



GUIDE FOR ERASMUS INCOMING STUDENTS ACADEMIC RULES AND REGULATIONS

Examination Regulations, Assessment, Ethical Rules, Learning Agreement, Grading, Academic Complaints, Erasmus Department Coordinators, and Academic Calendar

Exam Regulations and Assessment

The assessment method of success for each course is clearly indicated in the related course catalog form/syllabus. Accordingly, there are three types of exams at Yaşar University.

Types of Exams

1) Mid-term Exam(s): At least one mid-term examination is required for each course every semester. A mid-term exam can be substituted by projects, workshop or laboratory evaluations. Mid-term exam dates are announced at least a week beforehand on the website of the university. The weight of the midterm examination in the student's final grade for the semester cannot be less than 40%. The weight of the mid-term exam is clearly indicated in the syllabus of the course.

2) Final Exam: A final exam is given at the end of every semester and the date of the exam is announced at least two weeks beforehand. The weight of the final exam in the student's final grade for the semester can be at most 60%.

3) Make-up Exam: The students who were not able to take mid-term and final exams, may take make-up exam by the decision of Faculty Board upon declaration of justifiable and valid excuses.

Announcement of Grades, Appeals, Final Grades:

Exam results are announced according to the schedule foreseen by the Rectorate. The results of final grade are only announced online via the students' personal university accounts. To access their final grade results, students are required to fill out their online questionnaires of "Course ECTS/workload Evaluation" and "Course Lecturer Satisfaction" which are one of the most important feedback received from the students concerning the revision and the credibility of ECTS credits together with the teacher's performance for each course.

An appeal against the marks of an examination must be made to Student Affairs in writing, submitting the reason of error within 5 days following the announcement of the exam results.

Ethical Rules

Any kind of academic dishonesty, including, but not limited to, cheating on an exam or assignment, plagiarizing, representing someone else's work as your own, submitting work previously used without the informing and taking the consent of the instructor, fabricating of information or citations, etc. will not be tolerated. Academic dishonesty will be pursued with disciplinary action and will result in an "Fail (F)" grade for the class.

For each enrolled subject in the degree programmes, a minimum attendance of 70% is required for the students to be eligible to attend the final exam. Final grades also will be based on attendance and class participation. The weight of the attendance is indicated in the syllabus of the course.

Learning Agreement and Learning Agreement Change Document

The learning agreement is an official Erasmus document which determines the courses that must be followed at the host university. The courses must be validated and signed by the student, the department coordinators at the home university and in Yaşar University. Students are obliged to follow the courses on their Learning Agreements. If the students make any changes in their Learning Agreements, they are obliged to follow the final version of the courses which are approved by all the parties. The changes to the LA can only be done until the end of add/drop week. The students must follow YU academic calendar to finalize their LAs until the end of add/drop week.

Grading

The table below indicates the letter grades used by Yaşar University with reference to their conversion in ECTS grading and coefficients.

ECTS Grade Conversion Table

The student who receives one of the letter grades (A), (A-), (B+), (B), (B-), (C+), (C), (S) from a course is considered "successful".

To convert **Yasar Grades to ECTS Grades**

Yasar Grade	ECTS Grade	Grade Points
A	A	4,00
A-		3,70
B+	B	3,30
B	C	3,00
B-		2,70
C+	D	2,30
C	E	2,00
F	F	Below 2,00
I	FX	

Explanation for other Yaşar University Grades

R: Not Attended (Fail)
F: Failed
S: Satisfactory
U: Unsatisfactory
I: Incomplete
W: Withdrawal

Grade Point Average (GPA): GPA is calculated by taking the number of grade points a student earned in one academic semester divided by the total number of credits taken. A course's success credit is calculated with the multiplication of that course's credit and the grade coefficient.

General academic average (Cumulative Grade Point Average-CGPA): CGPA is calculated by taking the number of grade points a student earned for all semesters divided by the total number of all credits taken.

Yasar University uses only ECTS credits based on student work load since 2009.

Academic Complaints

Yaşar University is committed to providing the best quality of education possible and it aims to ensure that its students gain maximum benefit from the academic experiences it offers.

Where students feel that their legitimate academic expectations are not being met, or where misunderstandings about the nature of the University's provision occur, the University ensures that problems will be dealt with speedily and effectively.

Complaints and requests brought by students regarding Yaşar University's provision of academic services and education could be submitted by e-mail to Provost/Academic Office Director Prof.Dr.Erinç YELDAN (erinc.yeldan@yasar.edu.tr) in cc to EU Center (euc@yasar.edu.tr) and. "Yaşar University Erasmus Student Academic Complaint Form" should be used for the official complaints. After the review of the issue you raise, a written response and resolution to your complaint will be issued within 14 days. The complaints on administrative issues must only be directed to EU Center (euc@yasar.edu.tr)

Department Coordinators for Erasmus Incoming Students

Erasmus department coordinators will be assisting Erasmus Students to select their courses in their Learning Agreements (LA) during the "Course Registration and Add/Drop" week . They also help students with the academic issues. The list of Erasmus Dep.Coordinators are announced at <http://erasmus.yasar.edu.tr>. Please take appointment before you visit your Erasmus Coordinator and respect the calendar for finalizing your LA. The LA change can be done only one time and no changes will be allowed for your LA after the Add/Drop week.

Each student are expected to control their registered courses online by using their personal accounts in order to prevent any mistakes that might occur between their finalized LAs and registered courses online to the Student Affairs System. Since all the grades are given online by the teachers, the registered courses should be better checked by the student as well after the add/drop week.

*Ayselin YILDIZ, Erasmus Institutional Coordinator, ayselin.yildiz@yasar.edu.tr

**YAŞAR UNIVERSITY 2013 - 2014
ACADEMIC CALENDAR**

FALL SEMESTER 2013

Course Registration/Advisor Approval	September 16, 2013	September 20, 2013
International Orientation Week	September 16, 2013	September 22, 2013
Classes Begin	September 23, 2013	
Deadline for add/drop courses	October 4, 2013	
Religious Holiday (Feast of Sacrifice)	October 14, 2013	October 18, 2013
Republic Day	October 29, 2013	
Midterm Exams	November 18, 2013	November 22, 2013
New Year	January 1, 2014	
Classes End	January 10, 2014	
Final Exams	January 13, 2014	January 24, 2014

SPRING SEMESTER 2014

International Orientation Week	February 17, 2014	February 23, 2014
Course Registration/advisor approval	February 17, 2014	February 21, 2014
Classes Begin	February 24, 2014	
Deadline for add/drop courses	March 7, 2014	
Midterm Exams	April 7, 2014	April 11, 2014
National Sovereignty and Children's Day	April 23, 2014	
International Workers' Day	May 1, 2014	
Commemoration of Atatürk, Youth and Sports Day	May 19, 2014	
Classes End	June 6, 2014	
Final Exams	June 9, 2014	June 20, 2014

The students must follow the Academic Calendar which is announced at <http://erasmus.yasar.edu.tr> and send my e-mail to every student before they depart to Yasar University. Each student is expected to respect the academic calendar. Taking the exams earlier for early departures without concrete reasons/justifications are not welcomed since academic calendar is shared and all students are informed about their Erasmus period before they start their education at YU.