**ALTINBAS UNIVERSITY**

**SUMMER SCHOOL DIRECTIVE**

**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose:**

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

**Scope:**

**ARTICLE 2** - (1) This Directive applies to Altınbaş University students at all levels, including preparatory school, associate degree, undergraduate, and graduate programs.

**Legal Basis:**

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

**Definitions:**

**ARTICLE 4 -** (1) In this Directive,

1. Institute: refers to the institutes where graduate education is conducted at Altınbaş University,
2. Faculty: refers to the faculties where undergraduate education is conducted at Altınbaş University,
3. Vocational School: Altınbaş University's vocational schools provide associate degree programs.
4. Board of Trustees: refers to the Board of Trustees of Altınbaş University,
5. Senate: refers to the Senate of Altınbaş University, University: refers to Altınbaş University,
6. University: Altınbaş University
7. Rector: refers to the Rector of Altınbaş University,
8. School of Foreign Languages: refers to the School of Foreign Languages at Altınbaş University.
9. Board of Directors: refers to the Board of Directors of Altınbaş University.

**PART TWO**

**General Provisions**

**Definition of Summer School:**

**ARTICLE 5 -** (1) Summer School is an educational program that takes place during the summer vacation months, defined in Article 12 of the Altınbaş University Associate and Undergraduate Education-Training Regulation. It goes beyond the typical two semesters of an academic year. It is not feasible to postpone the delivery of mandatory courses included in all associate, undergraduate, and graduate education programs at the University until Summer School periods.

**Purpose of Summer School:**

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

1. Utilizing the educational and instructional facilities of the University during the summer months,
2. Particularly in graduate programs, ensuring the opening of elective courses by employing faculty members from abroad and supporting graduate thesis studies,
3. Providing ease of access for students enrolled in Minor and Double Major Programs and allowing exceptionally successful students to graduate in a shorter time,
4. Providing opportunities for students who have not taken or failed courses in fall and spring semesters to take them during the summer months, thereby preventing student congestion in compulsory courses of departments/academic disciplines and increasing the efficiency of education,
5. Ensuring that students at other higher education institutions benefit from the University's educational facilities under a special student status.

**Timing and Duration of Summer School:**

**ARTICLE 7 -** (1) The Senate-determined academic calendar governs the opening of courses, course registration, course start and finish dates, assessments, and other aspects of Summer School.

(2) The total number of class hours performed during a regular semester is recorded for each subject introduced in Summer School. Summer School's teaching time, including examinations, is seven weeks.

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

**ARTICLE 8 -** (1) The departments choose which undergraduate and associate degree courses will be given in Summer School, whereas graduate courses are determined by the relevant Institute Departments by the end of the last week of the spring semester.

(2) The Directorate of Student Affairs announces courses judged eligible for unit openings, as well as the calendar.

(3) Students who have previously taken and failed in thesis and project courses in Summer education can apply. These courses cannot be taken from other higher education institutions.

(4) Students may, with the agreement of the appropriate Board of Directors (and for English language programs, which are administered in English), attend courses from another institution that are not offered in Summer education but have not been applied for. Students can take no more than two courses from other universities every semester.

(5) Preparatory courses offered by YDY do not accept preparatory courses taken from other universities.

(6) In the evaluation of the grade obtained from another higher education institution by the student, the provisions of the Altinbas University Exemption and Transition Directive are applied.

(7) Summer education allows a student to take a maximum of three courses, and those who can graduate with the courses they take can take one extra. Students who have registered for Summer School cannot withdraw from the course.

(8) Courses cannot be added or dropped during Summer School.

**Student Numbers:**

**ARTICLE 9 -** (1) If at least 6 students register for a course in undergraduate and graduate programs, the course will be opened directly in Summer School. If the number of registered students is fewer, whether the course will be opened or not is determined (upon the recommendation of the Education Planning Coordinator and) with the approval of the Rectorate.

**Fees:**

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

(2) For pre-registration, students must pay the full tuition fee for the Summer School course.

(3) Students enrolled in the university's scholarship quotas will not retain their current scholarships if they take courses in Summer School.

(4) If a student registers for a course in Summer School but does not attend or fails, the tuition fee will not be refunded.

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

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

**Assessment of Success:**

**ARTICLE 11 -** (1) The academic performance of students taking courses in Summer School is determined by the instructor based on attendance, midterms, assignments, projects, workshops, laboratory work, and final exam results, in accordance with Article 25 of the Altınbaş University Associate and Undergraduate Education-Training Regulation, using one of the grades specified.

The grade of (W) is not applicable.

(2) At least one midterm exam is conducted for each course. Students who are unable to attend the midterm or final exam due to reasons deemed valid and justifiable by the Department Chair may be offered an excuse examination.

(3) There are no make-up exams in Summer School.

**Calculation of Grade Point Average:**

**ARTICLE 12 -** (1) At the end of Summer School, students' overall grade point average is calculated and recorded on their Summer School transcripts. Grades obtained in Summer School courses are displayed in a section titled "Summer School" on the transcripts.

**Enforcement:**

**ARTICLE 13 -** (1) Amendments in this Directive shall enter into force as of the date accepted by the University Senate.

**Execution:**

**ARTICLE 14 -** (1) This directive shall be executed by the University Rector.

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| **Legal Basis for the Enforcement of the Directive** |
| **The relevant committee/board** | **Decision date** | **Decision number** | **Decision article** |
|  Senate |  21.02.2022  |  2022/02  |  8  |
| Board of Trustees | 10.03.2022  | 2022/03  | 15  |
| Senate | 25.06.2024  | 2024/04  | 4  |