

**IMPORTANT NOTICE FOR STUDENTS
WHO WANT TO TAKE A COURSE
FROM ANOTHER UNIVERSITY**

Students who wish to take summer school courses from institutions other than Istanbul Kültür University (IKU) must pay careful attention to the following matters in accordance with the "Procedures and Principles for Taking Courses from External Institutions during Summer School."

ELIGIBILITY CRITERIA

- The language of instruction for the external course must be English.
- The base admission score of the external university for the year you were admitted to IKU must not be lower than the base score of the IKU Industrial Engineering Program for that same year.
- Online (distance or remote) courses will not be accepted.
- The ECTS credit value of the external course can be at most 1 ECTS less than the equivalent course offered at IKU.
- In summer school, students may only take courses from previous semesters that:
 - They have never taken before,
 - They were not eligible to take the exam,
 - They failed, or
 - They wish to retake to improve GPA.
- Attendance is mandatory for summer school courses.
- Students may take up to 20 ECTS credits during summer school; those under the national credit system may take up to 12 national credits.
- Students with a GPA of 3.00 or higher may take courses from the following one or two higher semesters.
- Students who have met all graduation requirements are not eligible to take summer school courses.
- Graduation project and internship courses can not be taken from external institutions.

- If a course is **not offered** by the external institution or the student decides **not to take the course**, a **written request** to cancel the approved course must be submitted to the department within **two weeks** of the approval date.
- The **grade transcript** of the course taken from another institution must be delivered to our university **before the start of the Fall semester course registration and enrollment period**, so that grades can be processed in time.

APPLICATION AND APPROVAL PROCESS

- Requests for taking courses from external universities must be submitted to the **IKU Industrial Engineering Department Chair** within **one (1) week after the summer school of the external institution begins**.
- Courses taken from other institutions **without prior application and approval** will **not be accepted**, and the grades earned from such courses will be considered **invalid**.
- Courses taken **without the approval of the Summer School Commission and the decision of the Faculty Board** will not be recognized.

APPLICATION STEPS

1. Fill in and sign the **"External Summer Course Application Form"** available at <https://oidb.iku.edu.tr/tr/kayit-kabul/yaz-ogretimi>
(**One form must be completed separately for each university you are applying to.**)
2. Submit the completed form along with:
 - A document showing the **course content** of the selected course(s) (can be retrieved from the website of the university you are applying to), and
 - A **supporting document showing the base admission score** of the university for the year you were admitted to IKU.
 (If these documents are retrieved from a website, the **web address must be visible** on the printout.)

These documents should be submitted to the **department secretary**.

3. Your application will be evaluated by the **Departmental Summer School Commission** and the **Faculty Board**.
Once your application is approved (you can confirm the result with the department secretary), you may proceed with **course registration at the external university**, using the **Faculty Board decision** as proof of approval.

NOTE:

It is the student's responsibility to ensure that all applications are **submitted completely and within the specified deadlines**. Incomplete or late applications will **not be considered**.