

Undergraduate students and English preparatory students at undergraduate and graduate levels can suspend their studies (freeze registration) for the spring term of the 2019-2020 academic year due to the coronavirus pandemic, according to the below-given guidelines determined by our Institute's Senate on the 9<sup>th</sup> of April 2020.

1. Students who have completed semester registration may apply to suspend studies.
2. Undergraduate students can apply to their departments to suspend studies up to the start of final exams.
3. English Preparatory Class undergraduate and graduate students can apply to the School of Foreign Languages Directorate to suspend studies up to the start of final exams.
4. Undergraduate students' requests to suspend studies are evaluated by the relevant faculty's administrative boards, and decisions are reported to the Registrar's Office (Student Affairs).
5. English Preparatory undergraduate or graduate students' requests to suspend studies are evaluated by the School of Foreign Languages administrative board, and decisions are reported to the Registrar's Office.
6. Registrar's Office enters these decisions to suspend studies into Student Information System and informs students in written form.
7. Studies suspended within this context are not counted from the maximum suspended study periods specified in the IzTech Student Admission Procedure Regulations ("maximum 2 (two) semesters for preparatory school students; maximum 4 (four) semesters for undergraduate students").
8. Students who have suspended studies in this context may apply to the Registrar's Office with a petition to receive a refund for semester fees they have paid.