduate with a CGPA of between 3,00 and 3,49 points, while high honor students graduate with a CGPA of between 3,50 and 4,00 points. Disciplined students are not awarded honors or high honors, even though they submit the required CGPA diplomas.

CHAPTER SEVEN

Miscellaneous and Final Provisions

Credit and Grade Transfer

ARTICLE 23- (1) All of the courses required for enrollment in an online or distance learning program must be taken by the student. Students who have been expelled from

previously attended higher education institutions may be eligible for an exemption or adjustment process if they successfully request credit and grade transfer for the course(s) they took. This process is carried out in accordance with the Senate's decision and the Faculty's recommendation.

(2) In accordance with the recommendation of the relevant Faculty and the Senate's decision, students who have completed their undergraduate or associate's degree from any higher education institution and enrolled in the University to finish their undergraduate studies or pursue undergraduate studies in a different field may be exempted or have their requests for credit and grade transfers adjusted.

(3) Apart from educational institutions, all other learning environments—aside from formal business and daily life education—ensure quality assurance, define, classify, and determine the transition relations between qualifications. Knowledge, skills, and experiences that fall under the purview of lifelong learning are credited, institutionally recognized, and documented by utilizing the exemption or adjustment process in accordance with the recommendation of the relevant Faculty and the Senate Performed.

Registration Freeze

ARTICLE 24- (1) Requests to freeze registration must be made within fifteen days of the course registration date. Applications to freeze registration for health reasons are excluded from this deadline. The student's request to freeze enrollment may not be shorter than one semester. For valid, non-health reasons, enrollment can be suspended for a maximum of four semesters during the training period.

(2) If students apply for compelling reasons (imprisonment, conviction, military service), their enrollment will be suspended until the end of this situation on the recommendation of the responsible faculty and resolution of the Senate.

(3) During the suspension of registration, the student is not permitted to continue their education or to sit for exams. The period of registration suspension adds to the student's maximum study period.

Deregistration

ARTICLE 25- (1) If desired, students can cancel their enrollment by contacting the Registrar's Office online. These students will be dismissed from the University on the date they request their withdrawal.

(2) The tuition fee paid by the student who withdraws from the University or is dismissed from the University for any reason will not be refunded.

Discipline

ARTICLE 26- (1) The principles regarding the disciplinary procedures of the students are determined by the University Senate.

Declaration and Official Notification

ARTICLE 27- (1) Address notifications for student-related administrative transactions are sent to the address provided by students during registration or later updates. These notifications can be sent via mail, email, cargo, or electronically signed through the Student Information System. On the other hand, general announcements that apply to all students are posted on the University's website.

(2) Students who do not notify the University, do not update their address and contact information, or provide an incorrect or incomplete address despite changing it during the registration process will be deemed to have received the notification when the notification is sent to their current address.

Situations for Which There is No Provision

ARTICLE 28- (1) In cases where there is no provision in this Directive, the decisions taken by the University Senate on the basis of the provisions of other relevant legislation are applied.

Validity

ARTICLE 29- (1) This Directive becomes operative after the approval of the University Senate.

Executive

ARTICLE 30- (1) The provisions of this Directive are executed by the Rector of the International Science and Technology University.