

IZMIR UNIVERSITY OF ECONOMICS

VISITING FACULTY MEMBER

BOOKLET

2008-2009 ACADEMIC YEAR

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Welcome to the Izmir University of Economics!

Our faculty, composed of Turkish and foreign staff successful in their field, has become more powerful with your part-time attendance.

It is an example of occupational devotion to take place in our educational facilities, not only from our point of view but also from the individual point of view and the point of view of the institutions you are working in. As the university administration, during the period you will be working here, it is one of our principals to create you a fertile working environment.

In this booklet that we have prepared for you, there is some academic and administrative information that may be in use to you. In the situations not mentioned in the booklet, the offices of all managers are always open to you.

With the hope of having a successful academic term.

Prof. Dr. Attila SEZGİN
President

I. IZMIR UNIVERSITY OF ECONOMICS

Izmir University of Economics is a higher education institution, established according to the 2547 Higher Education Law of the Turkish Constitutional Law and the rules and regulations of Foundation Higher Education Institutions, aiming to educate cooperative, creative, enterprising people and people who follow Atatürk's principles and revolutions. The university has started education in 2001 and it is the first Foundation University of Izmir and all the Aegean Region.

It will start the 2008-2009 academic year with five faculties, one Higher Education School, one Vocational School and a Social Sciences Institute containing five graduate and three master programs in Graduate School of Natural and Applied Sciences.

II. MISSION AND VISION

The mission of Izmir University of Economics is to provide all our students with a high quality integrative education on national and international level, in areas of modern business administration, economics, computer sciences and fashion which are requested by the sector and the region in particular, accompanied by on-the-job-training and counseling services in order to meet the requirements of the information age and information society.

The vision of the Izmir University of Economics is to be a higher education institute providing world-class education, training and research facilities for the students to be able to deliver high quality services to national and international communities and to display life-long leadership qualities. In order to achieve this vision the Izmir University of Economics aims at the following:

- to implement a comprehensive training program through which the students can achieve intellectual and personal development and be beneficial to the society;
- to train problem solving, responsible, professional leaders who are in a lifelong learning process, open to development and have strong communication skills;
- to create a universal, flexible, pluralistic, democratic and supportive academic environment which attracts academics, students and workers to a place where creativity, learning, critical thinking and free expression are stimulated;
- to be involved in innovative and effective interdisciplinary research and development activities;
- to be responsible of the efficient management of the public and institutional resources given to it and to produce, spread and implement universal knowledge in cooperation with the community;
- to deliver services as the focal point of the intellectual and academic studies of Turkey in general and of Izmir and the Aegean Region in particular and to serve as a bridge of science by sharing these studies and inventions with the world.

III. ACADEMIC AND ADMINISTRATIVE INFORMATION

General

1. The medium of instruction in our university is English. It is of extreme importance for our university to ensure that all classes are conducted in English, and any deviation from this policy is unacceptable.
2. Lessons start at 08.30 and continue as 50-minute lesson, 10-minute break. Considering the other instructors' lessons, highest attention should be paid to the duration and the starting-ending times.
3. Lesson programs are prepared by the Students' Affairs under the supervision of the vice president. These programs cannot be changed except for the compelling situations. They are also taken into consideration in the employment of the part time instructors.
4. If lessons cannot be conducted for any reason, this should be informed to the Faculty Dean/School Administration on the same day with the form in Appendix-1 including the make up lessons and hours. The make up program will be announced to the students by the Students' Affairs.
5. There has to be a syllabus prepared for each course being taught. The University considers a syllabus as a kind of contract signed at the very beginning of each semester between the instructors and the students. A syllabus should include the topics to be covered, course materials, information about the assignments and exams, exam dates and the percentages of each component in the overall course evaluation, as well as office hours (see Appendix-2). Faculty members should abide to the office hours specified in the syllabus
6. The syllabus should be prepared before the lessons start and submitted to Faculty Secretariats in order to be entered into the Syllabus Catalogue in the web sites of the departments.
7. In the first lesson, the students should be informed about the syllabus and from which address to reach it in the web in details.
8. The students should be notified to obtain their course textbooks that will be followed throughout the semester and/or other source materials. The students should also be encouraged to do research for all their assignments and projects. The classes should be conducted in such a way to enable the students to participate actively and interactively.
9. For the lessons which are conducted by more than one instructor/faculty member, a coordinator is assigned by the head of department at the beginning of each term. Coordinators are responsible for the application of the shared syllabus and exam coordination.
10. Our university provides all freshmen students with a laptop computer. There is extensive internet access throughout the university. It is recommended that the students be given web projects to encourage effective computer and internet use, and that the communication is conducted in as much of a computer environment as possible. Using 'open system' based software should be given highest importance.

11. Data show system is available in most of the classrooms. Information about how to use this particular equipment can be obtained from the research assistants in the related units. It is highly recommended that you contact the research assistants about the details of the use of technical equipment (laptop computer, projector, video, board marker, etc.) before your classes start.
12. It is one of the responsibilities of both the instructors and the students to attend the classes on time. Instructors are required to keep records of their students' attendance. It is compulsory for the students to attend 70% of the theoretical courses and 80% of the practical courses. Instructors can get the attendance lists from our university web site, "student information systems". Once they are completed, they are to be handed in to Students Affairs by the end of the semester. Throughout the semester the students should be reminded about the compulsory attendance for their classes.
13. The names of the students must be read in the first lesson and if a student's name does not appear on the attendance list, the student should refer to Students' Affairs. Those students whose names do not appear on the attendance lists will have their exams invalidated.
14. All the materials like exam papers, assignments attendance records etc. used to calculate students' grade point average should be submitted to Student Affairs at the end of the semester along with the grade lists and grading principles that can be found in Appendix 3.

Exams

15. It is required to evaluate students using at least one midterm exam and one final exam that shall be administered on the date determined by Student Affairs. These exams should be supported with assignments and projects.
16. The dates of midterm exams are determined by the head of the related unit during the first month of each semester. Any changes about midterm exam dates must be done with the approval of the unit head. Quizzes can be given without determining their dates in advance.
17. In case there is a demand for more than one classroom for a mid term, Students' Affairs Administration should be informed to make an arrangement for rooms after 18.30 or weekends. The exams of multi class lessons conducted throughout the university are programmed for weekends for all the shared classes.
18. Final exams are administered at a certain time and place determined by the university. Information about exam rules is stated in Appendix-4.
19. Students must take the final exams in the rooms determined by the Exam Coordination Committee.
20. Students cannot use mobile phones during the exams for any reason.
21. Courses which do not require any midterms and/or final exam are to be announced to the Student Affairs by the related unit head. (You have to notify the related department with an official letter if your course meets this condition.) In this case, the grade point average is given out the studies assigned throughout the semester.
22. Grade point average is given in accordance with the letter system. Appendix-5 shows the letter grade ranking and related coefficient grade point averages.

23. Grade point averages are entered into the "student information system" web page using the given passwords. Two copies of the original lists signed by the instructor should then be given to Student Affairs. Detailed information about entering grades is announced in the web site before the examination period.
24. The end of term grades can be objected within maximum 7 (seven) days after the announcement of Students' Affairs. The evaluation documents submitted by the instructor to the students' affairs Directorate concerning the course grade objected are examined to see if there is a concrete mistake. A written opinion of the instructor/faculty member is taken about the mentioned lesson. In case there is a concrete mistake, a correction can be made after the decision of the University Administrative Committee.

Other

1. The academic staff that will start working in the university for the first time has to fill in the "Faculty Member Information Form" and hand it to the related Department Directorate with the following documents. This form can be found on the internet from the following address.

<http://oim.ieu.edu.tr/wp-content/ogretim%20uyesi%20formu.pdf>

- Diploma sample
 - Copy of the ID card
 - Turkish Republic ID number
 - Turkish or English Resume
 - 2 photographs
2. At the end of each month "Additional Course Wage Information Forms" will be prepared by the related directorate and sent to Financial Affairs Directorate. The payments will be transferred to the accounts opened in Akbank Balçova Branch by Human Resources Directorate. The ATM cards will be delivered by Human Resources Directorate.
 3. The phone and room numbers of our academic and administrative staff can be found in the phone guide on our web page.
 4. At the end of every month "Extra Course Payment Information Forms" are prepared by the related department directorate and are sent to the Human Resources Directorate. In order for the payments to be made properly, the number of a bank account (preferably Akbank) should be given to the Department Directorate at the beginning of the term to be sent to the Human Resources Directorate.
 5. Our faculty members can use the restaurant facilities with the tickets they will buy from the restaurant.
 6. For the courses you will give in our university a research assistant is given duty by the related department. In the first week of your education, when you apply to the related department directorate secretary you, will be informed of your assistant.

IV. ACADEMIC CALENDAR

Fall Semester

October 06, 2008	Beginning of the Courses (For Preparatory Class Students)
October 06, 2008	Beginning of the Courses (For Undergraduate and Graduate Programs)
October 17, 2008	DEADLINE for Add-Drop
October 29, 2008	Official holiday
December 08-09-10-11, 2008	Religious Holiday
October 15-19, 2008	DEADLINE for Withdrawal (W) For 2nd, 3rd, And 4th Year Students
January 17, 2009	End of Courses
January 17, 2009	End of Courses of English Preparatory Classes
January 19-30, 2009	Final Exams
February 4, 2009	DEADLINE for entering the grades to the system
February 06, 2009	Announcement of the grades

Spring Semester

February 23, 2009	Courses of all programs begin
March 06, 2009	DEADLINE For Add-Drop
April 23, 2009	Official holiday
27 April -01 May, 2009	Withdrawal Applications (W) for 2nd, 3rd, And 4th Year Students
May 19, 2009	Official holiday
May 30, 2009	End of Courses
May 30, 2009	End of Courses of English Preparatory Classes
June 01-12, 2009	Final Exams
June 10, 2009	English Proficiency Exam for Preparatory Class Normal Term Students
June 17, 2009	DEADLINE for entering the grades to the system
June 19, 2009	Announcement of the grades
July 17, 2009	End of Courses of English Preparatory Class Beginner Level

Summer School

June 22 - July 17, 2009	English Preparatory Class 1st Summer Support Program
June 29- August 14, 2009	Summer School (For Vocational School And Undergraduate Students)
July 22, 2009	English Proficiency Exam (For students who attend 1st Summer Support Program and for Beginner level students.)
August 17-21, 2009	Summer School Exams (For Vocational School And Undergraduate Students)
July 27 - August 21, 2009	English Preparatory Class 2nd Summer Support Program
August 26, 2009	English Proficiency Exam (For students who attend 2nd Summer Support Program)

MAKE UP PROGRAM NOTICE FOR MISSED CLASSES

Lesson Code	
Lesson Name	
Instructor In Charge	
The date and hours when the lesson couldn't be conducted	
The reason why it couldn't be conducted	
Make up date and hours*	
Signature (instructor in charge)	
Approval of the related unit	<p>Approved</p> <p>...../...../.....</p> <p>.....</p> <p>.....</p> <p>Faculty Dean/School Director</p>
STUDENTS' AFFAIRS ADMINISTRATION	
ABOUT THE PROGRAM FOR THE MISSED CLASSES	
Date	
Lesson Hours	
Place	
Date of the announcement for the make up program	

*It is recommended that the Students' Affairs Administration is contacted. The dates and hours which the Students' Affairs Unit has determined are valid due to the lesson programs and classroom availability.

SAMPLE SYLLABUS

Syllabus for CE 205

Objectives

The course aims to introduce the concepts of the fundamental principles of electrical circuits and techniques of circuit analysis into computer engineering students. Topics covered include the analysis of passive dc circuits; resistive elements and circuits; independent and dependent sources; KVL and KCL, branch equations; linearity, superposition, Thevenin and Norton equivalents, maximum power transfer; operational amplifiers; energy storage elements: inductance and capacitance; transient response of first-order circuits; time constants; dynamics of second-order networks; sinusoidal steady-state analysis: phasors, impedance, average power flow, AC power, design in the time and frequency domains.

Textbook

Mersereau & Jackson, "Circuit Analysis: A Systems Approach", PrenticeHall, Upper Saddle River, New Jersey.

References

Charles K. Alexander and Matthew N. O. Sadiku, "Fundamentals of ELECTRIC CIRCUITS", McGraw-Hill Companies, Inc., 1221 Avenue of the Americas, New York, NY 10020, Second Edition, 2004.

Grading

Course grades will be based on a weighted composite of performance evaluations in several areas: Mid-Term Examination 25%; Two Quizzes 20%; Final Examination 30%; Laboratory 25%.

Evaluation	Percent
Mid-Term	25%
Two Quizzes	20%
Final Exam	30%
Laboratory	25%
Attendance	Req

Multipliers and 100-point score equivalents of Letter Grades are shown below:

Score	Semester Grade	Mult.
90-100	AA	4.0
85-89	BA	3.5
80-84	BB	3.0
75-79	CB	2.5
70-74	CC	2.0
65-69	DC	1.5
60-64	DD	1.0
50-59	FD	0.5
49 and below	FF	0.0

Course Outline

Week	Chap.	Topic
1	Sept. 28 th	Circuit Elements and Models,
2	Oct. 5 th	Basic Concepts & Laws: Voltage and current sources, electrical resistance (Ohm's Law), Kirchhoff's Laws,
3	Oct. 12 th	Writing Circuit Equations: Nodal Analysis,
4	Oct. 19 th	Writing Circuit Equations: Mesh Analysis,
5	Oct. 26 th	Subnetworks: Resistors in Series and Parallel,
6	Nov. 2 nd	Subnetworks: Thevenin and Norton equivalents,
7	Nov. 9 th	1st QUIZ
8	Nov. 16 th	The Operational Amplifier: Node Method for Op-amp Circuits,
9	Nov.	The Operational Amplifier: Examples,

- 23rd
- 10** Nov. 30th **Mid-Term Examination.**
- 11** Dec. 7th Laplace Transforms: Basic Signals,
- 12** Dec. 14th Properties of Laplace Transforms,
- 13** Dec. 21st Circuits in the Laplace Domain: Differential Equations, KVL, KCL in the Laplace Domain,
- 14** Dec. 28th Node and Mesh Equations in Laplace Domain,
- 15** Jan. 4th **2nd QUIZ**
- 16** Jan. 11th Operational Amplifiers in the Laplace Domain,

Assignments

Students are required to have their own "homework and class notebooks".

Rules

Attendance is required at all times. Students are expected to come to class fully prepared to discuss textbook readings and course assignments.

Office Hours

Thursday 14.00-16.00

Notes

Mid-Term Examination (25%) will be held on November 30th. In addition, there will be Two Quizzes (10% each), and their dates will be announced in class one week in advance. Tentative quiz dates are: 1st Quiz on 9th of November, 2nd Quiz on 4th of January.

İZMİR EKONOMİ ÜNİVERSİTESİ/IZMIR UNIVERSITY OF ECONOMICS
DÖNEM BAŞARI NOTUNU OLUŞTURAN ÖĞELER/GRADING PRINCIPLES

I) GENEL BİLGİLER/ GENERAL INFORMATION

Dersin Adı ve Kodu / Course Name and Code :			
Sorumlu Öğretim Üyesi/Görevlisi/ The Instructor :			
Öğretim yılı ve Dönemi/ Academic Year and Semester :			
Öğretim Üyesinin/Görevlisinin İmzası/Signature of the Instructor :		Evrakın Teslim Tarihi/ Date of Submission :/...../ 200.....

**II) DÖNEM BAŞARI NOTUNU
ETKİLEYEN ÖGELER/
FACTORS THAT AFFECT THE
GRADE**

	Dönem Başarı Notuna Katkı Oranı (%) / Percent of the Grade (%)	Öğrenci Sayısı/ Number of Students
Quiz		
1. Ara Sınav/1st Midterm exam		
2. Ara Sınav/2nd Midterm exam		
3. Ara Sınav/3rd Midterm exam		
Tasarım Projesi/Design Project		
Ödevler,Araştırmalar,Projeler/ Assignments, Researches,Projects		
Derse Devam Durumu/ Attendance		
Sınıf İçindeki Performansı/ Performance during the class		
Final/Final exam		

TOPLAM/ TOTAL 100

**III) HARF NOTLARI DÖNÜŞÜMÜ/ CONVERSION
OF LETTER GRADES**

İEÜ Değerlendirme Sistemi/ IUE Evaluation System			Bu ders için Uygulanan/ Implementation for this course
Puan/ Score	Yarıyıl Ders Notu/ Course Grade	Katsayı/ Credit Hour Multiplier	Puanlar/Scores
90-100	AA	4.0	100 -
85-89	BA	3,5	
80-84	BB	3.0	
75-79	CB	2,5	
70-74	CC	2.0	
65-69	DC	1,5	
60-64	DD	1.0	
50-59	FD	0.5	
49 ve aşağısı	FF	0	- 0

Üniversitenin değerlendirme sistemindeki
puan aralıkları aynen uygulanmıştır./
Catalog grades are used.

Teslim Alanın Adı, Soyadı / Name of the Receptient :			
İmza/ Signature:		Teslim Alınan Tarih/ Date of Recieved :/...../ 200.....

*Lütfen açıklamalar için arka sayfaya bakınız./Please look at the next page for explanations.

AÇIKLAMALAR

BÖLÜM I)

Dersin Adı, Dersin Kodu, Sorumlu Öğretim Üyesi, Öğretim Yılı ve Dönemi, Evrakın Teslim Tarihi, Öğretim Üyesinin İmzası bölümlerini aynen doldurunuz.

BÖLÜM II)

Bu bölümde dönem başarı notunu etkileyen öğeler belirtilmiştir. Bu dersin dönem sonu başarı notunun tespiti için kullanılan yüzdeleri ve belirtilen sınavlara giren ve teslim edilen öğretim materyallerinin öğrenci sayılarını aynen doldurunuz.

BÖLÜM III)

Üniversitemizde "curve" sistemi uygulanmaktadır. Ancak sınıftaki öğrenci sayısının curve sistemini uygulamak için yeterli olamaması halinde sınıfın genel durumuna göre bazı öğretim üyelerimiz/görevlilerimiz tarafından farklı uygulamalar yapılabilmektedir. Bu nedenle böyle bir uygulamanın yapılması halinde harf notlarının dersinize ilişkin uygulamasını III. bölümde açıklayınız. Örneğin normal sistemde 90-100 arası AA notunun karşılığıdır. Ancak ilgili öğretim üyesi/görevlisi sınıfın başarı durumuna göre 80-100 arasını da AA olarak değerlendirmiş olabilir.

Örnek :

Puan	Yarıyıl Ders Notu	Katsayı
80-100	AA	4.0
80-75	BA	3,5
75-70	BB	3.0
70-65	CB	2,5
65-60	CC	2.0
60-55	DC	1,5
55-40	DD	1.0
40-35	FD	0.5
35 ve aşağısı	FF	0

İEÜ değerlendirme sistemi aynen kullanıldı ise ilgili yeri işaretleyiniz.

EXPLANATIONS

PART I)

Please fill in the parts of Course Name, Course Code, The Instructor, Academic year and semester, Submission date of the document, and the signature of the instructor.

PART II)

In this part, the factors that affect the grades are indicated. Please exactly fill in the parts of percent of grade which is used in determining the grade of the student and the number of the students who have attended the indicated examinations and teaching materials that have been submitted.

PART III)

In our university "curve" system is implemented. However, different implementations can be conducted by our instructors with respect to the general situation of the class in case the number of the students is not enough for the implementation of the system. If such an implementation is conducted for that reason please explain the implementation of letter grades related with the course you teach in Part III. For example, in normal system the equivalent of the letter grade AA is between 90-100. However, the instructor can evaluate AA as a grade between 80-100.

Example :

PERCENTAGE	COURSE GRADE	COEFFICIENT
80-100	AA	4.0
80-75	BA	3,5
75-70	BB	3.0
70-65	CB	2,5
65-60	CC	2.0
60-55	DC	1,5
55-40	DD	1.0
40-35	FD	0.5
35 and below	FF	0

If IUE Evaluation system is exactly used please mark the related part.

EXAM RULES

1. Staff

Examination Coordination Committee (ECC): It is a committee that is composed of Student Affairs Director and three academicians, one of whom is the chairman, who are entrusted with determining exam dates and places so as to administer exams regularly, assigning staff for exams and determining principles to be obeyed in exams.

Exam Coordinator: This is the academician who is assigned by the ECC for a day throughout final exams and is in charge of conducting exams on that day according to the rules. In order to help the exam coordinator, an instructor is charged by the ECC.

The Person in Charge of the Exam: This is the academician who is to give the course stated in the curriculum and is primarily responsible for conducting the exam.

Invigilator: This is the academician who is assigned to help the instructor responsible for mid-term and final exams of the courses given at the university to conduct the exam.

2. Exam Date and Place

They are the dates and classrooms that are announced to students and stated in exam programs. It is impossible to change these dates and places without ECC's approval.

3. Required Documents for the Exam

Students are required to have their student identification cards with their names, surnames and student numbers inscribed on them with them to be able to take the exam. Students' identification cards will be examined carefully by invigilators while they are entering the exam room.

II. CONDUCTING THE EXAM

Having been decided by the responsible academician, mid-term exams are announced within the first month of the term by the Department Head Office. Final exams are conducted in places and on times determined by Student Affairs Office.

1. The Duties of an Exam Coordinator are:

- To be at the exam centre no later than 8:30.
- To ensure that exams start and finish on time, to supervise the process of finding a substitute invigilators if necessary and to prepare the documents and the forms related to the exam.

2. The Duties of the Person in charge of the Exams:

- To ensure that the exam is conducted by the rules and regulations
- To prepare and evaluate the exams
- To make requests of the substitutions of the invigilators to the ECC
- To walk around the classroom area during the exams to make sure that the exams are administered according to the rules
- To decide whether the late comers are allowed to take the exam
- Exam booklets exposed to the process of cheating are not to be evaluated until the end of the disciplinary inquiry and are to be announced under the category of "I" (incomplete).

3. The Duties of the Invigilators:

- To assist exam preparations by contacting the person in charge at least one day before the exam
- To assist the person in charge copying exam booklets
- To announce the names of the students in the lecture hall if necessary
- To check the seating plan and make the necessary arrangements at least an hour before the exam, to inform the person in charge of exams if the exam room is not appropriate for the students so that he or she can take necessary measures
- To ensure that the cellular phones are off
- To check the identification cards of the students so that the exam can start and finish on time
- To get the approval of the person in charge to allow the students to take the exam when they are late
- To ensure that the students sign the attendance sheet. If there are students that come to the exam late they take the approval of the Person in Charge of the Exams in order to allow them.
- To collect the exam booklets from the person in charge at least half an hour before the exam starts. To give detailed information about the things that are to be announced in the exam (exam duration, materials that can be or cannot be used during the exam, etc.)
- To ensure that the exam takes place according to the rules after handing out the exam booklets
- To confiscate the answer sheets of those who cheat, who help others to cheat and who attempt to cheat during the exam and state the situation on the exam report. Answer sheets subject to cheating are delivered to the person in charge first, and then to the Student Affairs Office, with the exam report attached.
- The exam sheets, which have been subject to cheating, are left out of evaluation till the disciplinary inquiry is completed and those grades are announced as "I" (Incomplete).
- By the time the exam is over, the invigilator is to hand in the exam booklets including the blank ones, with exam documents attached to the exam report, to the person in charge.
- To acquire detailed information about the materials used during the exam

GPA AND GRADING

As assessment for each term, students will be given one of the letter grades listed below by the instructor for each course taken.

The grades defined in letters, coefficients, and percentage equivalents are as follows:

SCORE	GRADE	COEFFICIENT
90-100	AA	4.0
85-89	BA	3.5
80-84	BB	3.0
75-79	CB	2.5
70-74	CC	2.0
65-69	DC	1.5
60-64	DD	1.0
50-59	FD	0.5
49 and below	FF	0.0

I	Incomplete
S	Satisfactory Completion
U	Unsatisfactory
P	Satisfactory Progress
EX	Exempt
NI	Not included
W	Withdrawal
NA	Failure due to non-attendance

(I)(Incomplete) The letter grade (I) is given to those students who are not able to meet all the course requirements despite having been successful during the term either due to illness or other valid reasons. Students who have received a letter grade of (I) must complete their missing course requirements and receive a grade within 15 days after grades have been submitted to the Registrar's Office. Otherwise, the (I) grade will automatically become FF. However, in the event of prolonged illness or other such problems, this period can be extended until the beginning of registration for the next semester, upon the submission of justified document and application of student, upon the recommendation of the instructor, and approval of the Head of the Department concerned and subject to approval of the Faculty Administrative Committee.

(S)(Satisfactory), The grade (S) is given for courses which are not included in the Grade Point Averages.

(U)(Unsatisfactory), The grade (U) is given to students who are not successful in non-credit courses that are not included in the GPA.

(P)(In Progress), The grade (P) is given to students who are taking the non-credit courses that are not included in the GPA.

(EX)(Exempted), The grade (EX) is given to students who have been exempted on a non-credit basis from courses determined by the Institute Senate as a result of the Proficiency Examination administered by the department concerned. The grade (EX) is not included in the GPA, but is indicated on students' transcripts.

(NI)(Not included), The grade (NI) is given to identify the courses taken which are not assessed in the evaluation of GPA. This grade is reported in the students' transcripts with the relevant course grade. Such courses, are taken according to the sixth article of the regulation include stipulating the course load and are not counted as valid in procedures related to program/s that the student is registered. Courses with an (NI) grade cannot be repeated.

(W)(Withdrawal), The grade (W) is given to a student who withdraws from a course after the drop/add period within the first 10 weeks, following the start of the semester, upon the recommendation of his/her advisor and the approval of the instructor concerned. The conditions of withdrawing from courses are stated as follows:

a) A student is not allowed to withdraw from courses during the first two semesters of his/ her undergraduate program. Courses being repeated to increase the GPA are excluded from this condition.

b) A student is not allowed to withdraw from courses in which he/ she has received the grade (W) before, courses which are not included in the GPA and from those he/ she has to repeat.

c) A student is not allowed to withdraw from courses which constitute less than 1/3 of the normal course load.

d) A student is allowed to withdraw from courses, at the most, during his/ her undergraduate study and one course, at the most, in any semester subject to the recommendation of the advisor and approval of the instructor concerned.

e) A student who is registered to university with transfer examination is not allowed to withdraw from adjustment courses.

f) A student has to take the course she/he has withdrawn in the first semester the course is opened.

In accordance with the agreements made between Izmir University of Economics and educational institutions or official authorities abroad, the exchange program students or guest students who attend Izmir University of Economics may withdraw from courses upon the recommendation of International Relations Coordinator and his/ her instructor's consent. In this case the regulations concerning (W) grade will not be applied.

(NA)(Not attended), The grade (NA) is given for students who fail to fulfill the attendance or application requirements of the course. The grade (NA) is included in the CGPA as (FF). A student who receives the grade (NA) from a course will not benefit from the rights indicated in article 16.

The equivalency and/or accreditation of the courses taken by the students during exchange programs are determined by the Faculty Administrative Committee concerned.

Final grades awarded are announced by the Registrar's Office.