**KADIR HAS UNIVERSITY**

**REGULATIONS FOR SHORT-TERM INTERNATIONAL EDUCATIONAL PROGRAMS**

**PART I**

**Aim, Scope, Basis and Definitions**

**Aim**

**ARTICLE 1** –(1)The aim of these regulations is to state the principles and procedures regulating short-term international educational programs conducted by units of Kadir Has University outside of the Fall and Spring semesters to ensure efficiency and internationalization in education.

**Scope**

**ARTICLE 2** – (1)These regulations state the terms and principles regulating short-term international educational programs to be conducted at Kadir Has University.

**Legality**

**ARTICLE 3 –** (1) These regulations adhere to the tenets stipulated in the Kadir Has University Regulations for Associate and Undergraduate Degree Programs as well as

Article 14 of Higher Education Law dated 4/11/1981 and numbered 2547.

**Definitions**

**ARTICLE 4 –** (1) The terms used in these regulations are defined as follows:

a) ECTS (European Credit Transfer System): The European Credit Transfer System which allows students to transfer credits and grades from one institution of higher education to another for successfully completed courses at home and abroad.

b) Office: International Collaboration and Education Office,

c) Program Coordinator: The International Programs Academic Supervisor appointed by the relevant Center, Institute, Faculty or Vocational School,

d) Unit: The relevant Center, Institute, Faculty or Vocational School at Kadir Has University,

e) Unit Administrative Board: Administrative Board of the related Center, Institute, Faculty or Vocational School at Kadir Has University,

f) Rector: The rector of Kadir Has University,

g) Rectorate: The rectorate of Kadir Has University,

h) Senate: Kadir Has University Senate,

i) University: Kadir Has University.

**PART II**

**Regulations Concerning Education and Instruction**

**The Objectives of Short-Term International Educational Programs**

**ARTICLE 5 –** (1) The objectivesof short-term educational programs are as follows:

1. Making use of the University’s education and instruction facilities outside of the fall and spring semesters,
2. Giving students the opportunity to develop themselves in an international environment,
3. Enhancing the university’s international reputation,
4. Giving students the opportunity to improve their knowledge and understanding in areas outside of the program of study they are registered for.

**Initiating International Educational Programs**

**ARTICLE 6 –** (1) Short-term international educational programs are initiated with the recommendation of the related Unit Administrative Board and the approval of the Rectorate.

(2) To ensure that the approved program can be promoted internationally the Program Coordinator must submit the content and course plan of the approved program together with all other necessary information to the International Collaboration and Education Office by the end of the November of the academic year in which the program will be launched.

**Specifying the ECTS Credits for Programs**

**ARTICLE 7 –** (1) It is not compulsory for international short-term educational programs to carry credits. However, for programs the related Unit Administrative Board suggest be offered with ECTS credits the Senate will determine whether or not the programs offered will bear ECTS credits and if so the number of ECTS credits they will bear.

(2) The ECTS credits a program is to carry is determined based on the workload a student is required by the program to complete to reach the learning objectives of the program. This workload includes students’ work before and after actual class hours as well as all other work completed across the duration of the program in order to reach the aimed learning objectives.

(3) The total number of ECTS credits for the program is determined based on the calculation that 1 ECTS credit corresponds to 25-30 hours of student workload.

(4) The number of ECTS credits as well as the method of calculating this are to be included in the course plan proposed by the Unit planning to launch the program.

**Dates, Exams and Class Schedules of Programs**

**ARTICLE 8 –** (1) Start and end dates and other related issues for short-term international educational programs are determined according to the academic calendar specified by the Senate.

(2) Dates, exams and class schedules of proposed programs are specified by the Program Coordinator with the opinion of the International Collaboration and Education Office on the basis that they be launched to coincide with either the winter semester break of the University or after the end of the spring semester.

**Registration to the programs**

**ARTICLE 9** – (1) Registration for short-term international educational programs is carried out by the International Collaboration and Education Office.

(2) Students deposit the program fee for the related program to the bank account specified by the Financial Affairs Office.

(3) Students accepted to the programs are sent their acceptance and visa letters by the International Collaboration and Education Office.

**Attendance Rules for the Program**

**ARTICLE 10** – (1) Students must attend 70 percent of classes as well as other activities deemed necessary by the program coordinator. Students not meeting these requirements will not be given certificates.

**Evaluation of Achievements**

**MADDE 11** – (1) Students must meet the success criteria specified in the course syllabus.

(2) Students who complete the program successfully are given a certificate by the related unit indicating their Name, Surname, Program Name, Program Dates and if applicable ECTS credit information. This certificate is not a substitute for a diploma.

**PART III
Tuition Fee**

**ARTICLE 12** – (1) Short-term international educational programs are subject to tuition fees specified by the Board of Trustees.

(2) Planned expenditures for the programs must be submitted to the International Collaboration and Education Office and for approval by the Rectorate at least six months prior to the start of the programs.

**Class-hour Payment Rate**

**ARTICLE 13** – (1)Pay for faculty members teaching short-term international educational programs and the rate of this payment is to be specified by the Rectorate.

**Participation of Kadir Has University Students**

**ARTICLE 14** –(1)Participation of Kadir Has University students in the programs defined within the scope of these regulations is on a voluntary basis and students must not be forced to participate in short-term term international educational programs.

 (2) Short-term term international educational programs are not to be interrelated with associate, undergraduate and graduate program courses the students take or be treated as a condition for success.

(3) Grades that students registered to associate, undergraduate or graduate programs at Kadir Has University receive by attending short-term international educational programs which are not part of their department/program courses are not taken into account in the GPA calculations of their standard education program. Failure to pass such a class does not require repetition of the class and does not constitute an obstacle to graduation.

(4) Short-term international educational programs are subject to tuition fees. The scholarships and discounts for Kadir Has University students detailed in the Associate and Undergraduate Scholarships Regulations and the Graduate Scholarships Regulations do not apply to short-term international educational programs.

(5) Applicable discounts for Kadir Has University students taking short-term international educational programs are to be determined by the Rectorate.

**Conditions not covered by these provisions**

**ARTICLE 15 –** (1) If cases should arise for which there are no provisions in these regulations, then recourse must be made to other related regulations as well as to the decisions of the University Administrative Board and the Senate.

**Validity**

**ARTICLE 16 –** (1) These regulations are valid from the date of their publication.

**Implementation**

**ARTICLE 17 –** (1) The legal provisions of these Regulations are executed by the Rector of Kadir Has University.