

İSTANBUL KÜLTÜR UNIVERSITY
2018-2019 SUMMER SCHOOL REGULATIONS

1. Summer School Calendar:

- i. Dates of Application-**
 - Undergraduates and Associate Degree Students : 07-13 June 2019 (By 6 pm)
 - English Prep. Class Students : 07-13 June 2019 (By 6 pm)
- ii. Add and drop** : 17-18 June 2019
- iii. Length of Summer Course-**
 - Undergraduates and Associate Degree Students : 17 June-2 August 2019
 - English Prep. Class Students : 17 June-2 August 2019
- iv. Final Exams-**
 - Undergraduates and Associate Degree Students : 3-9 August 2019
 - English Prep. Class Students : 3-9 August 2019
- v. Deadline for entering final scores to SAP-ORION** : 15 August 2019
- vi. Declaration of scores** : 16 August 2019 (9 am)
- vii. Objections to scores** : 19-20 August 2019
- viii. Submission of scores after objections** : 20-23 August 2019
- ix. Single course exam date** : 6 September 2019

2. All the courses considered to be opened in all the departments and programs of IKU will be entered to **ORION** (Student Information Management System) between **27 May-31 May 2019 (by 6 pm)**.

3. Conditions for opening a course

- i.** A course can only be opened if **minimum 5 students** have applied.
 - ii.** The above mentioned condition is not valid for the students studying in the last two semesters of their departments or programs; in other words, for the 3rd and 4th semester students of associate degree programs and the 7th and 8th semester students of degree programs.
 - iii.** All the courses certain **to be opened** in the **2018-2019 Summer School**, the **number of the students** and the **instructors** to teach will be announced by **14 June 2019, 6 pm**.
- 4.** Regarding the courses **to be opened** for sure, **add and drop operations** will be carried out between **17 June 2019 00:01 o'clock and 18 June 2019, 9 pm**. The results of the operations will be submitted to Summer School Coordination Unit by ORION Unit.
- 5. Withdrawal from course or course not opened:**
- i.** If a student gives up attending a course by **19 June 2019, Wednesday for any reason, the fee paid will be refunded** with a **deduction of 1 hour lesson fee**.
 - ii.** As of **19 June 2019**,
 - a. Withdrawal from** an opened course **will not be allowed and no refund will be given**.
 - b. Withdrawal from** English Prep.Summer School **will not be allowed and no refund will be given**.
 - iii.** If a course cannot be opened as the prerequisites cannot be met, the fees paid will be refunded without any deduction. Refunds will be given by the Finance Department of the university between **22 July and 26 July 2019**.
 - iv.** If an English Prep. student withdraws from the Summer School before **19 June 2019**, the refund will be paid with a **20% deduction**.
- 6. Registration for the courses as of 17 June 2019:**
- i.** IKU students can register with the approval of the Academic Counsellors,
 - ii.** Students from other institutions can register with the approval of Registrar's Office.