SUMMER SCHOOL POLICY

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1. SUBJECT MATTER AND SCOPE
The aim of IBU Summer School education is to provide students an additional opportunity to take courses during summer semester.

2. RELATIONS TO OTHER DOCUMENTS
IBU Summer school regulations
Rules of study for first study cycle

3. WORK PROCEDURE

a) Summer school term schedule and rules are determined by the Senate of the University.

b) Registration of the courses in summer school is done with summer school application form.

c) Students fill out the form - which courses they want to attend, and those forms are submitted to Students Affairs Office again.

d) Student Affairs deliver those forms to Heads of Department. The Faculty Council make a decision determining which courses will be open on summer school.

e) The Faculty inform students about the formed and opened courses by announcing them on the bulletin board and University web-site.

f) During the Summer School students can enrol and attend maximum for 3 courses. In summer school, registration cannot be suspended and the student cannot add or drop course(s).

h) In summer school, an undergraduate course can be activated on condition that at least 5 students enrol for the course. If the number of the enrolled students for a course exceeds 20, the class can be divided into two or more groups.

i) In the Summer School, a midterm and a final exam for each course taught are conducted. Evaluation of the classes and determination of success during the Summer School is done according to IBU Study Rules.

j) In the Summer School, midterm and final examinations can be held only for the classes for which students enrolled for that term.
j) Disregarding what satisfactory grade the student has got in the previous term and enrolled summer course in order to increase his/her grade, the one she/he will get the most recent one in the summer school will be valid thereafter.

k) The grades the students obtain at the end of summer school term are included in the calculation of Grade point average (GPA) of that student and shown in the transcript record to be issued.

l) Summer term instruction is a kind of compensation and supporting education for the students of preparatory classes, who have failed in regular terms.

m) Undergraduate Students who get the right to graduate succeeding at the end of Summer term instruction are given diploma or interim graduation certificate. Their graduation rankings are calculated with the inclusion of the summer school grades. The duration spent within summer term is excluded while calculating the duration of instruction.

n) The registration issues of the student who enrolled for the summer term instruction will be cancelled if the student is dismissed at the end of spring semester.

o) The amount of tuition fees to be paid by the students enrolled and the amount of payment to be made to the instructors teaching at summer school are determined by the Board of Trustees. The students who get scholarship and their final GPA is below 6 can enrol summer courses free of charge only once throughout their education at IBU.

p) For cases not mentioned in this regulation, IBU undergraduate and graduate study regulations are referred.

r) If a course is not activated in his/her own faculty or department, but activated in another faculty or department, student can enrol that course in the other department. In that case, equivalence of the course’s content, language of instruction and credit hours should be approved by related department and Faculty Committee. In order to be able to enrol a course at another university, it is a prerequisite that the course is not activated although the student applied and to have approval form Head of related department. In addition, the academic calendar of the other university should be convenient to send the official result of the course to IBU no later than the first week of September of that calendar year.

s) The student who intends to register a course at another university should provide and submit officially approved documents including clear information related to course content, curriculum, and language of instruction, credit hours and academic calendar for summer school. In case IBU Senate approves then the student can enrol the course at the other university.
4. RESPONSIBILITY AND AUTHORISATION

Student Affairs Office, Legal Department, Heads of Departments, Vice Rector for Education and Student Affairs

5. ATTACHMENTS

1. Summer school request form