

AUTHORIZED LEAVE AND DISCHARGE DIRECTIVE

**IŞIK UNIVERSITY
AUTHORIZED LEAVE AND DISCHARGE DIRECTIVE**

SECTION ONE

Purpose, Scope, Basis, Definitions

Purpose

ARTICLE 1 – (1) The purpose of the present Directive is to define the procedures and principles to be followed in execution of authorized leave, discharge and related financial procedures for students registered in Işık University’s Associate, Undergraduate and Postgraduate programmes.

Scope

ARTICLE 2 – (1) The present Directive consists of the provisions on the execution of authorized leave, discharge and related financial procedures for students registered in Işık University’s Associate, Undergraduate and Postgraduate programmes.

Basis

ARTICLE 3 – (1) The present directive has been prepared on the basis of the 14th Article of the Law of Higher Education No: 2547.

Definitions

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

- (a) Academic Calendar: The academic calendar of Işık University, designed for the related academic year.
- (b) Maximum Period: The maximum period of learning defined by the Law of Higher Education,
- (c) Unit: The Faculties, Institutions and Schools of Higher Education under Işık University,
- (d) Unit Administrative Board: The Administrative Board of a Faculty, Institution or School of Higher Education,
- (e) Preparatory Programmes Directive: Işık University’s Preparatory Programmes Directive,
- (f) Authorized Leave: Suspension of a student’s education for a certain period by resolution of the related Unit Administrative Board or by the University Administrative Board,
- (g) Rector: The Rector of Işık University,
- (h) Senate: The Senate of Işık University,
- (i) University: Işık University.

SECTION TWO

Principles of Authorized Leave, Legitimate and Valid Causes

Principles of authorized leave

ARTICLE 5 – (1) Students can be allowed by resolution of the related unit’s Administrative Board for legitimate and valid causes defined in the 6th Article of the present Directive, until the end of the last business day of the add/drop week stated on the academic calendar.

(2) The applications made for legitimate and valid causes occurred after the add/drop week stated on the academic calendar shall be evaluated by the related unit’s Administrative Board and resolved by the University Administrative Board.

(3) The maximum period of authorized leave is 2 (two) semesters at once. The maximum period of authorized leave during the maximum period of learning except for the preparatory class shall be 2 (two) semesters for associate programmes; 4 (four) semesters for 4-year programmes; 2 (two) semesters for master’s degree programmes and 4 semesters for doctorate programmes. The preparatory class students of school of foreign languages shall be granted with authorized leave for a maximum period of 2 (two) semesters.

(4) The authorized leaves granted for documented legitimate and valid causes defined in the 6th article of the present directive shall not be counted within the student's maximum scholarship/discount periods.

(5) The students who have registered for the first time in the University for a programme conducted in English and have been accepted by a language school in an English-speaking country can apply for authorized leave, provided that they document the situation. In this case, the student can be granted with authorized leave for a maximum period of two (2) semesters, which shall be counted for his/her period of learning. Any authorization granted for this purpose shall not eliminate the student's liabilities defined in the Preparatory Programmes Directive.

(6) During their authorized leave; students cannot continue their education, enter the examinations, or have any course that they might receive from another university counted for their courses at the University. If a student is granted with authorized leave after the start of the semester, the courses that he/she has taken shall be deleted from the records.

(7) In order to reregister, a student who was granted with authorized leave due to his/her medical conditions, shall apply to the related unit with a medical report documenting that the student's medical condition has been fixed. With regard to the nature of the medical condition, the Unit Administrative Board may demand a committee report. The Unit Administrative Board shall decide whether the student can continue his/her studies or not.

(8) In cases like the military service, detention or conviction, the duration of authorized leave shall be equal to the duration of the given causes.

(9) The documents that the students granted with authorized leave in their entry to the University shall not be returned.

Legitimate and valid causes

ARTICLE 6 – (1) Having a medical condition at a level that prevents the student from continuing his/her studies, which shall be documented with a medical report issued by medical institutions recognized by the related administrative board.

(2) Documenting that a student had to suspend his/her studies due to a natural disaster, a public event, or a decision of his/her administrative chief.

(3) Detention of a student for a long time that exceeds the limit of absence or student's imprisonment for an action other than temporary or permanent suspension from a higher education institution as per the Higher Education Institutions Student Disciplinary Directive published on the 18/8/2012 dated and 28388 number Official Gazette.

(4) Student's recruitment to the army for having lost his right to suspend the military service.

(5) The loss or severe disease of a first-degree family member (mother, father, child), brother or spouse, which forces the student to suspend his/her studies for not having anyone else to take care of the related relative, provided that the student documents the situation.

(6) Other legitimate and valid causes that can be evaluated and decided by the University Administrative Board.

SECTION THREE

Financial Liabilities of Authorized Leave

Financial liabilities of authorized leave

ARTICLE 7 – (1) The students who apply for authorized leave must have finalized their registration in the university and fulfilled all their financial liabilities for the related semester.

(2) The tuition fee paid by the students, whose authorized leave applications are confirmed, shall be transferred to the next semester that they will register. In the event that the students are discharged from the university for any reason, the related tuition fee shall not be refunded.

(3) In cases that the payment is made in instalments, the student shall continue to pay the instalments during the period of authorized leave. If the financial liabilities during this period are not fulfilled, student's registration for the next semester shall not be renewed.

SECTION FOUR

Discharge

Discharge

ARTICLE 8 – (1) If a student wants to be discharged from the University, he/she shall apply in written. The application shall be resolved by the related administrative board.

(2) Once a student's discharge application is approved, a document showing the content of the courses taken and the grades received shall be given upon the student's request.

(3) The tuition fee of the related semester shall be refunded to students who apply to be discharged to make a lateral transfer to another institution of higher education before the beginning of the courses in that semester.

(4) Students who submit a written petition to be discharged from the school until the end of the 4th week as of the beginning of courses declared on the academic calendar shall receive 50% refund from the semestral tuition fee that they're obliged to pay. Students who demand to be discharged as of the 5th week shall not receive any refund on the semestral tuition fee.

(5) A student's being discharged from the school shall not eliminate his/her previous financial obligations before the University.

(6) Students who do not renew their registration for four consecutive years (eight semesters) shall be discharged from the school by resolution of the related faculty's administrative board and with the approval of the Council of Higher Education.

SECTION FIVE

Miscellaneous Terms, Effective Date and Execution

Miscellaneous terms

ARTICLE 9 – (1) The decision taken by the Academic Unit shall be processed in student's personal file on the date of the decision.

(2) The University Administrative Board shall be authorized to decide in cases not foreseen in the present Directive.

Effective Date

ARTICLE 10 – (1) The present Directive shall be effective as of the date of its approval by the Senate.

(2) Once the present Directive enters into force, the Işık University's Authorized Leave and Discharge Directive that had entered into force by the 11.11.2014 dated and 208 numbered resolution of the Senate shall be annulled.

Execution

ARTICLE 11 – (1) The provisions of the present Directive shall be executed by the Rector.

Senate: 07.07.2022, No: 14, Effective Date: 07.06.2022

[The present document has been signed with secure electronic signature.]