

TOPLANTI TARİHİ	TOPLANTI SAAT	OTURUM NO
22/01/2020	16.00	01

İSTİNYE UNIVERSITY
APPLICATION PRINCIPLES OF MAKE-UP EXAM

Purpose

ARTICLE 1. The purpose of these principles is the regulations regarding the application, evaluation, acceptance of excuses and the administration of the make-up exams to be held in case the associate/undergraduate and graduate students registered at Istinye University miss the midterm and semester/final (end-of-year) exams.

Definition of make-up exam, application, and acceptance of excuses

ARTICLE 2. (1) The make-up exam is the exam instead of the midterm, semester/final(end-of-exam) that the student cannot take due to an acceptable excuse.

(2) Applications for the make-up exam are made to the relevant dean's office/directorship by the student or proxy within 5 (five) working days following the related exam, together with the application form and the document proving the excuse.

(3) Among the excuse applications evaluated by the faculty/institute managing board, the status of accepted excuses is declared to the students and the related instructors, and a make-up exam is held within 10 (ten) days following the decision.

(4) Excuse applications that cannot be made in due time due to force majeure (prolonged illness, disaster, etc.) are decided by the relevant faculty/institute managing board. If the excuse is found appropriate, the students and the relevant instructors are declared and a make-up exam is held within 10 (ten) days following the decision.

Valid documents in health-related excuses

ARTICLE 3. The following documents are required for health-related excuses:

(1) Health reports that require at least 2 (two) days of rest from health institutions

(2) Health reports showing conditions that require inpatient treatment

(3) Documents regarding the medical controls and treatments to be done regarding the health conditions under follow-up

Valid documents for non-health excuses

ARTICLE 4. (1) Applications for non-health reasons such as central examinations held throughout the country, death, natural disaster, accident, assignment, course conflicts (minor and double major programs and university elective courses) can be made with a document proving the excuse.

(2) Students who are assigned to events, sports competitions organized by the University Administration, or other matters that require the representation of the University can participate in make-up exams.

(3) In case of the death of a student's relative, a death certificate and proof of proximity are required.

(4) Additional documents may be requested for other excuses by the managing board that evaluates the excuse.

Implementation and other considerations

ARTICLE 5. (1) If the student takes the other exams held within the date range for which he/she declared an excuse, the exams he/she has taken are also canceled and a disciplinary investigation is initiated if the bad intention is detected.

(2) Those whose excuse application is accepted must take the make-up exam on the announced date.

(3) Make-up exam; It can be applied in a multiple-choice, oral, or open-ended form, different from the format of the exam that the student did not take.

(4) Students who fail to take the make-up exam will not be applied to a make-up exam again.

ARTICLE 6. (1) Situations that are not specified based on these application principles are decided by the relevant academic unit Managing Board.