

EXCUSE DIRECTIVE

IŞIK UNIVERSITY EXCUSE DIRECTIVE

SECTION ONE

Purpose, Scope, Basis, Definitions

Purpose

ARTICLE 1 – (1) The purpose of the present Directive is to define the procedures and principles about the students that do not attend the examinations and other assessments held at Işık University.

Scope

ARTICLE 2 – (1) The present Directive consists of the provision for students that cannot enter the course examinations or complete their studies like homework, quizzes, projects, presentations that are subject to evaluation on time with an excuse.

Basis

ARTICLE 3 – (1) The present Directive has been prepared on the basis of the 14th and 44th articles of the Law of Higher Education No: 2547, and Işık University's Associate and Undergraduate Education and Examination Directive.

Definitions

ARTICLE 4 – (1) Definitions of some of the terms used in the present Directive are as follows:

- (a) Academic Calendar: Işık University's academic calendar,
- (b) Academic Unit: Işık University's faculties, vocational schools of higher education and school of foreign languages,
- (c) Academic Unit Management: Dean's office, directorate of school of higher education and directorate of school of foreign languages,
- (d) Course Coordinator: A lecturer who is in charge of coordinating the examinations and other procedures of a course,
- (e) Term study: Apart from the final examination; the mid-term exams, quizzes, and studies like projects and presentations or attendance lists held throughout the term of the course, which are subject to course grading,
- (f) Academic term: Any of the fall, spring semesters and summer education period available on the academic calendar,
- (g) Administrative Board: Administrative boards of academic units,
- (h) ÖİDB: The Department for Student Affairs at Işık University,
- (i) Rectorate: The Rectorate of Işık University,
- (j) Rector: The Rector of Işık University,
- (k) Senate: The Senate of Işık University,
- (l) University: Işık University.

SECTION TWO

Documentation of Excuse and Application

Documentation of excuse

ARTICLE 5 – It's essential for a student to document his/her excuse for a term study that he/she could not complete.

Valid situations and documents for final examination excuse

ARTICLE 6 – (1) If a student fails to enter the final examination for a reason apart from the University’s examination arrangements, he/she shall attach at least one of the below listed documents to his/her application. Submission of an excuse document shall not be interpreted as it is accepted.

- (a) A medical report issued by a family health centre, a medical centre, or an oral and dental health clinic; stating that the student have had a health problem that prevented him/her from entering the examination,
- (b) A death certificate showing that a 1st or 2nd degree relative of the student has passed away less than one week ago,
- (c) An official report proving that the student had a traffic accident before the examination, on the date of examination,
- (d) An official writing proving a phenomenon like fire, flood, breakdown, destruction occurred on the same or previous date of examination,
- (e) A written statement by the police chief, showing that the student had been held at the police station on the date of examination,
- (f) A written statement by the prosecutor, showing that the student had been detained on the date of examination,
- (g) A court resolution showing that the student had been arrested on the date of examination.

(2) If the times of two final examinations coincide, the student shall enter only one examination and apply for make-up exam for the second.

(3) If there are three or more final examinations on the same day, the student shall enter two examinations, the times of which do not coincide. For other examinations that the student could not enter, he/she can apply for a make-up exam.

Applying for a make-up exam

ARTICLE 7 – (1) The student shall make his/her application for a make-up study or make-up exam due to a valid excuse, in written with attaching the related documents.

(2) The make-up application for final examinations shall be made to the related Academic Unit Management within the period stated on the academic calendar.

(3) The make-up application for studies during the term shall be made to the lecturer of the related course at the latest until the end of the week after the date of examination or study.

SECTION THREE Evaluation and Conclusion of Excuse

Evaluation and approval of excuse

ARTICLE 8 – (1) The excuses for studies during the term shall be evaluated by the related lecturer. The lecturer shall ask the student to document the excuse. If the excuse is considered valid, a make-up examination or study shall be made for the student and the document of excuse shall be included in the course file.

ARTICLE 9 – (1) The excuses for final examinations shall be evaluated by the related Academic Unit’s administrative board and announced to all students on the date stated on the academic calendar.

(2) If a student’s excuse is considered valid, he/she shall enter the make-up exam on the day announced by the ÖİDB.

(3) The grade achieved in the final make-up exam shall be counted as the final examination grade.

(4) If a student's pass grade changes as a result of the final make-up exam, the new grade shall be reported to the ÖİDB by the lecturer of the course.

ARTICLE 10 – (1) If a student fails to deliver his/her make-up study on time or to enter the make-up examination, student's grade shall be counted as zero.

(2) Under no circumstances shall a make-up chance be offered for make-up studies and make-up examinations.

ARTICLE 11 – (1) A student cannot enter a make-up examination throughout the validity of an accepted medical report.

Rejection of excuse

ARTICLE 12 – (1) If a student's excuse isn't accepted, his/her grade for the term study shall be counted as zero.

(2) A student shall be deemed to not have entered the final examination, for which his/her excuse is not accepted.

Other situations

ARTICLE 13 – (1) In cases of excuse that are not mentioned in the present Directive, the related Academic Unit's administrative board shall be authorized to resolve the case.

SECTION FOUR Effective Date and Execution

Effective Date

ARTICLE 14 – (1) The present Directive shall be effective as of the date of its approval by the Senate.

Execution

ARTICLE 15 – (1) Provisions of the present Directive shall be executed by the Rector.