



GUIDE FOR ERASMUS INCOMING STUDENTS ACADEMIC RULES AND REGULATIONS

Examination Regulations, Ethical Rules, Assessment, Grading, Department Coordinators

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

Types of Examinations

1) Mid-term Examination: At least one mid-term examination is required for each course every semester. A mid-term examination can be substituted by projects, workshop or laboratory evaluations. Mid-term examination 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%.

2) Final Examination: A final examination 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 examination 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 students are also informed about their final exam results online via their personal university accounts. To access their final exam results online, students are required to fill out their online "ECTS Evaluation Questionnaire" which is one of the most important feedback received from the students concerning the revision and the credibility of ECTS credits 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 "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 examination. Final grades also will be based on attendance and class participation.

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) from a course is considered "successful".

To convert **Yaşar Grades to ECTS Grades**

FIRST CYCLE		SECOND CYCLE		THIRD CYCLE		<i>Other Grades</i> S: Satisfactory (not included in the CGPA) U: Unsatisfactory (not included in the CGPA) R: Not Attended (Fail) F: Failed I: Incomplete W: Withdrawal
Yaşar Grade	ECTS Grade	Yasar Grade	ECTS Grade	Yasar Grade	ECTS Grade	
A	A	A	A	A	A	
A-		B+	B	B	B	
B+	B	B+	C	B+	C	
B	C	B	D	B	D/E	
B-		B-	E			
C+	D	F	F	F	F	
C	E	U	F	U	F	
F	F	R	F	R	F	
I	FX	I	FX	I	FX	

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.

It should be noted that Yaşar University uses only ECTS credits since 2005.

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. 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.