



1. PURPOSE

The purpose of these procedures is to organize the principles and methods to be followed for Koç University undergraduate and graduate students who wish to take summer school courses from institutions other than Koç University.

2. SCOPE

These procedures shall cover all undergraduate-level and graduate-level students registered at Koç University, as well as units and persons responsible for the carrying out of the process.

3. REFERENCES

- 3.1 University Academic Council Decision Document of 30 May 1997, Number 09—Article 4.2
- 3.2 *Stanford Summer International Honors Program* signed between Koç University and *Stanford University* on 11 February 2010
- 3.3 University Academic Council 2 April 2010, Number 04—Article 4
- 3.4 University Academic Council Decision Document of 14 March 2012, Number 03—Article 9.2
- 3.5 University Academic Council Decision Document of 17 July 2012, Number 07—Article 4
- 3.6 University Academic Council Decision Document of 10 August 2012, Number 08—Article 6

4. RESPONSIBLE PARTIES

- 4.1 The President is responsible for the execution of these procedures.
- 4.2 The Vice President for Academic Affairs is responsible for the preparation of these procedures.
- 4.3 Students are responsible for monitoring the process and are expected to comply with all rules covered by these procedures.
- 4.4 Deans of Colleges and Directors of Schools are responsible for the application of these procedures.

5. DEFINITION OF TERMS

- 5.1 ***President***
The President of Koç University
- 5.2 ***Vice President for Academic Affairs***
Koç University's Vice President for Academic Affairs.
- 5.3 ***KU***
Koç University



5.4 *Colleges and Graduate Schools*

College of Administrative Sciences and Economics, College of Sciences, College of Social Sciences and Humanities, College of Engineering, Law School, School of Medicine, School of Nursing, Graduate School of Business, Graduate School of Science and Engineering, Graduate School of Social Sciences and Humanities, and Graduate School of Health Sciences connected to Koç University.

5.5 *Students*

Students pursuing undergraduate-level and graduate-level programs at Koç University

5.6 *Summer School*

Summer school courses are academic programs offered outside the Fall and Spring semesters, which the students attend during the summer months.

6. BASIC PRINCIPLES

6.1. As priority, Koç University encourages its students to take courses from superior quality schools abroad for summer school so that they can interact and communicate with people from various cultures, become informed about various countries, and gain varied experience.

6.2. To ensure that students gain the academic competence targeted by Koç University, the Summer School academic programs they attend must take place in superior quality universities.

7. METHOD

7.1 **Summer Schools Connected with Exchange Programs**


7.1.1 Students are required to secure advance approval before attending summer school. Students who wish to transfer to Koç University the credits of courses taken in summer school shall present a petition to the office of the dean of the college they are registered asking for advance approval, specifying the school, the courses they want to take, the names of faculty members teaching the courses, and content information for courses.

7.1.2 The relevant College Council shall decide whether courses taken for Summer school are to be from required courses in the curriculum.

7.1.3 The transfer of summer courses that are taken shall occur according to conditions listed below:

If the grade point average of all courses taken as part of an exchange program in a semester is below 2.00, all courses shall be transferred with their grades whether they received a passing grade or not.

If the grade point average of all courses taken as part of an exchange program in a semester is above 2.00, at the end of the program, the student may if they so wish, transfer all courses along with their grades or can transfer only the credits of all successfully completed courses. However, partial credit or partial grade transfer cannot be done.

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Even if all courses that are to be taken at KU are completed, students who will go abroad through **Erasmus+** must take 30 ECTS credits worth of course / thesis work / project (*equivalent to 15 KU credits total*) and for the balance grant amounts to be paid, they must successfully pass at least 20 ECTS credits worth of courses (2/3 of total credits taken) and transfer them along with grades.

Students who go abroad for one semester through **a bilateral agreement** and get a scholarship from the Office of International Programs must take the equivalent of 9 KU (18 ECTS) credits of course / thesis work / project.

Students who attend summer exchange through the Office of International Programs must take courses equivalent to a minimum of 4 ECTS (2 KU) credits in the institution they attend if they wish to transfer courses.

7.1.4 During the time they are registered as students, they may request the transfer to Koç University of a maximum of 12 credits, whether these were included in the summer schools exchange program or not.


7.1.5 When they want to transfer to KU the credits of a course or courses accepted by KU for summer school and pre-approved, students must request their summer course transcripts be sent by the school to the office of the dean of the college they are registered. Students must submit their official transcripts to the Registrar's and Student Affairs Directorate before the last day of the Fall semester which follows the Summer School in which they took the course.

7.2 Summer Schools Outside of Exchange Programs

7.2.1 Students are required to secure advance approval before attending summer school. Students who wish to transfer to Koç University the credits of courses taken in summer school shall present a petition to the office of the dean of the college they are registered asking for advance approval, specifying the school, the courses they want to take, the names of faculty members teaching the courses, and content information for courses. This petition is decided on by the executive council of the relevant college by consulting the opinion of the departments relevant to the courses that will be taken. The credit transfer requests of students who take courses without securing pre-approval is evaluated by KU Executive Council. Courses offered at Koç University in English must also be taught in English in the institution the student attends for summer school.

7.2.2 The relevant College Councils shall decide whether courses taken for Summer school are to be from required courses.

7.2.3 With the exception of situations determined by KU Executive Council, only the credits of the summer courses can be transferred; their grades cannot be transferred. The reputation, the quality and the validity of the summer program that the student has attended are determinant factors in credit transfer.

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7.2.4 Students must earn a minimum “C” grade for the course that they took in summer school that they wish to transfer. Credits cannot be transferred from courses in which Pass / Fail grades are awarded.

7.2.5 During the time they are registered as students, they may request the transfer to Koç University of a maximum of 12 credits, whether these were included in the summer schools exchange program or not.

7.2.6 In the framework of bilateral agreement signed by KU Office of International Programs and in extraordinary circumstances, the KU Academic Council may accept the transfer to KU of courses taken in the summer programs of superior quality institutions along with their grades. Summer programs with courses designated by the Academic Council as suitable for transfer along with grades have been specified below.

Stanford Summer International Honors Program (11 February 2010)

7.2.7 When they want to transfer to KU the credits of a course or courses accepted by KU for summer school and pre-approved, students must request their summer course transcripts be sent by the school to the office of the dean of the college they are registered. Students must submit their official transcripts to the Registrar’s and Student Affairs Directorate before the last day of the Fall semester which follows the Summer School in which they took the course.

8. RECORDS

The relevant colleges shall be responsible for keeping records concerning the students to whom they have provided pre-approvals.

9. REVISIONS

The responsibility of revising and updating these procedures falls on the Office of the Vice President for Academic Affairs. The revision shall take place in the month of October of every year.