Koç University
Academic and On-line Sources Appendix
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KOÇ UNIVERSITY
REGULATIONS FOR UNDERGRADUATE
AND ASSOCIATE DEGREE TEACHING
AND LEARNING

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Additions and amendments: –
Aim

ARTICLE 1 - (1) The aim of this Regulation is to organize the procedures and principles concerning all teaching and learning activities and examinations conducted at Koç University at undergraduate and associate degree level.

Scope

ARTICLE 2 - (1) This Regulation covers terms relating to the procedures for student admission and registration to the undergraduate and associate degree programs conducted at Koç University and terms relating to the all teaching and learning activities and examinations undertaken at the undergraduate and associate degree level.

Legal basis

ARTICLE 3 - (1) This Regulation has been prepared based on Articles 14, 43, and 44 of the Higher Education Law 2547 dated November 4th, 1981 and based on the Additional Article 4 of Higher Education Institutions Organizational Law 2809.

Definition of terms

ARTICLE 4 - (1) The terms that appear in this Regulation shall refer to the following:

a) Academic Council: Koç University Academic Council,
b) Application Evaluation Committee: The committee made up of members assigned by the University Executive Council to conduct the preliminary evaluation of applications of foreign nationals, of graduates of overseas secondary schools, and of special students,
c) College: Colleges connected to Koç University,
d) Cumulative Grade Point Average: The grade point average of all courses taken by students weighted according to credit, excluding the English Language Center courses,
e) Relevant Council: Relevant college council,
f) Relevant Executive Council: Relevant college executive council,
g) Registrar’s Office: Koç University Registrar’s and Student Affairs Directorate,
h) Credit: The semester credit value of a course,
i) Board of Trustees: Koç University Board of Trustees,
j) ÖSYM (Ölçme, Seçme ve Yerleştirme Merkezi): Measuring, Selection, and Placement Center,
k) President: The President of Koç University,
l) University: Koç University,
m) University Executive Council: Koç University Executive Council,
n) Semester Grade Point Average: The grade point average of all courses taken by the student that semester, weighted according to their credit calculated at the end of the semester,
o) YÖK (Yüksek Öğretim Kurulu): Higher Educational Council.

SECTION 2

Student admissions

ARTICLE 5 - (1) Student admissions to the undergraduate and associate degree programs of the University shall be conducted in the following manner:

a) Students shall be admitted to undergraduate and associated degree programs according to the selection and placement procedures conducted by ÖSYM and according to the regulations concerning the admissions of foreign national students.
b) As provided by principles regulated by YÖK, those students who have proven to possess superior talents in specific artistic fields shall be admitted to study in that field in question according to the results of the talent examination.

(2) For issues concerning admission to University not covered by this Regulation, the relevant terms of the Higher Education Law 2547, of the Regulation for Foundation Institutions of Higher Education published in the Official Gazette 26040 dated December 31st, 2005, and of the Regulation Concerning Transfer between Undergraduate and Associate Degree Programs, Double Major, Minor, and Principles Concerning Credit Transfer among Institutions of Higher Education published in the Official Gazette 27561 dated April 24th, 2010 shall apply.

(3) In cases where students provide falsified documents and information to the University, they shall be dismissed from the University; if they have left the University, all documents including diplomas shall be cancelled, and legal action shall be initiated.

6. Tuition fees

ARTICLE 6 - (1) Education at the University is fee-based. The fees are determined each year by the Board of Trustees.

(2) Students who have not paid University fees shall not be registered, their registrations shall not be renewed, nor shall they be granted leave of absence. Such students are unable to benefit from any rights associated with student status.

7. Scholarships based on merit and need

ARTICLE 7 - (1) Merit scholarships are provided to those students placed into the scholarship programs of the University. This scholarship covers the student’s tuition, and for a 10-month period, dormitory, and part of the transportation costs. In cases where the student transfers to another academic program within the University, their scholarships may be discontinued.

(2) Need-based scholarships shall be provided in limited quantities to those students who require it.

(3) Both types of scholarships are provided for a maximum duration of eight semesters to students who begin their education from the first year of the university, and for a maximum duration of ten semesters to students who begin their education from the English Language Center preparation program.

(4) Upon the recommendation of the Scholarship Committee and decision of the relevant executive council, scholarships may be cancelled because of disciplinary action or academic reasons.

(5) The Scholarship Committee shall consist of a dean or school director appointed by the President and a faculty member, and the Dean of Students, the General Secretary, and the Registrar.

Language of instruction and English language competence

ARTICLE 8 - (1) The language of instruction in the University is English; however, upon the proposal of the Academic Council, the decision of the Board of Trustees and YÖK’s approval, in certain teaching-learning units and programs, the teaching-learning may be conducted partially or fully in Turkish.

(2) English language skill levels of the students admitted to the University shall be determined through the results of the examinations listed below:

a) English language competence examinations administered by the University,
b) International English language examinations with equivalencies recognized by the University,
c) Foreign language examinations administered by ÖSYM for which equivalencies with international examinations have been established by the Higher Education Executive Council.

(3) Those individuals whose English language is at the competence level established by the University can register to the undergraduate program.

(4) Those individuals whose English language is below the competence level established by the University shall follow a suitable English language preparatory program at the ELC.

(5) Issues relating to the evaluation of the English language competence at the University and to the English language center are determined by the Academic Council upon the suggestion of the President.

Registration to the University

ARTICLE 9 - (1) Those individuals who submit to the University the documents specified by ÖSYM and who fulfill all requirements stipulated by this Regulation or determined according to this Regulation shall be registered to the University.
ARTICLE 10 - (1) Under compelling circumstances, students may apply to the University Executive Council to suspend their registration and to secure a leave of absence to achieve a certain educational goal. The application for suspension of registration or leave of absence can be made for one or more semesters. The evaluation of this application and the final decision shall be made by the University Executive Council. At the end of the suspended registration or leave of absence period, the student shall continue education without requiring another decision.

(2) Upon the decision of the relevant Executive Council, the student may be allowed to transfer credits onto their degree program at the University for courses completed at other educational institutions during the leave of absence.

(3) Students who apply for suspending their registration or for a leave of absence, must have paid tuition fees and completed all registration procedures.

Renewal of registration, course registrations, adding and dropping courses

ARTICLE 11 - (1) At the beginning of each academic semester, students must register for their courses and renew their semester registration. Students may pay the semester tuition fee to register for the semester and pay other required fees to make use of University facilities.

(2) On condition that they document their excuses, students who do not renew their registration within the period determined at the beginning of the academic semester may apply for excused registration within the period specified by the President's Office. Decisions concerning the approval of the excuses and the granting of permission to register are made by the University Executive Council.

(3) The semesters in which students do not renew their registrations count towards the calculation of the maximum education duration. Students who do not pay tuition fees or renew their registrations for four consecutive years may be dismissed from the University based on the decision of the University Executive Council.

(4) At the beginning of each semester, students must register for the courses they will take during the semester. To register, students need to have fulfilled their financial obligations towards the University.

(5) As a prerequisite for taking a course, students may be required to have taken or to have successfully completed another course or other courses. It is not possible for students to take a course for which they have not met the prerequisite; however, the faculty member who is teaching the course may allow the student who has not met the requirement to take the course.

(6) To audit any course, the student needs to secure the approval of the faculty member teaching the course. Audited courses do not earn credits and these courses cannot be included in the course load required for graduation or for a major or minor; however, the grade reports of the students who complete the requirements set by the faculty member teaching the course shall designate the course in question as "AU." The status of student who registered to a course as an audited course cannot be changed from audited to credited, and the status of student who registered to a course as a credited course cannot be changed from credited to audited.

(7) Relevant Executive Councils may allow students registered to undergraduate diploma programs to take a graduate course, on condition of being on the graduating year and/or securing the approval of the faculty member teaching the course. Graduate courses that count towards the undergraduate course load, cannot later be counted towards graduate course load.

(8) Students may withdraw from the courses they registered until the last day to withdraw from a course specified in the academic calendar. In case of withdrawal from a course, their success is not evaluated, and no course grade is awarded. Withdrawal from a course is indicated with a (W) in the records and grade report cards of the student. Students who withdraw from a course cannot be refunded fees that they have paid for the course.

(9) During the course add-and-drop period specified in the academic calendar, students can drop a course they have registered for, can change it, or take a new course. Course add-and-drop procedures are performed according to the rules governing course registrations. Those students who do not perform the add-and-drop procedure during the designated period due to an excuse may apply to the University Executive Council to petition their case. If the excuse of the student is accepted by the University Executive Council, the student can perform the course add-and-drop procedure.

Transfer

ARTICLE 12 - (1) Transfer between institutions means that a student registered in an institution of higher education earns the right to continue their education in another equivalent-level program at the University, whereas internal transfer within an institution means that a student registered in a diploma program of the University earns the right to attend another equivalent-level diploma program of the University.

(2) Issues relating to the application to and acceptance of transfer between institutions and internal transfers are determined by Academic Council decision in accordance with the Regulation Governing the Transfer Among Associate and Undergraduate Programs, Double Majors, Minors and the Principles governing Credit Transfer between Institutions for Institutions of Higher Education.

Special students and exchange students

ARTICLE 13 - (1) If they meet conditions for application set forth by the Application Evaluation Committee, graduates and students of an institution of higher education may be provided with an opportunity to take or follow some courses under special student status without being a diploma candidate. Those individuals who apply for special student status, first need to satisfy the requirements of the relevant college concerning English language competence level.

(2) For the duration they are registered, special students shall be considered students of the University and shall benefit from all rights associated with students. Special students are subject to administrative and academic rules that apply to other students of the University, and in addition they shall be required to pay tuition fees established for special students.

(3) Special students are not given diplomas; however, upon their requests, they are provided with a document listing the courses they have taken along with the grades awarded. Credits and grades acquired while under special student status may not be used as transfer credits to the University nor may they be used as transfer credits in case they are placed in one of the programs of the University.

(4) The University may conduct student exchange programs with universities abroad. Students of the University who will receive education abroad under the exchange program must secure approval from the relevant college dean or school director concerning the courses that they will take. The approval shall also establish which of the courses to be taken shall count as required, as department electives, or as free electives. Students must submit their applications on this matter prior to joining the exchange programs. The recognition of the credits, the grades of the courses taken, and the equivalence of these in the grade system of the University are determined by the Executive Council of the relevant college or school. The student’s grades and credits are put on the student’s records according to the relevant college or school executive Council decision along with the expression “T (Transfer Credit)” or “T (Letter).”

Identification Card

ARTICLE 14 - (1) Students who have registered or renewed their registration are given a University Identification Card.

(2) The University identification card which attests that the bearer is a student of the University shall at a minimum contain the student’s name and last name, their college, department, if applicable and student number. Other student-related information that is to appear in the University identification card is determined by the University Executive Council while the dimensions of the card, its color, and similar form-related issues are determined by the President’s Office.

(3) University identification cards are renewed every year.

(4) An official document from law enforcement documenting the application concerning the loss or theft must be brought in for the replacement of a lost or stolen University identification card.
Academic year and academic calendar

ARTICLE 15- (1) Teaching and learning activities at the University are conducted on a semester basis. With no prejudice to the terms relating to summer school, one academic year consists of fall and spring semesters. The beginning and end dates of the semesters and the duration of the break between the semesters are determined in the academic calendar.

(2) The academic calendar is decided by the Academic Council for every academic year. Students must follow the dates and durations established in the academic calendar and the dates and durations established by University units in consideration of the academic calendar.

Attendance

ARTICLE 16- (1) Students are required to attend all classes, practice sessions, laboratory work they are registered for and all examinations and other academic work required or that the relevant faculty member requires. The number of examinations, homework/papers, practice sessions and other work that students are responsible for and their weight contribution to the semester grade are determined by the faculty member responsible for the course at the beginning of the semester and announced to the students. The attendance of the students is monitored by the relevant faculty member.

(2) Situations such as submission of health reports for health-related absences, the acceptance of the health report, and their effect on the attendance situation are regulated and announced to the students by the President's Office.

Summer school

ARTICLE 17- (1) Summer school may be held based on the decision of the Academic Council.

(2) For the purposes of the calculation of the total duration of education, summer school is not considered a separate semester; however, for students who do take summer school, the academic standing that forms the basis of fall semester registrations is determined by considering the courses, credits, and grades at the end of summer school.

(3) The beginning and end dates of summer school shall be announced in the academic calendar.

(4) The total number of class hours for a course offered in summer school is equal to the number of hours in the last semester it was offered.

(5) Taking summer school courses is optional for students; taking or repeating courses in summer school cannot be made mandatory.

(6) Students can take courses offered in summer school within the capacity determined for these courses.

(7) Depending on the cumulative grade point average, a student can take a maximum of three courses in summer school. Conditions for taking courses are determined by the Academic Council. Depending on the cumulative grade point average, except for internship the number of courses taken during summer school from the University or from other institutions of higher education cannot exceed three.

(8) For recognizing summer courses students have taken in domestic or other institutions abroad with YÖK-established equivalence and for transferring the credits, prior permission of the Executive Council of the college or school where students are registered is necessary. Students who wish to secure permission to take summer courses from other institutions of higher education need to apply to the institution in question and to the dean’s office of the college or to the director’s office of the school where they are registered with a petition and with detailed information on the courses they want to take. The executive Council of the college or school where the student is registered may decide to recognize these courses as exemptions for required or elective courses and to transfer the credits. To make the credit transfer possible, the student’s grade must be a minimum unconditional pass in the institution of higher education where the grade was awarded and be equivalent to the “C” grade of the university. The number of credits transferred during the total duration of the education cannot exceed twelve credits, however the relevant college or school executive Council may decide on the transfer of more credits.

(9) Summer school course add-and-drop is subject to add-and-drop procedures established in this Regulation.

(10) The calculation and payment details for summer school tuition fees are determined by the Board of Trustees.

(11) No make-up examinations are held for courses offered during summer school.

(12) Other general principles concerning summer school, recognition of courses and exemption, and terms for acceptance into offered courses are determined by the Executive Council of the relevant college and school. The principles concerning the administration of summer school registration and the closing of offered courses are determined by the University Executive Council.

Academic advising

ARTICLE 18- (1) Every student who registers to the University shall be assigned a faculty member to act as academic advisor.

(2) Academic advisors shall provide guidance and advising so that students can select courses that align with their interest and talents, take prerequisite courses on time, and be informed on issues relating to course add-and-drop, double majors, minors, specialization programs options, course repeats, summer school, course transfers from outside the university. When they deem it necessary, academic advisors may refer the student to relevant units of the University.

Regular teaching duration, course curriculum, course credit values, and course loads

ARTICLE 19- (1) Without prejudice to the provisions of the Higher Education Law, the duration of education in bachelor’s semesters at the School of Medicine, and eight semesters in other undergraduate programs. The curricula of diploma programs are determined based on these durations.

(2) Courses in diploma programs are divided into core program, required major, area elective, and general elective courses.

(3) The credit values of the courses and the international equivalence of these credit values is determined through the suggestion of the relevant council and by decision of the Academic Council.

(4) The course load is the total number of courses or the total credit value of courses a student takes in any semester. The minimum and regular course load of students and the course load that they need to complete to continue to the higher year are determined through the decision of the Academic Council; the Academic Council can establish different course loads for different diploma programs.

(5) In situations listed below, students can take more courses than their regular course load, on condition that they meet the financial obligations towards the University, as established by the University Executive Council:

4) Regardless of grade point average; three one-credit courses or

b) On condition that one of the conditions below are met, one course worth two credits or more, and one course worth one credit:

1) Having a grade point average of 2.70 or above,

2) Having, in the previous semester, completed a regular course load and achieved a semester grade point average of 2.70 or above,

3) Regardless of grade point average; having a maximum of 15 courses left before graduation.

(6) For some programs, departments, or colleges, by decision of the Academic Council, additional conditions may be established concerning taking courses over the regular loads, or the number of courses left before graduation could be increased to 17.

(7) Conditions and restrictions concerning double major students taking courses in excess of their regular course loads are determined by the Academic Council.

Grades

ARTICLE 20- (1) Along with notable exceptions appearing in this Regulation; for every credit course they take, students are awarded one of the grades below by the faculty member responsible for teaching that course after the required examinations and assessments:
a) For all colleges and schools:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Description</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Superior +</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>Superior -</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>Above Average</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>Above Average</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>Average +</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>Average -</td>
<td>1.70</td>
</tr>
<tr>
<td>D+</td>
<td>Deficient +</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>Deficient</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0.00</td>
</tr>
</tbody>
</table>

b) For all colleges and schools:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Description</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>None</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>None</td>
</tr>
</tbody>
</table>

c) In the School of Medicine and School of Nursing, in addition to the grades above:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Description</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>(H)</td>
<td>Pass with honors</td>
<td>None</td>
</tr>
<tr>
<td>(P)</td>
<td>Pass</td>
<td>None</td>
</tr>
<tr>
<td>(F)</td>
<td>Fail</td>
<td>None</td>
</tr>
</tbody>
</table>

(2) For credit or non-credit work that does not affect cumulative grade point average, but is required and/or planned for graduation, the "exemption" grades specified below are used. This situation does not count toward credit total required for graduation.

(3) For courses and examinations, the standing of students shall be recorded with the following symbols:

a) I - Incomplete: The faculty member has extended time for the completion of the missing work. This is given to students who for unavoidable reasons have not completed course requirements such as final examination, paper, or project. The missing work in question is to be completed before a deadline provided by the faculty member. This deadline cannot exceed the semester that the course was taken by more than one calendar year. The grade of the student who does not complete the requirement within this period turns into an (F).

b) RC - Repeating Course: This designates situation where the student is required to repeat the course or is repeating the course on their own will. The course shall be repeated in accordance to the rules below:

(1) The student must repeat any required departmental or common core course with an (F) grade until the student can receive a passing grade. If the student receives a passing grade, the grade received replaces the (F) grade in grade point average calculations.

(2) If the student repeats an elective course that has been awarded an (F) grade and receives a passing grade, the grade received replaces the (F) grade in grade point average calculations.

(3) The student may choose to repeat courses awarded a grade (D) or above. If the student repeating a course on their own will is not successful and has previously received a passing grade from this course, the student does not need to repeat the course. The grade received for the repeated course is reflected in the student’s academic records, and the grade point average calculation is performed by considering the highest grade received for the course.

(4) In case of a repeated course, all registration, attendance, practice, and examination requirements are in effect.

c) W - Withdrawal: A student may withdraw from courses by the date specified in the academic calendar for a reason that the academic advisor shall approve and on condition that the number of courses taken does not fall below the number determined by the Academic Council. In cases where the student repeats the course they withdrew, all registration, attendance, practice sessions, and examination requirements shall be in effect.

d) L - Leave of Absence

a) AU - Auditing

(1) T - Transfer credit not included in grade point averages: Grades from these courses are not included in the grade point average calculations, however they are included in the calculation of the credit total required for graduation.

g) T (Letter) Transfer credits included in grade point averages: Grades from these courses are shown as letters in parentheses and included in the grade point average calculations, and they are also included in the credit total required for graduation.

h) AP - Competence: The student is exempt from the course. The course credit will not be counted towards the total required for graduation.

(4) Unless there is a regulation to the contrary, students are expected to complete their elective course load requirements. The student can repeat the elective course that has received an (F) grade, or can take another elective course suitable to the program with the same or higher number of credits, however in cases where the elective course that has been awarded an (F) is graded in a manner to have an effect on the grade point average, the new elective course that will be taken shall also be graded in a manner to have an effect on the grade point average calculations. In case the student gets a passing grade from the new elective course suitable to the program, in grade point average calculations, the grade and credit of the new elective course shall be considered instead of the credit and grade of the course for which an (F) grade was received.

Grade point averages

ARTICLE 21 – T) The standing of the students is determined through grade point averages. Grade point averages are the weighted averages of the course grades students received in the common core, required department courses, general electives and department elective courses, including (F) grades.

(2) Grade point averages are calculated at the end of each semester for courses taken that semester as “semester grade point average” and for all courses taken as “cumulative grade point average.” The semester grade point average calculation is made by multiplying the credit value of each course taken that semester with the numerical equivalent of the grade received for the course and dividing the total by the credit number. The cumulative grade point average calculation is performed with the same method, but with the inclusion of all courses taken. For courses that are repeated, the credit weight of the previous instance is not included in the calculation of the grade point average. For courses that have been awarded the grade letter (A+) grade point average calculations are performed by multiplying the course credit by the coefficient 0.30 and adding the result to the general grade sum.

(3) At the end of every semester, students who have a semester grade point average of 3,50 and above for that semester and who meet other conditions determined by Academic Council, are awarded the title “Vehbi Koç Honor Student.”

(4) Graduation honor degrees and conditions for qualifications for these are determined by the Academic Council, on condition that the grade point average requirement is not lowered below 3.00.

(5) Upon the decision of the Academic Council, a Dean’s Honor List or a School Director’s
Honor List can be compiled; conditions for inclusion onto this list shall be determined by the Academic Council.

Announcing of grades, and objections

ARTICLE 22 - (1) Midterm examination, homework/paper and practice session grades awarded during the semester are announced by the faculty member teaching the course, whereas final course grades are announced by the Registrar's Office. On the dates determined on the academic calendar, faculty members shall notify the Registrar's Office of the final course grades.

(2) Students can object to midterm examination and final examination results within one week after the announcement date. The objection shall be made in writing to the faculty member teaching the course.

(3) In cases where the objection is refused by the faculty member, the student can apply to the dean's office of the college or the school director's office. The faculty member is connected to a three-person commission appointed by the dean or the director will evaluate the examination results and come to a decision. It is possible to apply to the vice president responsible for academic affairs to contest this decision; the vice president shall make the final decision by requesting additional evaluation reports as deemed necessary.

(4) In situations that require the adjustment of the final grade, the faculty member responsible for the course shall re-determine the grade and notify the Registrar's Office through an academic record change request form.

Examinations

ARTICLE 23 - (1) For each course, the number of midterms, homework/papers, practice sessions and other work that the students are responsible for, the weight of these on the semester grade, and qualification requirements for the semester final examination are determined by the faculty member at the beginning of the semester and announced to the students both in written and in verbal form. In situations where the nature of the course allows it, the faculty member may require a paper or a project instead of a final examination.

(2) Midterm examinations can be held during class hours. The date and the time of the midterm examinations shall be announced to the students at least two weeks prior to the examination date.

(3) Midterms for core courses and required departmental courses shall be administered on days and times determined by the Registrar based on the suggestions compiled from faculty members concerning examination dates, hours, and durations.

(4) Semester final examinations are held on the final examination period provided on the academic calendar and the days and times of the examinations are announced by the Registrar to the students latest by the end of the eighth week of the semester. Semester final examinations can only be cancelled with the consent of the dean of the college which the course is connected to; the relevant executive Council shall come to a decision on whether the cancelled examination shall be held, and on how the semester standing shall be determined if examination is not to be held. Without the approval of the dean of the college or the director of the school the course is connected to, faculty members cannot change semester final examination dates or times, nor can they administer a final examination before the semester teaching period has come to an end.

(5) Midterm or final examination schedules shall be arranged so that students take a maximum of two examinations per calendar day. In situations where the examination schedules are not arranged as such, upon the request of student with three or more examinations scheduled per calendar day, the dean of the relevant college or school director shall provide students with an opportunity for a make-up examination and their examination schedules shall be rearranged to allow a maximum of two examinations per calendar day. Those students who want to benefit from this opportunity need to apply to the dean's office of the college or to the school director's office that the faculty member responsible for the course is affiliated with, a minimum of two weeks before the date of the examination in the fall and spring semesters, and at least one week before the date of the examination during summer semesters.

(6) Also valid for midterm examinations; the excuse presented by the student who missed the examination is evaluated by the faculty member and in situations where this is deemed reasonable, the student is given a right to a make-up examination. In situations where the faculty member does not accept the excuse, the student can apply to the executive council of the college they are registered to. The dates of the midterm make-up examinations shall be determined by the faculty member in question, while the dates of end of semester make-up examinations shall coincide with the make-up examination period determined in the academic calendar.

(7) If the student does not take the make-up examination, the student shall not be given the right to take a new make-up examination.

(8) Examination papers shall be kept on file for a period of two years following the administration of the examination; and at the end of this period, they may be submitted to the dean's office of the relevant college or school director's office and be destroyed provided that an official report is filed.

Cheating, Plagiarism and Collusion

ARTICLE 24 - (1) If it is determined that a student cheated in an examination, provided help to another student, attempted to cheat or to provide help to another student, partially or completely plagiarized homework/papers, project and laboratory work without properly acknowledging the source or if it is determined that the student colluded on the homework/paper, project and laboratory work, the faculty member in question needs to file an incident report and notify the issue to the office of the relevant dean of college or school director.

(2) The students who are reported to have cheated or plagiarized or colluded shall be processed in compliance with the Higher Education Institutions Student Discipline Regulation published on the Official Gazette 28388 dated August 18th, 2012.

(3) The final grade for the course where cheating, plagiarism or collusion is reported is shown with an (F) and if it is determined at the end of disciplinary procedure that cheating, plagiarism, or collusion took place in the examination or other work, a grade of zero is awarded for the work or examination in question, and the final grade is determined.

Discipline

ARTICLE 25 - (1) With no prejudice to the terms of Article 22, the disciplinary procedures concerning student cheating, plagiarism, and collusion are conducted in accordance with the Higher Education Institutions Student Discipline Regulation.

Graduation

ARTICLE 26 - (1) Students who successfully complete within the legally allowed period the courses of the program they are registered and who accumulate a grade point average of minimum 2.00 shall earn the right to an undergraduate diploma.

(2) Of those students who have not exceeded the maximum duration of education stipulated in the Higher Education Law Article 44, first paragraph, item (c);

a) Students who have a cumulative grade point average of minimum 2.00 and who do not meet graduation requirements due to an (F) grade from a maximum of two courses shall be given additional examination opportunities for each of the (F) grade courses.

b) Students who have successfully completed all courses required for graduation, but do not satisfy the graduation requirement because their cumulative grade point average is under 2.00 shall be given additional examination opportunities for two courses of their choice to increase their grades.

c) Students who have a cumulative grade point average of minimum 2.00 and who do not meet graduation requirements because their cumulative grade point average is under 2.00 shall be given additional examination opportunities for two courses of their choice to increase their grades.

d) Students who have a cumulative grade point average of minimum 2.00 and who do not meet graduation requirements because their cumulative grade point average is under 2.00 shall be given additional examination opportunities for two courses of their choice to increase their grades.

(3) Students who have exceeded the maximum education duration stipulated in the Higher Education Law Article 44, first paragraph, item (c), are not given additional examination rights; these students shall directly benefit from the additional examination right stipulated by the Higher Education Law Article 44, first paragraph, item (c).

Leaving the University

ARTICLE 27 - (1) Students who want to leave the University must make this request in writing.
ARTICLE 30 – Situations for which there are no provisions

(1) Undergraduate students who successfully complete all courses of the first four or more semesters, or a minimum of fifty percent of the total credits of their programs, with a minimum grade point average of 2.00, and who leave the University after successfully completing a minimum of four semesters without completing their undergraduate education are given an Associate Degree Diploma.

SECTION 3
Sundry and Final Terms

Situations for which there are no provisions

ARTICLE 30 – (1) For cases that are not covered by the terms of this Regulation, the terms of the other relevant legislation and decisions of YÖK, the Academic Council, University Executive Council and relevant Councils or executive Councils shall apply.

Regulation no longer in effect

ARTICLE 31 – (1) Koç University Undergraduate, Teaching, and Learning Regulation which was published on the Official Gazette 22244 dated March 31, 1995 is no longer in effect.
1. PURPOSE
The purpose of the Double Major Program is to make it possible for successful students continuing their major undergraduate program to concurrently receive education in a second major and to earn another diploma.

2. SCOPE
This regulation covers all undergraduate-level students registered to Koç University, as well as the units and the individuals responsible for performing the procedures.

3. REFERENCES
- Regulation Concerning Transfer between Undergraduate and Associate Degree Programs, Double Major, Minor, and Principles Concerning Credit Transfer among Institutions of Higher Education
- 13 April 2011 University Academic Board Decision Document Number 04, Article 3, Addendum-2
- 11 May 2012 University Academic Board Decision Document Number 05, Article 2
- 17 July 2012 University Academic Board Decision Document Number 07, Article 6
- 21 May 2013 University Academic Board Decision Document Number 05, Article 3, Addendum-1

4. RESPONSIBILITIES
a. The President is responsible for the execution of this regulation.
b. The Vice President for Academic Affairs is responsible for the preparation and the revision of this regulation.
c. Students are responsible for keeping themselves informed of the procedures and are expected to follow all rules covered by the regulation.
d. College Deans are responsible for the application of the regulation.
e. The Registrar’s and Student Affairs Directorate is responsible for ensuring that conditions for application to, attendance to and completion of the program are met.

5. DEFINITIONS
a. President
Koç University President
b. Vice President for Academic Affairs
Koç University Vice President for Academic Affairs
c. Registrar’s Office
Koç University Registrar’s and Student Affairs Directorate
d. Students
Students conducting their undergraduate studies at Koç University
e. Colleges and Schools
Koç University’s College of Administrative Sciences and Economics, College of Sciences, College of Social Sciences and Humanities, College of Engineering, Law School, School of Medicine, and School of Nursing
f. Double Major Program
The program which enables students who satisfy the academic standing and other requirements to take courses concurrently from two diploma programs of the same university and to earn two separate diplomas.
g. Major
The undergraduate program that the student is registered to at the time of application to the Double Major Program
h. Second Major
The second undergraduate program where the student is admitted
i. Major Program Period
The semester in which the student is situated according to the curriculum of the student’s department

6. BASIC PRINCIPLES
Double Major Programs are offered upon the proposal of the relevant College Academic Council with the approval of the University Academic Council.

7. METHOD
a. Conditions for application and admittance into the Double Major Program
i. Students can apply to the Double Major Program earliest by the beginning of the first semester of the second year, latest by beginning of first academic semester of the third year (for the School of Medicine, latest by the beginning of the first semester of the fifth year) considering the credit number they have completed in their current Major Program year.
ii. Students who want to begin the Double Major Program need to complete their procedures at the Registrar’s Office before the beginning date of the semester. Students who apply after the beginning of the semester can begin the program in the following semester if they satisfy the application and standing conditions as of the end of the semester in progress.
iii. Students whose cumulative grade point average in the Major Program is a minimum of 2.80 over 4.00 can apply to the Second Major Diploma Program.
iv. For students who want to start the Double Major Program in the programs listed below, the success rank established in the ÖSYS (Student Selection and Placement Examination) capacity handbook of the relevant year will be considered:
   - Law: 150,000
   - Medicine: 40,000
   - Engineering: 240,000
   - Medicine: 40,000
   v. To begin the Double Major Program, the student must have successfully completed successfully all graded courses taken until they start the Second Major Program. With the notable exception of UNIV 101, ALIS 100, CPAP 100, CPAP 150 and HIST 100 courses, receiving “unsatisfactory” grades from 1-credit courses shall not constitute an obstacle to application to Double Major Programs.
vi. A student is eligible to register for more than one Double Major Program at the same time.
vii. Acceptance of students into the Second Major Program shall occur upon the proposal of the relevant department that runs the program with the approval of the College Executive Council.
viii. Students who at the time of application have a cumulative grade point average of 70 out of 100 and whose success ranks in the top 20% of the cohort of the relevant major program can apply to the second major diploma program. The capacity of students to be admitted shall be determined by the University Academic Council. Among those students who do not possess this ranking, those who have a University Entrance Exam score that is not lower than the threshold score of the double major program in the relevant year can apply.

b. Credit Load
i. Students registered in the Double Major Program need to take at least 36 credits of courses for completing these programs. Credits for course that feature in both programs or that have identical descriptions count towards course completion requirements of both the Major and the Second Major.

S. Standing and Program Completion Conditions
i. Students who complete a Double Major Program successfully and earn two undergraduate degrees shall be provided with two undergraduate diplomas.
ii. Students who complete a Second Major Program shall receive their diplomas for the program in question only after they graduate from the Major Program they are pursuing.
iii. Students who have completed the Major Program and who continue in the Second Major Diploma Program, shall be given their Major Program diploma if they so wish. In this situation, all courses that the student took until graduation are shown on the transcript. If the student does not request a Major diploma, the two undergraduate diplomas shall be given to the student at the same time upon successful completion of the Second Major. In both cases, to graduate from the Double Major Program,
the student shall be responsible for meeting the cumulative grade point average conditions stipulated in Article 7.4.

iv. In case scholarship students registered in the Double Major Program do not complete their Major or Second Major programs within 8 semesters, the duration of their scholarship shall be extended by a maximum of 2 semesters.

v. In case program requirements are not met at the end of this duration, students may continue to attend the program by paying the non-scholarship tuition fee.

vi. Students who complete the Major program and continue the Second Major Program, during the extended duration, continue to pay the undergraduate tuition fee belonging to the Double Major program they are pursuing considering the total number of semesters they spent in the undergraduate program, and considering the extension situation of their scholarship, if applicable. And in case they register in a graduate Program, they shall additionally pay the graduate tuition fee.

d. Leaving the Double Major Program, Dismissal

i. Students of a Double Major Program can leave the Second Major Program education in any semester on their own will.

ii. So long as they meet the application deadline and the standing conditions, students registered to a Double Major Program can move to a new Double Major program on condition that they leave the previous program.

iii. The standing in the Double Major Program has no effect on graduation from major program.

iv. To graduate from the Double Major Program, the student needs a minimum cumulative grade point average of 2.80 over 4.00. During the entirety of the Double major education, the cumulative grade point average of the student can for one instance fall below 2.60 over 4.00. The student whose cumulative grade point average falls below 2.60 for the second time is dismissed from the Second Major Program.

v. A student who is on leave of absence from their major program is also considered on leave of absence from the Second Major Program without requiring an additional decision.

vi. In case the student leaves the Second Major Program on their own volition or is dismissed, if conditions for a Minor or a Track program have been met, by decision of the relevant College Executive Council, a Minor or a Track certification can be provided.

e. Other Terms

i. For issues not covered by this regulation, the document titled “Regulation Concerning Transfer between Undergraduate and Associate Degree Programs, Double Major, Minor, and Principles Concerning Credit Transfer among Institutions of Higher Education” appearing on YÖK (Higher Education Council) website “Legislation for Higher Education” which is available at http://www.yok.gov.tr/web/guest/mevzuat shall apply.

8. RECORDS

The relevant application forms shall be archived by the Registrar’s Office.

9. REVISION

The responsibility of revising and updating this regulation falls on the Office of the Vice President for Academic Affairs. The revision shall be performed every April on a yearly basis.
1. PURPOSE

The purpose of this regulation is to organize the principles concerning the execution of the minor programs to be offered to students who successfully continue their education in the undergraduate programs where they are registered, to allow them to take a limited number of courses in another area of their interest.

2. SCOPE

This regulation shall cover all undergraduate-level students registered at Koç University, as well as units and persons responsible for the execution of the process.

3. REFERENCES

The Regulation Concerning Transfer between Undergraduate and Associate Degree Programs, Double Major, Minor, and Principles Concerning Credit Transfer among Institutions of Higher Education

• University Academic Council Decision Document of 9 March 2011, Number 03—Article 4
• University Academic Council Decision Document of 8 June 2012, Number 06—Article 4
• University Academic Council Decision Document of 21 May 2013, Number 05—Article 3, Addendum 2

4. RESPONSIBLE PARTIES

4.1 The President is responsible for the execution of this regulation.
4.2 The Vice President for Academic Affairs is responsible for the preparation and the revision of this regulation.
4.3 Students are responsible for monitoring the process and are expected to comply with all rules covered by the regulation.
4.4 Deans of Colleges and Directors of Schools are responsible for the application of this regulation.
4.5 Registrar and Student Affairs Directorate is responsible for monitoring whether rules are being followed for application to, attendance to and completion of the program.

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 Registrar’s Office Registrar and Student Affairs Directorate.
5.4 Students Students pursuing undergraduate-level diploma programs at Koç University.
5.5 Colleges and 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 connected to Koç University.

6. BASIC PRINCIPLES

Minor programs shall be made up of a minimum of 18 credits and shall be organized upon the proposal of the relevant College Council and upon the approval of the University Academic Council.

7. METHODS

7.1 Requirements for Application, Admission and Registration to Minor Programs

7.1.1 Students interested in the minor program shall apply to the Registrar’s Office before the beginning of the Fall or Spring Semester in which they plan to start the minor program.
7.1.2 Students can apply to the minor programs—according to their year by considering the number of credits they completed in their major program—earliest in first semester of the second year, and latest in the beginning of second semester of the third year.

7.3 Students whose grade point average falls below 2.60 two consecutive semesters while they are registered to the minor program shall be dismissed from the minor program.
7.4 Students who leave or who are dismissed from minor programs shall not be required to repeat minor program courses that they have failed.
7.5 Students who have successfully completed all required courses in another minor program shall not be required to repeat minor program courses that they have failed.
7.6 A student considered to be on leave from the major program, shall be considered on leave from the minor program as well without requiring an additional decision.
7.7 Those students who have completed their major program requirements but have not completed the Minor program shall be given by Executive Council decision one additional semester to satisfy graduation requirements. Scholarship students who are in this situation shall no longer qualify to receive scholarship.
7.8 Other Provisions

7.8.1 In addition to those requirements specified in this Regulation, through Academic Council decisions, it shall be possible to establish new requirements concerning minor programs, and it shall be possible to change the minimum standing criteria stipulated.
7.8.2 For issues not covered in this regulation the “Koç University Regulation for Undergraduate Teaching and Learning” shall be in effect.
7.8.3 All Koç University students are required to follow up the updated version of this regulation that shall be published on the Internet pages of the Registrar’s Office.

8. RECORDS

The relevant application documents shall be archived by the Registrar’s Office.

9. REVISIONS

The responsibility of revising and updating this regulation falls on the Office of the Vice President for Academic Affairs. The revision shall take place in the month of April of every year.
TRACK PROGRAMS
The purpose of these procedures is to organize the principles concerning the execution of the track programs to be offered to students who successfully continue their education in the undergraduate programs where they are registered, with a view to allow them to take a limited number of courses in another area of their interest.

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

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


1. PURPOSE

Article 1 - The purpose of this procedure is to determine the responsibilities of Koç University undergraduate students before and during exams, to set principles on the responsibilities of faculty members, full-time and part-time instructors in applying examination policies and to specify the general rules regarding the examination process. Faculty members, full-time and part-time instructors will be referred to as instructors within the context of this procedure.

2. SCOPE

Article 2 - This procedure applies to all undergraduate students of Koç University and any instructors, and teaching assistants responsible for implementing the process.

3. REFERENCES

Article 3 - This procedure is prepared in compliance with the Articles 14 and 44 of the Higher Education Law No. 2547.

4. GENERAL PRINCIPLES

Article 4 - The Koç University examination procedures and policies are prepared in accordance with the views and suggestions of instructors and students of Koç University.

5. METHOD

Article 5 - (1) Exams

a) For each course, the number of mid-term exams, homework assignments, clinical activities and other assignments, their relative weights in the calculation of a final grade, and the requirement to attend the final exam shall be determined and announced, both in written and verbally, by the instructor at the beginning of each semester. Instead of a final exam, a project may be assigned to the students at the discretion of the instructor, and in line with the nature of the course.

b) The mid-term exams for elective courses may be administered at the scheduled course time or another date and time that can be attended by all students. The date and time of the mid-term exam must be specified in the course syllabus, which should be distributed to students during the first week of classes by the instructor.

c) The mid-term exams for core and area courses are administered at the date and time determined by the Registrar’s Office taking into consideration the instructors’ preferences. The Registrar’s Office is responsible for sharing the deadlines of this process with Colleges at the beginning of each academic semester.

d) The main principle is to schedule the mid-term and final exams in such a way to enable the students to take a maximum two exams in one academic day. If and when this schedule is not possible, students having three or more exams in one academic day by are provided make-up exams. Students requesting a make-up exam should apply to the Faculty Dean’s Office of the instructor of the relevant course two weeks before the exam during Fall and Spring semesters and one week in advance during the Summer semester.

e) The exam schedule shall be announced by the Registrar’s Office at the latest on the third week of the semester for the first mid-term exams and at the end of eighth week of the semester for the final exams. For courses with two mid-terms, the second mid-term exam date and hour shall be announced on the fourth week of the semester at the latest.

f) A make-up exam is given to students who cannot take the exam due to an excuse deemed legitimate by the instructor. If the instructor does not accept the excuse of the student, the student may apply to the Faculty Executive Council. The date of the mid-term make-up exam shall be determined by Registrar’s Office.

g) No make-up exam shall be given for mid-term make-up exams.

h) The results of mid-term exams and mid-term make-up exams shall be announced via the University Academic Information System within 10 working days from the date of exam at the latest.

i) Exam papers shall be stored for two years starting from the date of the exam and may be destroyed at the end of this period with an official report after delivery of the exam papers to the relevant Dean’s Office.

j) Depending on the disability status of the student, exams for disabled students will be conducted in a separate room by a research assistant. The research assistant has to be from the department which offers the course for which the exam is taken. The research assistant has to be someone who is familiar with the concepts and terminology of the course in question. In case there are no research assistants available, the exam shall be conducted by the instructor delivering the course or by another instructor from the same department.

(2) Final Exams

a) Final exams may only be cancelled with the approval of the relevant Dean. The method of assessment that will replace the final exam shall be determined in consultation with the Dean.

b) Instructors cannot change the date and hour of the final exam without obtaining approval of the Faculty Executive Council; cannot give these exams before the last day of classes.

c) When there are exchange students or the class size is large, final exam can be given earlier upon reviewing the exam schedules of the students, and with the approval of the relevant Faculty Executive Council.

d) A make-up exam is given to students who cannot take an exam due to an excuse deemed legitimate by the instructor. If the instructor does not accept the excuse of the student, the student may apply to the Faculty Executive Council. The date of final make-up exam shall be determined by the instructor based on the dates announced in the Academic Calendar.

e) No make-up exam shall be given for final make-up exams.

(3) Amnesty Exams

a) The date, hour and relevant instructor for the amnesty exams scheduled pursuant to the decision of Koç University Academic Council dated 14 March 2012 shall be announced by the Registrar’s Office.

b) No make-up exam shall be given for amnesty exams.

(4) Rules to Be Followed By Students during Exams

a) Students must be present at the examination room at the commencement of the exam. Late arrivals shall be accepted at the discretion of the instructor.

b) Students are obliged to follow the exam instructions and reminders by the instructor-in-charge throughout the exam, otherwise their conduct may be subject to disciplinary action.

c) Students are permitted to bring their student ID and writing supplies such as pencil, eraser etc. as well as other resources allowed by the instructor to be used during the exam. In addition, students may take nonalcoholic beverages and snacks into the examination room but should not cause any disturbance for other students and leave any garbage behind. In case any other item (mobile phone, course notes and books, etc.) is brought to the examination room, mobile phones should be switched off and course notes, books and other items and materials should be removed to a place that cannot be reached by students during the exam. Exam invigilators may secure mobile phones, course notes, course books and other items and materials under their supervision during the examination in order to maintain the order.

d) The exam shall start with the formal announcement of the exam invigilator and distribution of answer sheets.

To use a resource (course note, book etc.) that is not permitted by the instructor, to look at another student’s examination sheet, to let a student see his/her answers or to have any communication, either written or verbal, with another student, and other similar conduct during the exam would be considered cheating.

e) Student displaying a conduct that would be considered cheating shall be instructed immediately to leave his/her answer sheet with the exam invigilator, and an official report summarizing the instance of cheating should be prepared and undersigned by the exam invigilators-in-charge at the examination room. Exam invigilators shall attach the material evidence of cheating or, if it is not possible to confiscate the evidence, the visual image of the material to the report. In case the student resists in giving the material evidence or making the visual image available, this conduct shall also be documented. For example, in case notes written in the hand of a student are found, the written text may be evidenced with a photograph. In case notes written on personal items such as pencil case are found, the item may be confiscated. No evidence can be collected by force. If the student does not cooperate, this should also be stated in the report.

f) Apart from compelling circumstances, students are not permitted to leave the
examination room during the first 15 minutes. This rule may also apply for the last 10 minutes, at the discretion of exam invigilators. If the attendance list has not been compiled during the first 15 minutes of the exam, the invigilator may prolong the time limits.

(g) Apart from compelling circumstances, students are not permitted to leave the examination room without handing in their exam sheets.

(h) In case of a compelling circumstance, the student should inform the exam invigilator before leaving the examination room; otherwise, an official report shall be prepared regarding the misbehaved student.

(i) Before handing in the exam sheets, students should ensure that their names appear on the exam sheets and attendance lists.

(j) The answer sheets should be handed in to the exam invigilators at the end of the exam session. An official report shall be made in regard to students who do not hand in their answer sheets.

(k) Students who leave the examination room after handing in their exam sheets cannot re-enter the room before the exam ends. An official report shall be made for disorderly conduct in regard to students who do not follow this rule.

(5) Rules for Exam Invigilators

(a) Exams can be administered by the teaching assistants under the invigilation of faculty members. Instructors should be present as exam invigilators for their courses.

(b) In case the number of students taking the exam exceeds thirty (30), the instructor is obliged to work together with his/her Faculty Dean’s Office to make at least one more invigilator present at the examination room.

Depending on the capacity of the examination room, the invigilators-in-charge must be present at least 10 minutes before the start of the exam in case of small rooms and 15 minutes in advance in case of large rooms.

(c) The availability/non-availability of supplementary papers and the duration of the exam should be announced by invigilator(s) at the start of the exam.

(d) Students in the examination room should be seated as far as possible and in an orderly manner.

(e) Students are permitted to bring their student IDs and writing supplies such as pencil, eraser, etc. as well as other resources allowed by the academic member to be used during the exam. In addition, students may take non-alcoholic beverages and snacks into the examination room but should not cause any disturbance for other students, and leave any garbage behind. In case any other item (mobile phone, course notes and books, etc.) is brought to the examination room, mobile phones should be switched off and course notes, books and other items should be removed to a place that cannot be reached by students during the exam. Exam invigilators may secure the mobile phones, course notes, books and other items and materials under their supervision during the examination in order to maintain the order.

(f) Before the start of the exam, the invigilators may verify the identification of students. This identity verification shall be done by checking that the identification information (name and number) is written on all exam sheets and that the submitted ID belongs to the person taking the exam.

(g) If deemed necessary, the invigilator may perform identification check after the start of the exam.

(h) If a student does not submit his/her student ID before or during the exam, he/she should present another valid identification card. Student without an ID would be allowed to take the exam only if the verification of his/her identity is beyond doubt.

(i) During the ID check, an attendance list should be signed by students sitting the examination, and the number of signatures should be checked against the sum of the class.

(j) Any attempt to cheat must be intervened. Student displaying a conduct that may be considered as cheating should be asked to hand in his/her answer sheet immediately with the invigilator, and an official report summarizing the instance of cheating should be prepared and undersigned by the examination invigilators-in-charge.

Examination invigilators should attach the material evidence of cheating or, if it is not possible to confiscate the evidence, the visual image of the material to the report. In case the student resists in giving the material evidence or making the visual image available, this conduct shall also be documented.

(k) Whether an action communicated to disciplinary committee with an official report prepared by invigilators may be considered as cheating or an attempt to cheat is under the discretion of the related disciplinary committee. If the student is found not guilty of cheating or attempt to cheat, he/she is given a right to take the rest of the exam or the entire exam from the beginning.

(l) Members who cannot carry out their invigilation duties must inform the relevant College’s Dean’s Office in advance.

(m) It is possible to delegate invigilation duties without disturbing the order of the exam, provided that the exchange of invigilators would be informed to the relevant Faculty Dean’s Office before the exam.

(n) Exam invigilators should pay strict attention not to cause any disturbance for the students while having conversation amongst themselves and not to disrupt their invigilation. In particular, during exams with long sessions, one of the invigilators may leave the examination room for a short period of time provided that another examination invigilator stays present at the room. Otherwise, invigilators should not leave the examination room.

(o) Before the start of the exam, it should be declared that during the exam, at regular intervals, the invigilator would give notice of the time left by writing on the board and/or verbally and the time left for the session should be announced at regular intervals to students in appropriate ways. It is recommended to be done either by writing on the board or, if required, orally.

(p) At the end of the exam session, the answer sheets should be arranged in the way specified by the instructor of the course, counted and checked against the number of students listed in the attendance list, and then the attendance list should be signed by the invigilators.

(q) Apart from compelling circumstances, students are not permitted to leave the examination room without handing in their exam sheets. An official report shall be made with regard to misbehaved students and submitted to the relevant Faculty Dean’s Office after being signed by the invigilators of the examination room.

(6) Other Clauses

For exams other than those given in session (independent study, take-home exam etc.), students are obliged to follow the relevant provisions under the Student Code of Conduct (see: Student Code of Conduct, Article 4.2).
1. PURPOSE

Article 1 - The purpose of this Regulation is to govern the procedures and the principles concerning health reports Koç University students shall acquire.

2. COVERAGE

Article 2 - This regulation shall cover all students registered to Koç University.

3. VALIDITY OF REPORTS

Article 3 - (1) During the periods when Koç University is in session, students can apply to the Koç University Health Center in case of a medical situation, except in situations such as traffic accidents requiring emergency intervention and treatment.

(2) Students can also apply to the Koç University Health Center during holidays as well as during semester breaks and summer vacations.

(3) For reports that have been obtained from an institution other than Koç University Health Center, latest within 5 (five) working days after the ending date of the report, the original report must be hand delivered to the Koç University Health Center during working hours and on workdays, or a scan must be emailed to healthcenter@ku.edu.tr. For reports that have only been submitted electronically within the period specified, originals must be dispatched to the Health Center latest within 10 (ten) work days after the end date of the report. Otherwise these reports shall not be processed.

(4) For situations that could require long-term psychiatric treatment, at the beginning of the treatment, the original of the report indicating the situation must be submitted to the Health Center within 10 work days.

4. SUBMISSION AND EVALUATION OF REPORTS

Article 4 - (1) The validity dates of the reports provided by KU Health Center or submitted by students to the Health Center and approved by Health Center are communicated to relevant faculty member, academic advisor, college dean’s office and school director’s office via email.

(2) Rules announced at the beginning of the semester by the faculty member teaching the course shall determine how assessments (weekly examination, midterm examination, oral examination, project submission, et cetera) missed or not completed by a student with a legitimate medical report shall be made up. If this rule provides for the make-up scheme (amnesty examination, make-up examination, et cetera) to take place possibly before the 5th working day that the report can be submitted, it is the student’s responsibility to communicate this to the faculty member teaching the course in a timely fashion.

(3) The rules announced at the beginning of the semester by the faculty member teaching the course shall determine how the grades of a student with a legitimate report will be affected because of nonattendance during the report period.

(4) When the health situation of the student who applied to the Health Center does not require the preparation of a health report, a “Student Medical Examination Document” shall be prepared at the request of the student. This document shall specify on which day and during which time interval the student was examined, observed and treated in the Health Center. After this document (which is not considered a medical report) is communicated to the relevant unit or to the faculty member, it is fully in the discretion of the relevant unit or faculty member to determine what kind of a procedure shall be followed concerning the student’s situation.

5. OBJECTIONS

Article 5 - (1) Objections to reports that were not accepted because of late submission, and other objections shall be made to the Executive Council of the relevant College or Graduate School.

6. VALIDITY

Article 6 - (1) This Regulation is effective as of its publishing date.

7. EXECUTION

Article 7 - This Regulation is executed by the President of Koç University.
1. PURPOSE

The purpose of this regulation is to organize the principles concerning the admissions of students through transfer between undergraduate-level programs.

2. SCOPE

This regulation covers provisions related to student capacity, application requirements, application and evaluation process, and credit transfer for transfers to diploma programs at Koç University (KU).

3. REFERENCES

The Regulation Concerning Transfer between Undergraduate and Associate Degree Programs, Double Major, Minor, and Principles Concerning Credit Transfer among Institutions of Higher Education

- University Academic Council Decision Document of 16 July 2013, Number 07 — Article 5
- University Academic Council Decision Document of 26 February 2013, Number 02 — Article 13
- University Academic Council Decision Document of 13 April 2011, Number 04 — Addendum 3

4. RESPONSIBLE PARTIES

4.1 The President is responsible for the execution of this regulation.
4.2 The Vice President for Academic Affairs is responsible for the preparation and the revision of this regulation.
4.3 Students are responsible for monitoring the process and are expected to comply with all rules covered under the regulation.
4.4 Deans of Colleges are responsible for the application of this regulation.

5. DEFINITION OF TERMS

5.1. Transfer

Refers to a student registered in an institution of higher learning, earning the right to continue their education in another diploma program of the same level.

5.2 Transfer within an institution

Refers to the transfer of students to another level diploma program offered by the institution of higher learning where they are registered.

5.3 Transfers between institutions

Refers to a transfer made to Koc University from a university of the same level.

5.4 Equivalent diploma programs

Refers to diploma programs established as possessing similar content by the relevant Executive Council.

5.5 Base Score

Refers to the admission score of the lowest scoring student placed by ÖSYM (Measuring, Selection and Placement Center) into a diploma program of an institution of higher education through a centrally administered examination.

5.6 Score Type

Refers to the type of score used by ÖSYM for placing students into a higher education program.

6. BASIC PRINCIPLES

6.1 Transfers between diploma programs of institutions and transfers within the institution can only be executed in accordance with the capacity and conditions announced in advance.

6.2 Applications for transfers between institutions shall only be received prior to the Fall semester. Applications for transfers within the institution shall be received prior to the Fall and Spring semesters. Applications for transfers within the institution need to be made to the Registrar and Student Affairs Directorate before the fifth working day following the final submission date of the grades of the previous semester course, whereas applications for transfer between institutions need to be made until the first working day of the month of August.

6.3 Concerning transfers within the university—according to their year considering the number of credits completed—students can apply earliest at the end of the first semester of the first year, and latest before the end of the second semester of the third year. English Language Center and summer school courses not counting as semesters. Outside of the designated semesters no transfer capacity is allocated, and no transfer applications can be made.

Concerning transfers between institutions, students cannot apply during the first two semesters and last two semesters of their undergraduate diploma programs.

6.4 At the time of application, the student must be registered in an institution of higher education and must not have been dismissed from university for any reason.

6.5 Being on a leave of absence does not constitute an obstacle to benefit from the right to transfer.

6.6 A student whose application has been rejected shall have the right to appeal to the higher authority i.e. University Executive Council or to the relevant committee appointed by the University Executive Council. The relevant committee is responsible for resolving these appeals latest within one week.

7. METHODS

7.1 Transfer Between Programs within the Institution

7.1.1 The principles concerning the capacities and application for transfer within the institution are as follows:

7.1.1.1 The capacity that shall be allocated for students to be admitted to a diploma program through transfer is determined by the relevant executive council separately for each year (class).

7.1.1.2 To qualify for application for transfer between diploma programs at the university that are at the same level but admit on the basis of different centralized placement scores, starting with the year the student took the centralized examination, the centralized placement score of the student of the type valid for the target diploma program must not be lower than the lowest base score of the diploma programs of other national universities equivalent to the target diploma program.

7.1.2 Applications for transfer between diploma programs offered by the same college are evaluated and decided on by the executive council of the college in question.

For transfers to the programs listed below, the success rank established in the ÖSYS (Student Selection and Placement Examination) capacity handbook of the relevant year will be considered.

- Law: 150,000
- Medicine: 40,000
- Engineering: 240,000

7.1.3 The application of a student for transfer between colleges shall be sent to the executive council of the college the student is applying for, along with a written evaluation prepared by the executive council of the college where student is registered. Applications for transfer between colleges are evaluated and decided on by the college that receives the application.

7.1.4 For students who have completed the International Baccalaureate (IB) or similar programs, the rules concerning the requirements for application for transfer within the institution are determined by the receiving colleges and are submitted to the vote of the Academic Council in December, every year.

7.1.5 For students who change programs through transfer within the institution, the executive council of the receiving college shall determine and decide which of the courses they previously took shall count towards graduation and which shall be considered as equivalent to which courses in the target program. Courses which do not count towards graduation shall still appear in the grade record sheet of the student along with their credits and grades, yet these shall not be included in grade point average calculations.

7.1.6 Students admitted for transfer to a program are required to meet additional
requirements established by the receiving program.

7.2 Transfer Between Institutions

7.2.1 For transfer between institutions, students must have a minimum grade point average of 2.40 out of 4.00 for the semesters they have completed in the program where they are registered.

7.2.2 Candidates who do not meet the standing requirement stipulated in the first paragraph yet have a central placement score equal to or higher than the base score of the diploma program they target can apply for transfer.

7.2.3 Students who apply for transfer to Koç University from other YÖK (Council of Higher Education) recognized institutions of higher education offering programs equivalent to those of KU, must satisfy the requirements below in addition to the provisions of YÖK's relevant Regulations.

7.2.3.1 Students who wish to transfer need to be proficient in the English language at a level that allows them to pursue the academic program. The English language proficiency level of the students is assessed through the English language competency examination administered by KU or through documentation attesting scores of nationally or internationally accepted English language examinations at a competency level determined by KU.

7.2.3.2 Students who come from institutions of higher education offering education entirely in English can be exempted from KU's English language competency examination requirement if the English language competency requirement of these institutions of origin is equivalent to or higher than KU's requirements. Students who come from an institution that does not comply to this and students who come from a program where the language of instruction is Turkish shall be subject to KU's English language competency examination requirement. Students who have received at least one year of undergraduate education in universities located in countries where the official language is English and who received a passing grade point average shall be exempted from the English language competency requirement.

7.2.3.3 Students who satisfy the transfer requirements for one of KU's undergraduate diploma programs, but whose English language proficiency does not meet the required level do not qualify for transfer.

7.2.3.4 Students who wish to apply for transfer must satisfy additional requirements set by the program they are applying for.

7.2.4 Each program's capacity allocated for students who transfer between institutions is determined by the executive councils of the colleges within the framework of the relevant YÖK regulations.

7.2.5 "Committee for Transfer Between Institutions" established by the University Executive Council, and the Dean of the relevant college shall conduct the evaluation of the applications, within the framework of principles established by the University Academic Council. The applications shall be evaluated based on the grade point average of the candidates, on their centralized placement score if transferring to programs that admit through other types of scores, and if available, by considering the candidate's standing in common courses of the desired program; afterwards the transfer shall be made according to the capacity allocated.

7.2.6 For students whose transfers from other institutions of higher education have been accepted, the college executive council shall determine which of the courses previously taken shall count towards Koç University academic programs, and which courses of the targeted academic programs they shall be equivalent to. Students admitted for transfer shall be awarded as transfer credit no more than half of the total credits required for graduation. The grades from those courses taken in the institution of origin and accepted for transfer to Koç University shall be added to the graduation grade point average.

7.3 Other Provisions

7.3.1 University Academic Council may decide to establish new conditions concerning transfer in addition to those stipulated in this regulation, and the provisions for minimum standing criteria can be changed.

7.3.2 For issues that are not covered in this regulation, "Regulation Concerning Transfer between Undergraduate and Associate Degree Programs, Double Major, Minor, and Principles Concerning Credit Transfer among Institutions of Higher Education" and "Koç University Regulation for Undergraduate and Associate Degree Teaching and Learning" shall apply.

8. RECORDS

None

9. REVISIONS

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

Transfer Students

TABLE OF CONTENTS
PROCEDURES CONCERNING ADMISSIONS OF INTERNATIONAL STUDENTS
The purpose of these procedures is to define and document the requirements and the methods concerning candidates who will apply to allocations reserved for international students at Koç University.

These procedures shall cover all students who wish to apply to allocations reserved for international students at Koç University, as well as units and persons responsible for the execution of the process.

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 this document and to effectuate the necessary updates to these procedures by following YÖK (the Council for Higher Education) announcements.

4.3 Candidate Students are responsible for reading the procedures and to follow the steps and dates of the application process.

4.4 The Office of the Registrar is responsible for processing the applications of the candidate students and to forward these to the relevant units.

4.5 The Transfer and International Students Committee, along with Deans of Colleges is responsible for evaluating candidate student applications.

4.6 The Deans of Colleges, along with the Transfer and International Students Committee are responsible for evaluating the candidate student applications.

5. DEFINITION OF TERMS

5.1 Candidate: the student who wishes to apply to Koç University under international student status.

5.2 YÖK: The Council for Higher Education.

5.3 RO: Koç University Registrar and Student Affairs Directorate.

5.4 Registrar and Student Affairs Directorate Internet Page: https://registrar.ku.edu.tr/en

5.5 Academic Calendar: https://registrar.ku.edu.tr/en/academic-calendar/

6. BASIC PRINCIPLES

Koç University strongly believes in multi-culturalism and diversity, hence welcomes applications from international students.

7. METHODS

7.1 The determination of allocations and tuition fees:

International student allocations and the tuition fees for these students shall be determined every year by the authorized boards of the University. The allocation proposal made by the University shall be communicated to YÖK in accordance with the deadlines determined by YÖK. Allocations shall not exceed 50% of the allocation for previous year’s programs as they appear in ÖSYS Higher Education Programs and Quotas Guidebook. For programs that newly opened in the relevant year (i.e. for programs that admit students for the first time) along with ÖSYS (Student Selection and Placement Examination) allocations, the consideration of international student admission allocations could be suggested. Programs that admit students for the first time during ÖSYS Additional Placement procedures shall not feature.

International student allocations and tuition fees shall be announced on the Internet pages of the Registrar’s Office in the section dedicated to Candidate Students, under the heading “International Students.”

7.2 Application requirements:

7.2.1 The candidates who meet the conditions listed below qualify for application:

7.2.1.1 Individuals who apply to programs for which international student allocation has been made

7.2.1.2 On condition that candidates are in their final year of high school or that they have graduated;

7.2.1.2.1 Individuals who are foreign nationals,

7.2.1.2.2 Turkish citizens by birth who have secured a permission from the Ministry of Interior to leave Turkish citizenship, and their non-major children registered in the document of leaving Turkish citizenship, who can officially present their Document Concerning the Use of Rights Granted under the Turkish Citizenship Law, (Turkish Citizenship Law Number 5901, Article 7 states that “(f) A child born in Turkey or abroad in wedlock to a Turkish citizen father or mother is a Turkish citizen,” hence candidates who apply for admission to international allocations are advised to study the Turkish Citizenship Law)

7.2.1.2.3 Individuals who were initially foreign nationals and later earned Republic of Turkey citizenship / individuals with dual-citizenship who are in this situation

7.2.1.2.4 Republic of Turkey nationals who have completed all their secondary education in a foreign country other than the TRNC, the Republic of Northern Cyprus (including individuals who completed all their secondary education in a Turkish school in a country other than TRNC)

7.2.1.2.5 Citizens of TRNC, residing in TRNC, who have completed their secondary education in TRNC and who are holders of GCE AL examination results, and individuals who have registered to secondary schools in other countries between 2005 and 2010 and continued their education that is leading to or that will be leading to GCE AL examination results.

7.2.1.2.6 Individuals who apply to programs for which international student allocation has not been made

7.2.1.2.7 Citizens of the Republic of Turkey who have completed the entirety of their secondary school education in Turkey or in TRNC

7.2.1.2.8 Citizens of TRNC (except for individuals who have completed all their secondary education in TRNC high schools and who are holders of GCE AL examination results, and individuals who have registered to secondary schools in other countries between 2005 and 2010 and continued their education that is leading to or that will be leading to GCE AL examination results).

7.2.2 The candidates who meet the conditions listed below do not qualify for application:

7.2.2.1 Individuals who apply to programs for which an international student allocation has not been made;

7.2.2.2 Citizens of the Republic of Turkey who have completed the entirety of their secondary school education in Turkey or in TRNC;

7.2.2.3 Citizens of TRNC (except for individuals who have completed all their secondary education in TRNC high schools and who are holders of GCE AL examination results, and individuals who have registered to secondary schools in other countries between 2005 and 2010 and continued their education that is leading to or that will be leading to GCE AL examination results);

7.2.2.4 Individuals holding dual citizenship who are initially Republic of Turkey citizens by birth, (except for those who have completed all their secondary education in a foreign country other than TRNC / those who have completed all their secondary education in a Turkish school located in a foreign country other than TRNC)

7.2.2.5 Dual citizenship holders who are TRNC citizens (except for those who have completed all their secondary education in TRNC secondary schools and hold GCE AL results, and individuals who have registered to secondary schools in other countries between 2005 and 2010 and continued their education that is leading to or that will be leading to GCE AL examination results)

7.2.2.6 Republic of Turkey citizens or individuals with dual citizenship born as Republic of Turkey citizens who are continuing their education in schools connected to embassies in Turkey and foreign schools located in Turkey.

The applications of the individuals listed above shall not be accepted.

7.3 Information concerning valid diplomas, examinations and minimum examination scores required for application from abroad are available on the RO internet page https://registrar.ku.edu.tr/en/general-informations/prospective-students/international-students/. While the validity of secondary education exit examinations (Abitur, International Baccalaureate,
GCE, IELTS, etc.) does not expire, the validity of university admission examinations (SAT, ACT, etc.) shall be limited to two years. To qualify for admission, the candidates must at least satisfy the minimum requirements of one examination.

7.4 Submissions of necessary documents during the application process:
The candidate must submit or send to the Registrar’s Office the documents required for admission and all additional requested documents in a sealed envelope until the deadline announced by Registrar’s Office for the semester in question. Information concerning application deadlines, required documents, and Registrar’s Office address for submissions is available at https://registrar.ku.edu.tr/en/general-informations/prospective-students/international-students/. Application deadlines shall be announced in the university academic calendar as well.

7.5 Evaluation of the admission:
The applications shall be evaluated by Transfer and International Student Committee and the offices of College Deans and the admission or rejection decision shall be made for the candidate. If necessary, the candidate shall be contacted via e-mail or telephone.

7.6 Documents required for registration:
Candidates who have earned the right to register to Koç University must submit to the Registrar’s Office within the deadlines announced in the academic calendar of the relevant year, the documents listed on the Registrar’s Office Internet page at https://registrar.ku.edu.tr/en/general-informations/prospective-students/international-students/

7.7 Transfer of allocations:
If no applications are made for the programs that admit through international student allocation or if there are allocations not filled, the allocation that remain unfilled or did not receive any applications can be transferred by decision of Koç University’s relevant boards to programs other than Law and Medicine, on condition that the allocations do not exceed 50% of the allocation for previous year’s programs as they appear in ÖSYS Higher Education Programs and Quotas Guidebook. As for Medicine or Law programs, transfers can be made through Higher Education Executive Board decision.

7.8 Procedures regarding candidates that are accepted:
Candidates that are accepted as international students are sent an acceptance letter in order for them to obtain a student visa. Information regarding registered international students may be sent by the RO to YOK, upon request.

7.9 Candidates who apply during mid-academic year:
Koç University, upon approval from relevant councils, may prepare a pre-acceptance or equivalent letter for students that apply during the mid-academic year, with the condition that the quota does not exceed 1/3 of the previous year’s international student quota. Candidates that are accepted in this manner can begin their studies in the following Fall semester.

8. RECORDS
The Registrar’s Office shall archive the information of the candidates who apply to the university under international student allocation.

9. REVISIONS
The responsibility of revising and updating this regulation falls on the Office of the Vice President for Academic Affairs. The revision shall take place in the month of April of every year.
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.
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 Office 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.
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 Office 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.
**ARTICLE 1** This policy determines the coverage of the Academic Advising to be provided to registered Koç University students, the responsibilities of the Academic Advisor and those of the student receiving advising, as well as the principles and methods that shall be applied.

**SCOPE**

Article 2 - These procedures cover Koç University students, academic personnel, the units and persons responsible for the carrying out of the process.

**REFERENCES**

Article 3 - These procedures have been prepared based on the legislation and documentation listed below:

- Koç University Regulation for Undergraduate Teaching and Learning
- Relevant decisions of Koç University Academic Council
- Decisions of Koç University President and Vice President for Academic Affairs
- Program Competency principles established by TY yc (National Qualifications Framework for Higher Education in Turkey) and MUDEK (Association for Evaluation and Accreditation of Engineering Programs)

**DEFINITION OF ACADEMIC ADVISOR**

Article 4 - Starting in the ELIC year and continuing throughout the educational life of students, the Academic Advising service provides information on academic issues such as courses, graduation credits, transfers, double major or additional courses, so that students can plan their education in line with their interests and talents; in addition it provides them leadership on the path they have drawn to reach their careers, and support for actualizing their plans. In situations where the academic advisors deem it necessary, they may refer the student to the relevant units of the University.

**POLICY FOR ACADEMIC ADVISING**

Article 5 - "Awareness of shared responsibility between student and advisor" forms the basis of our policy for academic advising. Koç University’s teaching and learning philosophy considers that our students possess the competence to shoulder the responsibility of the plan they have developed to reach their goals in the long run and the responsibility of the decisions they made. During this process, the duty of the Academic Advisor is to provide help so that the student benefits most from the educational options and opportunities available. In the context of Koç University’s Continuous Improvement process, the Academic Advisor evaluates the feedback received via student advisees and thus contributes to the development of education. Hence, to make it possible for the student and the Academic Advisor to contribute to each other during the Academic Advising process, the responsibilities of the Academic Advisor and the student have been separately defined.

**ARTICLE 6 - RESPONSIBILITIES OF THE ACADEMIC ADVISOR**

Academic advising issues and responsibilities towards the student:

- The advisor provides information, guidance, and opinions to the student concerning the rationale of the education and competency area, academic and professional opportunities, academic and program rules, and policies.
- During course registrations and add-drop for Fall, Spring and Summer semesters (should the student select courses in the summer semester), the advisor supports the student on issues such as preparation of the weekly schedule, selection of courses from the higher semesters, so that the student can create the best conditions in line with their selections.
- Before the Fall and Spring semester course registrations begin, the advisor meets with the student, and provides to the student necessary approvals on KUSIS. (See related video available at https://registrar.ku.edu.tr/gerekli-bilgiler/nasil-yapilir-videoalan/id14044143012013-332735c-30ca)
- When the advisor deems it necessary, they shall refer the student to various University resources and services.
- In the context of Koç University’s Continuous Improvement process, the advisor evaluates the feedback acquired via student advisees and forwards this to the relevant Program Council and contributes to the development of education.

**Responsibilities Of The Student**

- Especially during busy course registration periods, the student sets up meetings with the academic advisor by sending e-mails in advance.
- The student shows up for meetings on time and notifies the advisor in advance if they will not be able to attend.
- The student comes to meetings prepared. The student is aware of the importance of showing up for meetings with the academic advisor, particularly during course registration periods, having prepared a list of courses that the student plans to take in the upcoming semester.
- The students know that they need to take responsibility for their own plans and decisions.
- The students prepare a “priority” plan concerning what they need to do to reach their goals, and prepare an alternative “plan B.”
- The student is informed about the policies, procedures, and practices of the University, the college and the department, and develops positive relationships with the faculty and the personnel of the University, the college, and the department.
- The student regularly reads all announcements and notifications from the University, answers emails within 2 days if necessary.
- The student is informed about all the professional development resources the University offers.

**METHOD**

Article 7 - The Academic Advisor is assigned to every student of the colleges who newly registers to Koç University by the Office of the Dean of Students, considering the common aspects and interest areas of the students and advisors.
- Double major students have two Academic Advisors, one from each department.
- The Office of the Dean shall find the most appropriate method for student advisees when their Academic Advisor is on a long-term academic leave. Students shall meet with their Academic Advisors at least once during the semester.

**REVISION**

Article 8 - The responsibility of revising and updating these procedures falls on the Academic Planning and Development Directorate. The revision shall take place in the month of November of every year.

**ARTICLES FOR WHICH THERE ARE NO PROVISIONS**

Article 10 - For situations not covered by provisions in this procedure, the provisions of other relevant legislations, YÖK, University Academic Council, University Executive Council and relevant College Council decisions shall be carried out.
1. PURPOSE

The purpose of these regulations is to establish the principles and rules regarding the scholarships provided by Koç University for graduate students enrolled in Koç University master with thesis and doctoral programmes. Externally funded scholarships (such as projects and TÜBİTAK funded scholarships) are subject to these regulations as well, and their special conditions and requirements will be taken into consideration by the institutes, regarding the demands from the students and the related faculty members.

2. CONTENT

The regulations contain conditions of the applications for scholarships provided for the master with thesis and doctorate programmes, of the evaluation process of these applications, stipend payment periods and the conditions of their termination, the principles, content and evaluation rules of the teaching and research assistantship training, and rules for other benefits for the students.

3. REFERENCES

Academic Council Decision Report no.14 Mart 2012/03–Article 3

4. DEFINITIONS

4.1 President

defines the President of Koç University.

4.2 Vice President for Research and Development (VPRD)

defines Koç University Vice President in charge of Research and Development.

4.3 Institutes

defines Graduate School of Business, Graduate School of Sciences and Engineering, Graduate School of Social Sciences & Humanities, and Graduate School of Health Sciences, which organize the graduate education at Koç University.

4.4 Higher Education Council (YÖK)
defines the autonomous institution responsible for the planning, coordination and governance of higher education system in Turkey.

4.5 Institute Executive Committees (IEC)
defines the board presided by the Institute Director, convened at the institutes according to rules established by Higher Education Council (YÖK).

4.6 Graduate Programme
defines Masters or Doctorate Programme.

4.7 Directorate of Financial Affairs
defines Koç University Directorate of Financial Affairs (Office of the Comptroller)

4.8 Students
defines graduate students enrolled in Koç University graduate programmes.

5. RESPONSIBILITIES

5.1 The units, institutes, departments and people are responsible for the steps indicated in the content of these regulations, respective to their subjects.

5.2 President: is responsible for the execution of these regulations.

5.3 Vice President for Research and Development: is responsible for the preparation of these regulations.

5.4 Masters and Doctorate Students: are responsible for making necessary declarations, getting approval, following the process and abiding by all the rules within the content of these regulations.

5.5 Deans of Colleges and Institute Directors: are responsible for the implementation of these regulations.

6. BASIC PRINCIPLES

6.1 It is an academic priority that master with the thesis and doctorate programmes at Koç University are supported with scholarships. The scholarships are given to support the education and research activities that provide the proficiencies the programmes expect from their future graduates.

6.2 The content and related responsibilities of the education of the masters and doctorate students are defined under three basic titles: (i) to successfully complete the (minimum) number of required courses designated by YÖK for Masters and Doctoral degrees, (ii) to complete Teaching Assistantship and Research Assistantship Training, (iii) to successfully fulfill thesis responsibilities (thesis defence for Masters programmes; qualifier exam for doctoral programmes, thesis monitoring and doctorate thesis defence processes.)

7. PROCEDURE

7.1 Scholarship Admission Requirements for Graduate Programmes

7.1.1 The condition for admission to graduate programmes with partial or full scholarship is high success. Each programme recommends which students to admit with scholarship on its own, within the framework of Graduate Education and Instruction Regulations; the final list of scholarship students are approved by the Executive Committees of the related institutes and are presented for President’s approval.

7.1.2 Scholarship in graduate programmes includes: (i) tuition waiver, (ii) monthly stipend payments and (iii) benefits. The coverage of the scholarship is determined by regulations implemented by the presidency each year.

7.2. Scholarship Periods

7.2.1 Scholarship support is maximum 4 semesters (24 months) for masters programmes with thesis; maximum 10 semesters (60 months) for doctoral programmes applied with an undergraduate degree; maximum 8 semesters (48 months) for doctoral programmes applied with a masters degree.

7.2.11 Due to their structural features, the scholarship support period for the Business, Archaeology and Art History and History Doctorate programmes is maximum 10 semesters (60 months) for those accepted with a masters degree, and maximum 12 semesters (72 months) for those accepted with an undergraduate degree.

7.2.2 In case of a demand for additional period to continue thesis studies and with the condition that related Institute Executive Committee approves the demand, the tuition waiver only can be extended for two more semesters maximum. The extension of monthly stipend payment and benefits during the additional period is an exception and can only be done with the recommendation of Institute Executive Committee and the approval of the Vice President for Research and Development.

7.3. Program Durations

7.3.1 Master Programs with thesis must be completed in maximum 6 semesters (36 months). Students who do not complete the program in the specified duration will be dismissed.

7.3.2 Doctorate programs must be completed in maximum 12 semesters (72 months) for students admitted with a master with thesis degree and maximum 14 semesters (84 months) for students admitted with a bachelor’s degree. Students who do not complete the program in the specified duration will be dismissed.

7.4. Appointment of Thesis Advisor

7.4.1 All MS(A students in graduate programs must have a graduate advisor who is appointed by the Graduate School of the student no later than the end of the student’s 1st semester in the program. After the appointment of the advisor, student must submit their thesis proposal to the graduate office no later than the end of the 2nd semester.

7.4.2 All PhD students in graduate programs must have a graduate advisor who is appointed by the Graduate School of the student no later than the end of the student’s 2nd semester in the program.

7.4.3. If a thesis advisor cannot be found by the end of the student’s 2nd semester in the program or if the assigned advisor does not want to continue advising (provided this is justified and this justification is approved by the IEC) and another thesis advisor cannot be found, tuition waiver, scholarship, benefits will be terminated.

7.5. Completion of Course Requirements
7.1 The course and seminar requirements for the MS/A programs must be completed in maximum 4 semesters (24 months). Students who do not complete the requirements within the specified duration will be dismissed.

7.2 The course requirements for the PhD programs must be completed in 4 semesters (24 months) for students admitted with a masters with thesis degree, 6 semesters (36 months) for students admitted with a bachelor's degree. Students who do not complete course work within the specified duration will be dismissed.

7.3 Students admitted with a masters degree must take the PhD qualifying exam no later than the 5th semester. Students admitted with a bachelors degree must take the PhD qualifying exam no later than the 7th semester.

7.4 Students who fail the Qualifying Exam in their first attempt must take the exam in the following semester.

7.5 Students who fail to take the qualifying exam within the required timeline will be automatically considered as unsuccessful in their first attempt.

7.6 Doctoral Qualifying Exam

7.6.1 Students admitted with a masters degree must take the PhD qualifying exam no later than the 5th semester. Students admitted with a bachelors degree must take the PhD qualifying exam no later than the 7th semester.

7.6.2 Students who fail the Qualifying Exam in their first attempt must take the exam in the following semester.

7.6.3 Students who fail to take the qualifying exam within the required timeline will be automatically considered as unsuccessful in their first attempt.

7.6.4 Students who fail the qualifying exam in their second attempt will be dismissed.

7.7 Thesis Proposal (Doctorate Only)

7.7.1 PhD students must defend their thesis proposal to the thesis monitoring committee within the six months after the completion of the qualifying exam. Students who are unsuccessful in their first proposal defense may re-defend the thesis proposal with the same advisor and topic within 3 months. Alternatively, the student may opt to change the advisor and/or the thesis topic, in which case the student will be given an extension of 6 months.

7.7.2 Students who fail to defend their thesis proposal within the required timeline will be automatically considered as unsuccessful in their first attempt.

7.7.3 Students who fail to successfully propose their thesis in the second attempt will be dismissed.

7.8 Thesis Monitoring Meetings (PhD Only)

7.8.1 Once the thesis proposal is accepted, the thesis monitoring committee must meet twice a year between January - June and July - December to evaluate the progress of the thesis. Monitoring committee meetings are evaluated as successful and unsuccessful.

7.8.2 Students who fail the thesis monitoring meetings in two consecutive terms or three non-consecutive terms will be dismissed from the doctorate program.

7.8.3 Students must complete at least 3 thesis monitoring meetings before their thesis defence.

7.8.4 Students who fail to schedule and complete the thesis monitoring committee meetings within the required timeline described above will be considered unsuccessful.

7.9 Thesis Defense

7.9.1 Master students must defend their thesis no later than 6 semesters (36 months).

7.9.2 Doctorate students admitted with a masters degree must defend their thesis no later than 12 semesters (72 months). Doctorate students admitted with a bachelor degree must defend their thesis no later than 14 semesters (84 months).

7.9.3 Students who are unsuccessful in their thesis defense will be dismissed.

7.10 The Content and Evaluation of Teaching Assistantship Training

7.10.1 Apart from their course requirements, Master with Thesis and Doctorate students, are expected to successfully fulfill their Teaching Assistantship Training duties which is a part of their education to prepare them for academic and research positions after their graduation. Graduate Assistantship Training is limited to 10 hours per week and its content might change according to the programme. As such, the programme-specific content of the Graduate Assistantship is defined on the Institute websites.

7.10.2 The teaching assistantship performances of the Masters with Thesis and Doctorate students are evaluated three times a year, in fall, spring and summer.

7.11 The Content and Evaluation of The Research Assistantship Training

7.11.1 In the Research Assistantship Training part of the education of Masters with Thesis and Doctorate students, the students are expected to participate in all research activities including their thesis study. The main purpose of the research assistantship training is to familiarize the students with current research and development subjects and to give them experience in these fields, to provide them with the skills to define original and novel research and development subjects, and to teach them the critical steps and scientific methods of conducting a research through practice. Since how these proficiencies can be provided can differ among different programmes, the Research Assistantship Training content is defined in detail in respective institute websites.

Research Assistantship Training generally includes the students’ thesis work, pre-research and side research activities necessary for the students’ thesis, or work that will increase research proficiency; therefore, it is not possible to define a time limit. However, in the cases which the students collaborate with members of the faculty other than their thesis advisors, their thesis subjects or other units (i.e., research centers), the maximum time expected from them for these activities is 10 hours per week.

7.11.2 The research assistantship performances of the Masters with Thesis and Doctorate students are evaluated three times a year, in fall, spring and summer.

7.12 The Conditions of Scholarship Continuation and Termination

7.12.1 The continuation of the scholarships for Masters and Doctorate students depend on their academic and assistantship training success levels. The conditions for the termination or the reinstatement of the scholarships are presented in the table below (see Table 1). The conditions for the termination or for the decision to reinstate and to execute the reinstatement (such as the time of start and conditions for reinstatement) are determined by the Institute Executive Committee decision and are delivered in a written form to the student.

In case of conditional acceptance, the condition must be fulfilled within the deadline given in the offer letter of the student. If the condition is not fulfilled the scholarship will be terminated. The scholarship can be reestablished with the decision of Institute Executive Committee, if the student fulfills the condition in the next six (6) months after the deadline given in the offer letter. If not, the student will be dismissed.

In special cases, students can apply for scholarship continuation to the Institute with a petition explaining their situation. Institute processes this petition by taking the student advisor’s opinion into consideration, and the petition is discussed and decided upon at the Institute Executive Committee.

7.13 Other Provisions

7.13.1 For students that are not covered by the scholarship, the rules defined by Koç University Graduate Education Regulations apply.

See the table on the next page.
Table 1: The conditions for student dismissals and the termination of the masters and doctorate scholarships.

**NOTE**

- The undergraduate courses approved by the Institute are added to the calculation of the grade average for the Masters students. The undergraduate courses cannot be included in the calculation of the grade average for Doctorate students.

8. RECORDS

Related institutes are responsible for notifying the Directorate of Financial Affairs and Registrar's Office of the changes in the scholarship situation of the students.

9. REVISION

Responsibility for the revision and updates of these regulations, based on the feedback from the institutes, belong to the Office of Vice President for Research and Development. Revisions are made in April of each year.
KUSIS - COURSE PLANNING

What is course planning?
It is good practice to choose courses that you are planning to take in an upcoming semester during course planning period. This helps the actual registration process to run smoother. Correct estimation of course demand makes it possible to better adjust course waitlist prioritizations.

Do I need to plan my courses on KUSIS immediately when the system opens?
No, you do not need to. Course planning and course registration are two different and distinct processes. Whether you plan your courses before or after does not affect your chances in course registration. You will not have a priority in course registration if you plan your courses immediately when the system opens for planning.

Why is course planning useful?
Besides the fact that it helps in adjusting the waitlist prioritizations, the major benefit of planning for students is that students who plan their courses before registration will have completed the following steps: Choosing between different courses, seeing how different course sections fit into the weekly schedule, preventing clashes of different sections, etc. Hence, students will not lose time during the actual registration period and will have a better chance of enrolling into the courses they want.

What is the best strategy in planning courses?
The best strategy is to plan your courses realistically and only choose those courses that you really plan to take. If you need to register for 5 courses, you should plan for only 5 courses. If you choose 7 courses in your plan for some reason, you will have to remove the two extra courses during registration and you will lose time. You may be willing to choose some courses as reserve courses in case you cannot take the courses that you want during registration, but we recommend you do this planning outside the KUSIS course planning system.

Do I have to plan previously failed courses?
Students who have previously failed a required course, are expected to enroll in that course the next semester in which it is offered. Other failed courses such as area elective or general elective courses may be repealed by a different course, hence it is not mandatory for students to enroll in the same failed area elective or general elective course.

Tuition Calculation for Students with Scholarships and Waivers
Scholarships and waivers are applied to a student’s tuition one at a time. Note: Some waivers (*) cannot be combined.

(*) Waivers arising from the parent working at or being a retiree of Koç Group, working at Koç University and student being from Koç High School cannot be combined. Only sibling discount (5%) can be combined with any of these waivers.

Current Rules Regarding Tuition Payment
Please visit ‘Rules Regarding Tuition and Other Fees’

Rules Regarding Leave of Absence
Please visit ‘Rules Regarding Tuition and Other Fees’

Which students can overload?
The following students can overload (overloading means taking an additional course that has 2 or more credits):
- Students whose GPA is at or above 2.70/4.00 (*),
- Students who have completed the previous semester (Fall or Spring) with an SPA of 2.70 or above with at least normal course load,
- Students who are able to graduate by overloading by one course in addition to their regular course load for at most three semesters with one of those semesters being a summer semester,
- Double Major students whose request to overload is related to their Double Major program,
- The following students can take 2 additional courses that has 2 or more credits:
  - Students whose GPA is at or above 3.60/4.00

Other students cannot overload.
Students do not pay an extra fee for overloading in Fall and Spring semesters. However, students who satisfy one or more of the overload criteria need to pay the additional course fee for the third course they take in Summer term.

(*) Note: College of Engineering students at Freshman status, who satisfy one or more of the conditions above, may only overload with the approval of their advisor. Students who begin their undergraduate career in the summer term, and become eligible to overload based on their summer GPA or SPA, will not be allowed to overload in the Fall term.

Can students at Freshman (FR) status make changes in their assigned course lists?
Freshman (FR) students in their first semester will be able to make changes in their programs by obtaining a KUSIS approval from their FR Advisor (or Dean/Assistant Dean). Students can request approval from their advisors via an e-mail explaining their reasons for the request. However, students are advised to undertake any change in their assigned courses carefully, since they may be on the waitlists of the courses they intend to take instead and it is possible that they may not take the course eventually.

What should the other students take into account when making changes in their assigned course lists?
Students who are not in FR status are not required to obtain approval from their advisors for course changes. However, we strongly recommend for all students to share their course change plans with their advisors before the terms starts.

What is the procedure to request for a consent to take a course?
For courses requiring instructor consent, the student must send a request to the instructor via KUSIS homepage.

What are the rules regarding withdrawal from a course?
After the add-drop period is over, students can withdraw from a course until the withdrawal deadline stated on the academic calendar. Students do not receive a letter grade on a course they withdraw from, instead, the letter ‘W’ is recorded on the transcript.

Students will not be reimbursed for a course they withdrew from. According to the decision made in September 2013 Academic Council meeting, students can withdraw from at most 3 courses that were taken as overload courses during their undergraduate career. Courses taken in exchange programs, courses taken in summer semesters, and courses taken as part of the normal load will not be counted towards this total. Also, courses current students withdrew from before Fall 2013 semester will not be counted towards this total.

Rules regarding CPAP requirement
Each student for whom there is a CPAP 100 requirement in the template, is required to complete either the CPAP 100 exam or the CPAP 150 course towards graduation.

Students, who prefer to take the CPAP 100 exam instead of the CPAP 150 course, may do so any time during their undergraduate career. However, students should be aware that CPAP 100 or CPAP 150 could be listed as a pre-requisite for other courses they wish to take.

Students who successfully complete the CPAP 150 course will be exempt from the CPAP 100 requirement.

Students who have successfully completed the CPAP 100 exam will not be allowed to take the CPAP 150 course.

The course CPAP 150 “Productivity Tools on Personal Computers” is being offered since Fall
2014 semester. CPAP 150 is a 1-credit course and will be taught in English. Contrary to the CPAP 100 exam, which students complete on-line, CPAP 150 is a regular course with class meetings. The course will have some extra content (as compared to the CPAP 100 exam) especially in internet tools.

In case of changes in course templates, which curriculum will the students follow?

Effective as of Spring 2014 semester, students will be required to follow the curriculum templates that were in effect during their matriculation. Students, who enroll in Double Major (DM), Minor or Track programs, will be required to follow the curriculum templates that were in effect when the student begins his/her DM, Minor or Track program. Students will have the option of switching to a new curriculum accepted after they matriculated or after they began their DM, Minor or Track programs.

In case of transfers within KU, students will follow the course templates that were in effect during their matriculation, and they will have the option of switching to a new curriculum accepted after their matriculation. However, in case it is not possible for the student to follow the curriculum that was in effect during his/her matriculation (e.g. in case a core course is no longer offered due to a change in the core curriculum), such students may be required to follow the new curriculum with the decision of the relevant College Executive Council.

What are the rules regarding 1-credit courses?

From the 1-credit courses a student has taken during his/her period of study, only a maximum of three 1-credit courses will be counted towards the student’s graduation requirement as free electives.

In a semester where a student has extra course load in addition to his/her normal course load (overload), he/she can only take one 1-credit course in addition to his/her already overloaded course load.

Where can I find up-to-date information related to Double Major, Minor and Track programs?

Please visit the related webpages:
- Double Major
- Minor
- Track

Core Area Courses

Core area codes in the curricula, such as HUMS, indicate that students can choose any course with a HUMS code. However, there are some courses, such as INTL 101 or PSYC 100, whose codes do not indicate a core area but which can actually be taken as core area courses. We recommend all students to visit our webpage to view the list of core courses to be offered in Spring 2014 semester. The most updated list of courses is available in each student’s “My Course Planner” page in KUSSS under the relevant core area.

Current Rules Regarding Amnesty Exams

The following amnesty exam regulations have been approved at the Academic Council meeting on January 5th, 2018 to be effective by Spring 2018.

The additional amnesty exam rights after the 7th year and dismissal from school are effective as of Spring 2018 semester, students who do not renew enrollment for four consecutive years will be dismissed from school based on the University Academic Council decision by the approval from the Higher Education Council.

Starting with Fall 2016 semester, students who do not renew enrollment for four consecutive years will be dismissed from school. Students that have graduated from the major plan but cannot yet graduate from the double major plan because of F grade(s) or low GPA, can also benefit from these amnesty rights within the specified periods.

Can current ELC students register for the summer courses offered in their academic programs?

Current ELC students can register for the summer courses offered in their academic programs, and attend the summer semester, if they are promoted to the Freshman program by the end of a given Spring semester.

(Note: failure to promote, students will be fully reimbursed for the Summer Semester courses for which they have registered.)

If you need further help...

If you need further help during pre-registration and registration, please consult with:

Your Advisor: You can consult all issues regarding your academic program with your advisor. You can use KUAIS to know who your advisor is.

Associate Dean/Dean: When you cannot reach your advisor or for questions that you could not resolve with your advisor, you can consult with the Associate Dean or the Dean of the College you are affiliated with.

For any other question you may have, you can contact the Registrar’s Office, or the VPAA office.

** Undergraduate students who have completed all graduation course requirements (regularly or unsatisfactorily) and yet are not eligible to graduate**

<table>
<thead>
<tr>
<th>Number of F grades before amnesty exams are taken</th>
<th>F = 0</th>
<th>F = 1</th>
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<tr>
<td>Number of Years before amnesty exams are taken</td>
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<td>Students can take an amnesty exam for each unsatisfactory course (only once for a given course in a given exam period). Students who are still active at the end of the 7th year** Students can take an amnesty exam for each unsatisfactory course (only once for a given course in a given exam period). Students who are still active at the end of the 7th year** Students with no F grades have the option of taking any course in the major plan (less than 3 credits can take an unsatisfactory course by paying the course fee). Students with no F grades have the option of taking any course in the major plan (less than 3 credits can take an unsatisfactory course by paying the course fee). Students with no F grades have the option of taking any course in the major plan (less than 3 credits can take an unsatisfactory course by paying the course fee).</td>
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<td>At the end of 6th year (students who have taken at least 3 courses in the major and Minor plan will be dismissed from school). At the end of 6th year (students who have taken at least 3 courses in the major and Minor plan will be dismissed from school). At the end of 6th year (students who have taken at least 3 courses in the major and Minor plan will be dismissed from school). At the end of 6th year (students who have taken at least 3 courses in the major and Minor plan will be dismissed from school). At the end of 6th year (students who have taken at least 3 courses in the major and Minor plan will be dismissed from school).</td>
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**NOTE:** Amnesty exams are offered at the end of Fall and Summer semesters. In given exam period, students are eligible to take an amnesty exam of the same course only once.

* Medicine and Nursing students are eligible to take the amnesty exams only for their non-block courses.

** At Medicine students’ regular study period is 6 years, 2 academic years will be added to the above listed time periods. For example, starting at the end of the 9th year, if a Medicine student with TF does not take amnesty exams for a total of 3 years (continuous or intermittent), he/she will no longer be allowed to take additional exams and will be dismissed from school.

In case of failure to be promoted, students will be fully reimbursed for the Summer Semester courses for which they have registered.

Students who have completed the major plan but cannot yet graduate from the double major plan because of F grade(s) or low GPA, can also benefit from these amnesty rights within the specified periods.

Can current ELC students register for the summer courses offered in their academic programs?

Current ELC students can register for the summer courses offered in their academic programs, and attend the summer semester, if they are promoted to the Freshman program by the end of a given Spring semester.

(Note: failure to promote, students will be fully reimbursed for the Summer Semester courses for which they have registered.)

If you need further help...
PAYMENT DEADLINES
Detailed information regarding tuition payments is shared with students by the Comptroller’s Office before an academic term. All Koç University students are required to comply with these rules and payment deadlines. Students who make payments after the deadline will be charged extra late fees.

The late fees will not be reduced by any scholarships or waivers a student may have.

Students who have not paid their tuition by the deadline and students who did not enroll for any courses without permission of the relevant Koç University Council lose their rights as Koç University student for the respective semester. The student ID cards of these students will be canceled and their campus access will be restricted. They are not allowed to use Koç University dormitories for the respective semester. Students who benefit from additional scholarships and waivers at the discretion of Koç University (such as monthly stipends or dormitory fee waivers) will lose these rights for the respective semester. The respective semester will be taken into account in the calculation of the scholarship duration and in the maximum study duration of these students. These rules do not apply to students who will take amnesty exams towards graduation. Students who did not enroll for any course in a Fall or Spring semester and then enroll for courses in a later semester are required to pay 20% of the respective semester fee for all the semesters when they did not enroll (same tuition rule as it applies to students who take Leave of Absence with the permission of the relevant Koç University Council).

ELC STUDENTS
ELC students pay the semester tuition for Fall and Spring semesters. No payment is required for summer terms.

Students from the School of Medicine pay the same amount of tuition as students from other colleges while they study in ELC.

UNDERGRADUATE STUDENTS
Overload
The following students can overload (overloading means taking an additional course that has 2 or more credits):

- Students whose GPA is at or above 2.70/4.00 (*).
- Students who have completed the previous semester (Fall or Spring) with an SPA of 2.70 or above with at least normal course load(*)
- Students who are able to graduate by overloading by one course in addition to their regular course load for at most three semesters with one of those semesters being a summer semester.
- Double Major students whose request to overload is related to their Double Major program.
- Other students cannot overload.
- Students do not pay an extra fee for overloading in Fall and Spring semesters.

However, students who satisfy one or more of the overload criteria need to pay the additional course fee for the third course they take in Summer term.

(*): Note: College of Engineering students at Freshman status, who satisfy one or more of the conditions above, may only overload with the approval of their advisor.

Note -1: Students are required to pay the course fee for each course they take in summer semesters. Course fee in summer semesters is 10% of the Fall or Spring tuition fee (in the same academic year) for 1 and 1.5 credit courses, and 20% of the Fall or Spring tuition fee (in the same academic year) for 2-or-more-credits courses.

Note -2: Students whose GPA is at or above 3.60/4.00 can take 2 additional courses that has 2 or more credits.

Note -3: Students who begin their undergraduate career in the summer term, and become eligible to overload based on their summer GPA or SPA, will not be allowed to overload in the Fall term.

LEAVE OF ABSENCE
1. When taking Leave of Absence (LoA) for one semester, students are required to pay 20% of semester tuition. This fee has been determined as the required fee for Koç University students to keep their student rights (such as the right to use the library and other facilities – except for the dormitories- and to get student certificates). Students on LoA may continue to benefit from their student rights. Irregular students who are expected to start their undergraduate courses in Spring semester are not required to pay the LoA fee if they decide to wait until the next Fall semester to start their undergraduate career.

2. New-entrants to Koç University (1st-Year ELC students or Freshman Undergraduate students) are required to pay the full amount of the semester tuition (regardless of any scholarships or waivers they may have) if they take an LoA in either of their first two semesters. Student exchange programs approved by YÖK (Higher Education Council of Turkey) are an exception to this rule. Students participating in those programs are required to pay the regular LoA fee (20% of semester tuition).

3. Students who have not paid their tuition by the deadline and students who did not enroll for any course without permission of the relevant Koç University Council lose their rights as Koç University student for the respective semester. The student ID cards of these students will be canceled and their campus access will be restricted. They are not allowed to use Koç University dormitories for the respective semester. Students who benefit from additional scholarships and waivers at the discretion of Koç University (such as monthly stipends or dormitory fee waivers) will lose these rights for the respective semester. The respective semester will be taken into account in the calculation of the scholarship duration and in the maximum study duration of these students. These rules do not apply to students who will take amnesty exams towards graduation. Students who did not enroll for any course in a Fall or Spring semester and then enroll for courses in a later semester are required to pay 20% of the respective semester fee for all the semesters in which they did not enroll (same tuition rule as it applies to students who take Leave of Absence with the permission of the relevant Koç University Council).

4. The LoA fee of 20% of the semester tuition applies until the end of the add-drop period. If the student decides to apply for LoA after the add-drop period has ended, the amount he/she paid for the courses taken will not be reimbursed. This amount cannot be lower than 20% of semester tuition.

RULES REGARDING STUDENTS WITH SCHOLARSHIPS
Scholarship Period
1. ELC students with scholarships are entitled to benefit from their scholarship for a two-year (four-semester) period.
2. After ELC, Students are eligible to benefit from their scholarships for twelve semesters in School of Medicine (SOM) and for eight semesters in other colleges. Students who complete the ELC in one or three semesters and who begin their undergraduate programs in Spring semester as irregular students may be eligible for an extra semester with scholarship if and only if their irregular status prevents them from completing their program in eight semesters.
3. The semester(s) a Koç University student spends on exchange program is/are counted towards his/her scholarship duration by default. Only in extraordinary circumstances, such as the cancellation of a class the student was planning to take on exchange by the host school, may the scholarship duration of the student be extended. The extension only covers the number of courses the student could not take during his/her exchange program. The student has to submit a petition to the Executive Council for an extension.
4. Double Major students with scholarships are given at most two additional semesters with scholarship eligibility if they cannot complete their Major or Second Major within their regular scholarship period.

Rules Regarding LoA for Students with Scholarships
1. New-entrants to Koç University (1st-Year ELC students or Freshman Undergraduate students) are required to pay the full amount of the semester tuition (regardless of any scholarships or waivers they may have) if they take an LoA in either of their first two semesters (Student exchange programs approved by YÖK, Higher Education Council of Turkey, are an exception to this rule; students participating those programs are required to pay the regular
LoA fee (20% of semester tuition), or if they do not show up in classes. Such ELC students lose their scholarship eligibility for the rest of their ELC study.

2. Students (except for new-entrants - 1st Year ELC students or Freshman Undergraduate students) who do not enroll for an academic semester without the approval of the relevant Koç University Council lose their additional scholarship benefits (monthly stipends, textbook waivers, dormitory rights, etc.) for that semester. Such New-entrants (1st Year ELC students or Freshman Undergraduate students) are required to pay the full amount of semester tuition regardless of any scholarships or waivers they may have and such 1st Year ELC students lose their scholarship eligibility for the duration of their ELC study.

3. If a student is on LoA in a particular semester, that semester is not counted towards the scholarship duration of the student unless there is an overriding decision made by KU Executive Council.

OTHER MISCALLENEOUS RULES

• Students who are suspended for one or more semester(s) are not required to pay any fees for the semester(s) they are suspended. That semester will not be counted towards the scholarship duration of the student.
• SOM students taking classes (classes not delivered by SOM) in summer term are required to pay the same course fees as the students from other colleges.
• Koç University students studying in another university on exchange programs are required to pay the full Koç University semester tuition.
• Students who return to university by an amnesty law must pay the tuition fee which is determined for new entrants in the respective academic year.
• Students in their 7th semester or below are expected to enroll in at least half of the normal load.
• Students in their 8th semester,
  † Are expected to enroll in at least half of the normal load if their remaining credits for graduation are equal to or more than their normal load for the 8th semester,
  † Do not have a minimum credit enrollment requirement if their remaining credits for graduation is less than their normal load for the 8th semester
• Students in their 9th semester or above do not have a minimum credit enrollment requirement.

DEFINITIONS

Normal Course Load: 5 courses at or above 2 credits each.
Overload: A course with 2 or more credits taken in addition to the student’s regular course load for that semester.
Semester tuition: Tuition a student is required to pay when he/she takes normal course load after his/her relevant scholarships/waivers are applied.
1. CONTRACT RENEWAL FACULTY MEMBER (FM) SCREEN

1.1 PERIOD SELECTION

Upon accessing the application, Faculty Member (FM) should select the active period.

1.2 FILE UPLOAD

After selecting a period, FM starts uploading relevant files:

- Most up-to-date CV
- Cumulative Annual Report (3 years or 5 years, built automatically on the system)
- Research Statement
- Teaching Statement
- Any additional documents

1.2.1 CV

This document must be uploaded in order to continue the process.

If FM has already uploaded an updated CV before during Annual Report process, it will show here automatically. If not, updated CV should be uploaded by clicking the upload logo on the CV row.

FM can always download the file that was uploaded by clicking on the filename.

It is also possible to add a description to the CV file by clicking the description button located on the CV row.
1.2.2. CUMULATIVE ANNUAL REPORT (3 YEARS OR 5 YEARS)

This document must be uploaded in order to continue the process.
FM can create a 3 or 5 years Cumulative Annual Reports by clicking the 'create' button on their respective rows.

FM can download the created Cumulative Annual Report by clicking on the file name.

FM can delete the created Cumulative Annual Report by clicking the 'delete' icon.
It is also possible to re-create the Cumulative Annual Report by clicking the ‘create’ button if changes were made to the Annual Report.

Only one Cumulative Annual Report can be stored on the system. If either one of them (3 yrs or 5 yrs) was created before, the new one will overwrite the previous one.

1.2.3. RESEARCH STATEMENT

This document must be uploaded in order to continue the process.

FM can upload the Research Statement by clicking the ‘upload’ button located on Research Statement row.

FM can download the uploaded Research Statement document by clicking on the file name.

It is also possible to add a description to the Research Statement document by clicking ‘description’ button located on Research Statement row.

FM can delete the uploaded Research Statement document by clicking ‘delete’ icon.
1.2.4. TEACHING STATEMENT

This document must be uploaded in order to continue the process.

FM can upload the Teaching Statement by clicking the 'upload' button located on Teaching Statement row.

FM can download the uploaded Teaching Statement document by clicking on the file name. It is also possible to add a description to Teaching Statement document by clicking the 'description' button located on Teaching Statement row.

FM can delete the uploaded Teaching Statement document by clicking 'delete' icon.
1.2.5. ANY ADDITIONAL DOCUMENTS

This (these) document(s) are not mandatory.

If FM wants to upload an Additional Document, he/she can upload by using the ‘upload’ button located on the “Any Additional Documents” row.

FM can download the uploaded files by clicking on the file name. It is also possible to add a description to the Additional Documents by clicking the “description” button located on “Any Additional Documents” row.

FM can delete the uploaded Additional Document by clicking the “delete” icon.
1.3. SUBMIT
After uploading all mandatory files, FM needs to submit the Contract Renewal files to Dean. This can be done by clicking the "Submit" button located on the bottom of the page.

After submitting, FM cannot make changes on the files except the CV file. FM can update the CV file any time. It is also possible to download the uploaded files and display file descriptions.

1.4. UNSUBMIT
If FM decides that he/she needs to make changes to the submitted files, FM can unsuffix (take back) Contract Renewal files by using the "unsuffix" button located at the bottom of the page.

It is not possible to unsuffix the files after Dean has taken any action related to that FM, such as having written the Dean’s Report.

1.1. PERIOD SELECTION
Upon accessing the application, FM starts by selecting the current period.
1.2. FILE UPLOAD

After selecting the period, FM starts uploading Promotion files:
- CV
- Cumulative Annual Report (3 years or 5 years)
- Research Statement
- Teaching Statement
- Any Additional Documents

1.2.1. CV

FM must upload an updated CV to be able to continue. If FM has already uploaded a CV before, during the Annual Report process, it will show here automatically. It is also possible to upload an updated CV by using “upload” button located on CV row.

FM can download the uploaded file by clicking on the file name.
It is also possible to add a description to CV file by clicking “description” button located on CV row.

1.2.2. CUMULATIVE ANNUAL REPORT (3 YEARS OR 5 YEARS)

FM must create a cumulative annual report to be able to continue.

FM can create either a 3-years or a 5-years Cumulative Annual Report by choosing the respective “create” button.

FM can download the created Cumulative Annual Report by clicking on the file name.
FM can delete the created Cumulative Annual Report by clicking "delete" icon.

If needed, perhaps due to changes made to the latest Annual Report, it is possible to re-create a Cumulative Annual Report by clicking "create" button. Only one Cumulative Annual Report will be saved on the system. So, if FM creates a new one, it will replace the previous one.

1.2.3. RESEARCH STATEMENT
FM must upload a Research Statement to be able to continue.
FM can upload the Research Statement by using the "upload" button located on Research Statement row.

FM can download the uploaded Research Statement document by clicking on the filename.

It is also possible to add a description to the Research Statement document by clicking "description" button located on Research Statement row.

FM can delete the uploaded Research Statement document by clicking "delete" icon.
1.2.4. TEACHING STATEMENT

FM must upload a Teaching Statement to be able to continue.
FM can upload the "Teaching Statement" by using the "upload" button located on Teaching Statement row.

FM can download the uploaded Teaching Statement document by clicking on the file name.

It is also possible to add a description to the Teaching Statement document by clicking "description" button located on Teaching Statement row.

FM can delete the uploaded Teaching Statement document by clicking "delete" icon.
1.2.5. ANY ADDITIONAL DOCUMENTS

This (these) document(s) are not mandatory.

If FM wants to upload an Additional Document, he/she can do so by clicking the "upload" button located on "Any Additional Document" row.

FM can download the uploaded files by clicking on their file names.

It is also possible to add descriptions to Additional Documents by clicking "description" button located on Any Additional Documents row.

FM can delete the uploaded Additional Document by clicking "delete" icon.

1.3. EXTERNAL REVIEWER PROCESS
FM can edit or delete External Reviewers which he/she added to the External Reviewer list before.

1.4. SUBMIT

After uploading all necessary files and creating External Reviewer List, FM needs to submit Promotion Files to Dean.

FM can submit the files to Dean by using “Submit” button located at the bottom of the page.

After submitting the files, FM can not make changes on them except the CV file. FM can update his/her CV any time.

It is also possible to download the uploaded files, to display file descriptions and to display External Reviewer List.
1.5. UNSUBMIT

If FM needs to make changes to his/her documents, FM can unsubmit Promotion files by clicking "Unsubmit" button located at the bottom of the page.

It is not possible to unsubmit if the Dean already processed FM's files.
You can reach the syllabus template in KUSIS in the following way:

http://kusis.ku.edu.tr ➔ Main Menu ➔ Self-service ➔ Faculty Center ➔ My Schedule

Select the course ➔ Click on Change Term icon ➔ Select the semester and click on continue

Select your course ➔ Click right on the red triangle icon ➔ Create Your Syllabus

Syllabus Template consists of five headings that are shown on the top bar menu: Course Information, Assessment Methods, Course Aims and Outcomes, Instructional Materials and Learning Resources and Other. Steps to go through to create syllabus are outlined below:

**COURSE INFORMATION**

1. Please click on Course Information and complete that part.

   **NOTE:** To provide TA information on your syllabus, first you need to assign your TA(s) to your course. Follow the link to see the short video to do it: https://goo.gl/a7TVvP

2. Course Description will be uploaded automatically from KUSIS. You do not need to write anything from scratch.

**Assessment Methods**

3. Using the pull-down menu, please select your assessment methods and indicate their weight. The TOTAL may be more than 100 depending on your grading policy. If you wish, you can provide a long description for each assessment method that you will use for your course.

   ➔ If you use one assessment method more than once (e.g. two midterm exams), please write the details of it in your description.

**Course Aims and Outcomes**

4. Course Aims/Overview

   ➔ The box under Course Aims / Overview section allows you to write your aims or overview as a paragraph or as a list.

5. Course Learning Outcomes (CLOs)

   ➔ Please list your CLOs or course objectives. You can add as many rows as you wish to extend your list by clicking the plus sign on the right.

**Instructional Materials and Learning Resources**

6. Instructional Materials

   ➔ Using the pull-down menu, please select the type of material and write its details.

   ➔ Course Page on Blackboard: If your course has an active Blackboard page, you can direct students to that page by selecting YES option.

   ➔ KOLT Tutoring: If KOLT provides tutoring for your course, your students can be directed to KOLT Tutoring Center to see the most up-to-date schedule by selecting YES option.

**Other**

7. Course Schedule

   ➔ This section consists of a two-column table that can be extended up to four columns. Two columns are designated for Meeting Times and Subject. You can add columns by filling in Extra Info Heading boxes on the top. The sequence number on the right determines the order in which the items will appear in PDF version of your syllabus. An example is shown below.

8. Student Code of Conduct and Academic Grievance Procedure

   ➔ This section provides links to Student Code of Conduct, Statement on Academic Honesty with Emphasis on Plagiarism and Academic Grievance Procedure. The links will be generated automatically in PDF version of your syllabus.
9. Course Policies
→ Please summarize or list your course policies in this section.

10. Other
→ Please use this section to provide any additional information about your course.
→ If you are teaching a core course, please put the core program competencies and your explanation how your course contributes to the attainment of each of those competencies in this part.

Click on SAVE and then click PREVIEW SYLLABUS button at the top right corner of the page. You will see the PDF version of your syllabus. Click on PUBLISH to make your syllabus accessible to students.

2. COURSE DESCRIPTION
Statics: force, moment, equilibrium of rigid bodies, moment of inertia of areas, structural analysis of trusses, frames and machines, internal forces and moments.
Mechanics of materials: normal and shear stresses and strains, mechanical properties of materials, axial load, torsion, bending, transverse shear, combined loadings, transformation of stresses, principal stresses and Mohr’s circle, and beam deflection.

3. COURSE OVERVIEW
• Comprehension of concepts related to statistics and mechanics of materials.
• Competency in mathematical calculations by modeling and solving engineering problems.
• Competency in analytical thinking skills by analyzing internal stress distribution.
• Application skills in designing basic structures, frames and mechanical components.

4. COURSE LEARNING OUTCOMES (CLOs):
CLO # Upon successful completion of this course, students will be able to...
1.1. Determine the conditions for equilibrium of rigid bodies.
1.2. Identify types of joints between rigid bodies (pin, roller, fixed, ball-and-socket, etc.), special equilibrium situations (two-force members), and if static indeterminacy exists.
1.3. Understand the concepts of mechanical properties (yield stress, ultimate tensile stress, modulus of elasticity, modulus of rigidity, modulus of resilience, modulus of toughness and Poisson’s ratio), elasticity and plasticity, stress and strains.
2.1. Formulate and solve the equations of equilibrium by determining the unknown support reactions (forces and moments) and drawing free body diagrams.
2.2. Calculate internal forces and moments in structural members and frames under combined loadings (axial load, torsion, bending, transverse shear and internal pressure).
2.3. Solve principal in-plane stresses and maximum shear stress by calculating components of stress tensor and transforming coordinate system.
3.1. Analyze internal stress distribution in basic structures, frames and mechanical components.
3.2. Present analysis results in graphical means such as transverse shear and bending moment diagrams along the longitudinal axis of a beam.
3.3. Expose to structural problems where the conventional solution methods are limited or they do not yield an accurate result; refer to advanced methods and solution techniques.
4.1. Design parts by selecting proper material, dimensions and factor of safety.
4.2. Use MATLAB to analyze stress distributions in mechanical systems with high number of components and unknowns which is not feasible to solve them manually.
4.3. Conduct a tensile test to determine the mechanical properties (strength, stiffness and toughness) of wires; and use strain gages to measure internal strains and stresses.
5. ASSESSMENT METHODS

<table>
<thead>
<tr>
<th>Method</th>
<th>Description</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>Class &amp; PS</td>
<td>2.00</td>
</tr>
<tr>
<td>Homework</td>
<td>No late submissions are allowed</td>
<td>4.00</td>
</tr>
<tr>
<td>Project</td>
<td>No late submissions are allowed</td>
<td>2.00</td>
</tr>
<tr>
<td>Laboratory</td>
<td>Two PS hours will be allocated for lab practice</td>
<td>2.00</td>
</tr>
<tr>
<td>Quiz</td>
<td>Online, in-class and in-PS; no make-up; the worst two will be excluded</td>
<td>15.00</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>Content: Chapters 1-7 Data place will be announced later</td>
<td>20.00</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Cumulative: Chapters 1-10 Data place will be announced later</td>
<td>53.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>100.00</td>
</tr>
</tbody>
</table>

6. INSTRUCTIONAL MATERIAL AND LEARNING RESOURCES

Author: R.C. Hibbeler
Publisher: Pearson (Year: 2014)
Material Type: Textbook
Material Status: Required
Additional Notes: E-book available

Active Use of Course Page on Blackboard: https://ku.blackboard.com/

KOLT Tutoring: http://kolt.ku.edu.tr/student

7. COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Meeting Time</th>
<th>Subject</th>
<th>Homework (Due within 7 Days)</th>
<th>Design Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/25</td>
<td>Chapter 1</td>
<td>3, 8, 9, 10</td>
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<tr>
<td>9/27</td>
<td>Chapter 2</td>
<td>9, 10, 58, 63, 73, 136</td>
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<tr>
<td>9/29</td>
<td>Chapter 3</td>
<td>54, 61, 62, 63, 65, 66</td>
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</tr>
<tr>
<td>10/4</td>
<td>Chapter 4</td>
<td>1.9, 10, 11, 12, 13, 14, 15</td>
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<tr>
<td>10/6</td>
<td>Chapter 5</td>
<td>17, 18, 19, 20, 21, 22</td>
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<tr>
<td>10/8</td>
<td>Chapter 6</td>
<td>1, 2, 3, 4, 5, 6, 7, 8</td>
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</tr>
<tr>
<td>10/15</td>
<td>Chapter 7</td>
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<td></td>
</tr>
<tr>
<td>10/17</td>
<td>Chapter 8</td>
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</tr>
<tr>
<td>10/22</td>
<td>Chapter 9</td>
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<tr>
<td>10/24</td>
<td>Chapter 10</td>
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</tr>
<tr>
<td>10/27</td>
<td>Chapter 11</td>
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<tr>
<td>11/3</td>
<td>Chapter 12</td>
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</tr>
<tr>
<td>11/5</td>
<td>Chapter 13</td>
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</tr>
<tr>
<td>11/8</td>
<td>Chapter 14</td>
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</tr>
<tr>
<td>11/15</td>
<td>Chapter 15</td>
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<td></td>
</tr>
<tr>
<td>11/17</td>
<td>Chapter 16</td>
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</tr>
<tr>
<td>11/21</td>
<td>Chapter 17</td>
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<tr>
<td>11/23</td>
<td>Chapter 18</td>
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</tr>
<tr>
<td>11/26</td>
<td>Chapter 19</td>
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<tr>
<td>11/28</td>
<td>Chapter 20</td>
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<td>12/2</td>
<td>Chapter 21</td>
<td>1, 2, 3, 4, 5, 6, 7, 8, 9, 10</td>
<td></td>
</tr>
<tr>
<td>12/4</td>
<td>Chapter 22</td>
<td>1, 2, 3, 4, 5, 6, 7, 8, 9, 10</td>
<td></td>
</tr>
<tr>
<td>12/11</td>
<td>Chapter 23</td>
<td>1, 2, 3, 4, 5, 6, 7, 8, 9, 10</td>
<td></td>
</tr>
<tr>
<td>12/13</td>
<td>Chapter 24</td>
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<td></td>
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<tr>
<td>12/16</td>
<td>Chapter 25</td>
<td>1, 2, 3, 4, 5, 6, 7, 8, 9, 10</td>
<td></td>
</tr>
<tr>
<td>12/18</td>
<td>Chapter 26</td>
<td>1, 2, 3, 4, 5, 6, 7, 8, 9, 10</td>
<td></td>
</tr>
<tr>
<td>12/20</td>
<td>Chapter 27</td>
<td>1, 2, 3, 4, 5, 6, 7, 8, 9, 10</td>
<td></td>
</tr>
<tr>
<td>12/27</td>
<td>Chapter 28</td>
<td>1, 2, 3, 4, 5, 6, 7, 8, 9, 10</td>
<td></td>
</tr>
</tbody>
</table>

8. STUDENT CODE OF CONDUCT AND ACADEMIC GRIEVANCE PROCEDURE

Student Code of Conduct
Statement on Academic Honesty with Emphasis on Plagiarism
Academic Grievance Procedure

9. COURSE POLICIES

(1) You are expected to know the policies and expectations about attendance to class and PS and rules of conduct.
(2) Please be on time when entering the classroom. Turn your mobile phones off, or put them in silent mode and do not use it at all (placed in your pocket or bag).
(3) You are required to attend at least two thirds (= 67%) of both classes and PS’s. Otherwise, you receive grade F. Each attendance grade (out of 2%) is calculated as follows:
   (medical report or a similar excuse will not affect the grading): Full attendance to both class & PS: 5%; 1-day-absence: 4%; 2-day-absence: 3%; 3-day-absence: 2%; 4- or more-day-absence: 0%.

10. OTHER

Course Load (Expected Studying Time)

<table>
<thead>
<tr>
<th>Item</th>
<th>Approximate Studying Time (hours/week)</th>
<th>Approximate Studying Time (hours/semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>1.50</td>
<td>36.00</td>
</tr>
<tr>
<td>Problem Solution</td>
<td>1.00</td>
<td>17.10</td>
</tr>
<tr>
<td>Review of Class</td>
<td>1.00</td>
<td>14.00</td>
</tr>
<tr>
<td>Notes</td>
<td>2.00</td>
<td>18.00</td>
</tr>
<tr>
<td>HW + Online Quizzes</td>
<td>3.50</td>
<td>49.00</td>
</tr>
<tr>
<td>Weekly Submit</td>
<td>10.25</td>
<td></td>
</tr>
<tr>
<td>Design Projects</td>
<td>6.00</td>
<td></td>
</tr>
<tr>
<td>Preparing for and taking Midterm Exam 1</td>
<td>12.90</td>
<td></td>
</tr>
<tr>
<td>Preparing for and taking Midterm Exam 2</td>
<td>12.90</td>
<td></td>
</tr>
<tr>
<td>Preparing for and taking Final Exam</td>
<td>18.90</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>193.90</td>
<td></td>
</tr>
</tbody>
</table>

European Credit Transfer System (ECTS) = 192.00/30 = 6.40 \(\approx 6\)

Format of Exams: Allowed material: textbook (i.e., open-book exam) and calculator

Needed tools: For each class and PS, bring your pencil, calculator, and notebook.

Table on the next page
# HIST 439 STATE AND SOCIETY IN THE 19TH CENTURY OTTOMAN EMPIRE

## Syllabus

### 5. Assessment Methods

<table>
<thead>
<tr>
<th>Method</th>
<th>Description</th>
<th>Weight %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Response papers</td>
<td>Students are responsible to write 2 response papers on the weeks marked in the syllabus. Response papers (2-3 double spaced pages) will respond to questions given by the instructor. The questions will be from readings of the selected weeks. Students are responsible to demonstrate that they have done the readings.</td>
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<tr>
<td>Participation</td>
<td>There will be combination of a lecture and discussion every week. Students are expected to come to class having done the readings.</td>
<td>10</td>
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</tbody>
</table>

### 6. Instructional Materials and Learning Resources

- [Guidelines For Creating Syllabus In KUSIS](#)

### 7. Course Schedule

<table>
<thead>
<tr>
<th>Meeting Times</th>
<th>Subject</th>
<th>Reading</th>
<th>Exam and Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 25-29</td>
<td>Ottoman from Early Modernity to the 19th Century</td>
<td>Norman Haddad, <em>Ottoman Society: A History of Imperial Life</em></td>
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<td></td>
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<td>Robert R. W. Smith, <em>The Ottoman Empires and Islamic Traditions</em></td>
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<td></td>
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<td>in Ottoman Empire and Islamic Traditions, Chicago and London University</td>
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<tr>
<td>Oct. 4-11</td>
<td>What is Modern in the Nineteenth Century?</td>
<td><em>Ottoman Historian</em> by A. R. McHale</td>
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<tr>
<td>Oct. 18-25</td>
<td>What was Nostalgia?</td>
<td>Elie Hirschberg, <em>The Ottoman Empire</em>, pp. 124-125</td>
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<tr>
<td>Oct. 14-20</td>
<td>Reform in the Center</td>
<td>Carter-Finding: Reformist Reforms in the Ottoman Empire, pp. 314-348, Carter-Finding</td>
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<tr>
<td>Nov. 1-5</td>
<td>Reform in the Periphery: the Balkans</td>
<td>Halil Incegül: &quot;Application of Imperialism to the Balkans,&quot; pp. 114-165, Imperial Centre and Local Groups: Continual Reforms in the Balkans and Turkey</td>
<td></td>
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<tr>
<td>Nov. 8-16</td>
<td>Reform in the Arab Province</td>
<td>Enginoglu, Frontier States of the State: Transcaucasia, pp. 1-29. Goldin Yilmaz, &quot;The Cilician and Mardin: The Ottoman Policy towards the Non-Government of the Kurds in the Late Nineteenth Century: Middle Eastern</td>
<td></td>
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<tr>
<td>Nov. 15-19</td>
<td>Reform in Anatolia</td>
<td>Hakan Gurgul, Nationalism and Nationalism in the Late Ottoman-Early Republican Era: The Perspectives of the East, 1923-1946, &quot;Mazzini's Italian, British Policy and the Application of Reform to the Armenians in Eastern Anatolia (1877-1878)&quot;. KU-ko.edu.tr, 56-20, 1-49</td>
<td></td>
</tr>
<tr>
<td>Nov. 22-24</td>
<td>Young Turks</td>
<td>Khris H. Strachan, &quot;The Young Turks' Opposition, 1890-1892, Democratization, Preparation for a Revolution, 1878-1911, pp. 69-20, 1-49</td>
<td>Carter-Finding, The Young Turks</td>
</tr>
</tbody>
</table>
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