

REPUBLIC OF TÜRKİYE
LOKMAN HEKİM UNIVERSITY
GUIDELINES ON THE ASSOCIATE DEGREE
AND UNDERGRADUATE SUMMER SCHOOL

(Adopted at the meeting of the Senate of Lokman Hekim University on 19 March 2019 and revised at the meeting on 19 April 2022)

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

Article 1- (1) Purpose of this Guideline is to specify the rules and conditions concerning education and exam implementations in summer in relation to the departments who provide credit education system in Lokman Hekim University and Faculties as well as vocational high schools.

Scope

Article 2- (1) This guideline covers the provisions for summer school in Lokman Hekim University and Faculties as well as vocational high schools.

Basis

Article 3- (1) This Guideline is based on provisions of Article 7 (c) paragraph, Article 14 and Article 26 of Law no 2547 dated 4/11/1981 on Higher Education and Regulation of Lokman Hekim University on Associate Degree, Undergraduate Education and Exam.

Definitions

Article 4- (1) In this Guideline,

- a) Academic calendar shall mean the enrollment, course, exam and similar activities within an Education year,
- b) ECTS shall mean the European Credit Transfer System,
- c) Advisor shall mean the lecturer who is responsible to assist to the student concerning the Education course and similar issues,
- d) Dean shall mean Lokman Hekim University Faculty Dean,
- e) Faculty shall mean Lokman Hekim University Faculties,
- f) Faculty Administrative Committee shall mean Lokman Hekim University's related committee,
- g) Faculty Board : shall mean Lokman Hekim University's related Faculty board,
- h) Vocational High school shall mean Lokman Hekim University Vocational high school
- i) GPA shall mean grade point average,
- j) Vocational High School Board shall mean Lokman Hekim University's related vocational high school board
- k) Vocational High School Administrative Committee: shall mean Lokman Hekim University's related vocational high school committee,
- l) Manager shall mean vocational high school manager,
- m) Board of Overseers shall mean Lokman Hekim University Board Overseers,
- n) Student Coordinator of Education Department shall mean Lokman Hekim University's Student Coordinator,
- o) Rector shall mean Lokman Hekim University rector,
- p) Senate shall mean the Senate of Lokman Hekim University

- p) University shall mean Lokman Hekim University
- q) University Administrative Committee shall mean the Administrative Committee of Lokman Hekim University,
- r) Summer school shall mean summer education to be provided in terms excluding fall and spring semesters.

PART TWO

Principles for Education Program

Period of education

Article 5- (1) Period of summer course opened in schools shall be the same as normal times. Summer school education period is at least six weeks but this period does not include the final exams. Summer school is opened after the end of education period until the next academic year. The time spent in summer school program is not considered an educational period. Dates of the summer schools are determined by Senate each year by considering the terms specified herein and specified each year in academic calendar.

(2) Students who are enrolled to doable major and minor programs or those who are placed in the university by vertical transfer exam or who want to increase their grade and/or was unsuccessful in previous periods may get courses from summer school program.

PART THREE

Principles for education programs and courses

Opening courses and identifying the responsible persons

Article 6- (1) Courses to be opened in summer schools are determined by the relevant committee upon the relevant department head's proposal.

(2) ECTS credit load for the course to be opened in the summer school should be the same with those provided in fall or spring semester

(3) Courses which are not provided in fall or spring semester as well as yearly courses may not be opened in summer school.

(4) Summer courses may not be provided in a way to substitute fall or spring semester education. All the compulsory courses provided in Associate Degree and Undergraduate programs must be provided within the required time and not be postponed to summer period.

(5) Courses which are providable within summer period shall be announced to the students following the spring semester grade points in the next first day of the week and the students are required to enroll to them accordingly. Courses where the student enrollment number is at least 5 for Associate Degree and Undergraduate programs are opened in summer period and the relevant lecturer is assigned and notified to the Rectorate. Courses where enrollment number is under 5 may be opened for summer by the relevant department head's suggestion, Deanship or University management's consent and Rectorate's approval.

Course Enrollments and fees

Article 7- (1) Taking a course in summer school program is optional. Enrollment can be made following the end of spring semester as provided in academic calendar.

(2) Course adding and deleting may not be made after enrolling to the summer school and the fee is not refunded. However, in case the course is not opened then such course shall be deleted and fee is refunded to the student

(3) The student may max take three courses under summer school of the university or another university.

(4) The fees to be paid for summer school against the courses by the students are determined by the board of overseers and the fee is prepaid at the beginning of

summer school. Students' fees who are enrolled but absent in summer school shall not be refunded.

Preparatory departments

Article 8- (1) Summer education for Turkish and English preparatory education programs which are provided by Lokman Hekim University Language Education and Research Center (DİLMER) and Foreign Languages Coordination Office is opened by DİLMER and Coordination Office's proposal and Senate's approval

PART FOUR

Assessment, Evaluation and Graduation

Attendance

Article 9- (1) Attendance of students in summer school is compulsory. Complying to the attendance obligation for only one course does not mean to comply in whole. For attendance obligations provisions of Lokman Hekim University Associate Degree, Undergraduate Education and Exam Regulation applies.

Courses taken from other universities

Article 10- Provided that the students remain within the limits of Article 7 herein may take other courses opened by other universities in summer periods which the University approves. A course which is opened in the university in summer may not be taken from another university. The equivalency of the courses to be taken should be approved every year prior to enrollment by the committees. Transcript process concerning courses taken from other universities are performed according to provisions of Lokman Hekim University Associate Degree, Undergraduate Education and Exam Regulation.

Exams and Assessment

Article 11- (1) Excluding repeat exam, A mid-term and general exam is made for the courses in summer school.

(2) Exams and assessment is made according to the provisions of Lokman Hekim University Associate Degree, Undergraduate Education and Exam Regulation

(3) Final grades of the students for summer school is reflected to the students' grade point average which is showed as 'summer school' in the transcript as of the fall semester beginning.

(4) The grade earned in summer school for repeated course is eligible

(5) Successful students of associate degree and undergraduate shall be graduated if they are entitled to graduation following summer courses.

Special students

Article 12- (1) Special students and other students who enroll to courses under summer education program from other universities are certified after the end of period.

(2) Grades concerning the students who take courses from our university shall be notified to other universities latest within one month following the general exams. Those who enroll to summer schools with special student status to Lokman Hekim University shall be provided a document showing the education period, course code, name, credit and grade they earned by the student affairs office.

PART FIVE
Miscellaneous and final provisions

Situations for which there are no provisions

Article 13- (1) Provisions of Law no. 2547; Lokman Hekim University Associate Degree, Undergraduate Education and Exam Regulation and university Committee, Senate and Board decisions shall apply for situations not covered herein.

Enforcement

Article 14- (1) This Guidelines shall enter into force as of the date adopted by the Senate of Lokman Hekim University.

Execution

Article 15- (1) The provisions of this Guidelines shall be executed by the Rector of Lokman Hekim University.