



İZMİR UNIVERSITY OF ECONOMICS

**VISITING FACULTY MEMBER
BOOKLET**

2009–2010 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.

In 2009-2010 academic year, the University will give education with five Faculties, two Higher Education Schools, one Vocational School and a Graduate School of Social Sciences containing seven master and two doctorate programs and five master and a doctorate 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/Graduate School Directorate 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, "OASIS Information System". 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 "OASIS" 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 <https://oasis.ieu.edu.tr/oasis/help.php> address in the web site.
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/ögretim%20üyesi%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	
June 15, 2009	DEADLINE of Application For Graduate Programs
June 17, 2009	English Level Assessment Exam for Graduate Programs
June 18, 2009	English Proficiency Exam For Preparatory Program and newly Registered Graduate Program Students
June 24, 2009	Master's Degree Interviews
June 26 ,2009	Doctorate Interview and Exam
July 6-10, 2009	DEADLINE for Final Registration and Tuition Fee Payments of Newly Registered Graduate Program Students
August 10-13, 2009	Course Enrolments (For all Graduate Programs)
August 17-19, 2009	DEADLINE FOR PAYING THE 1st INSTALLMENT for tuition fees of Continuing Graduate Program Students
August 20, 2009	Advisor Approvals (For Graduate Programs)
August 24, 2009	DEADLINE for Undergraduate Transfer Application (For Undergraduate and Graduate Program Students)
August 24 - September 18, 2009	Orientation Program (For Graduate Programs)
August 31 - September 07 2009	New Registration to the University (For Undergraduate and Vocational School Students)
September 08, 2009	English Level Assessment Exam For Undergraduate and Vocational School Students who will study at Preparatory Class
September 09, 2009	English Proficiency Exam (For Old And New Undergraduate Students)
September 11, 2009	DEADLINE for tuition fees of Continuing Students (For Undergraduate, Vocational School Students)
September 07-10, 2009	New Registration to the University (For Transfer Students)
September 14-18, 2009	Course Registrations and Advisor Approvals (For Undergraduate, Vocational School Students)
September 20-21-22, 2009	Religious Holiday
September 24-25,2009	Orientation Program (for Preparatory Class Students)
September 28, 2009	Beginning of the Courses (For All Programs)
October 02-03-04, 2009	Orientation Program (For Undergraduate and Vocational School Students who will study in the 1st grade)
October 09, 2009	Deadline for Add-Drop (For Undergraduate and Vocational School Students)
October 28,2009 Wednesday (After 12:30) October 29, 2009	Official Holiday (Republican Holiday)
November 23, 2009	Beginning of 2nd Module for English Preparatory Class
November 26, 2009 Thursday (After 12:30) November 27-28-29-30 2009	Religious Holiday
December 07-11, 2009	DEADLINE for Withdrawal (W) applications of 2nd, 3rd and 4th grade students
December 15, 2009	DEADLINE FOR PAYING THE 2nd INSTALLMENT for tuition fees of all Graduate Program Students
January 09, 2010	End of Courses (For All Programs)



January 09, 2010	Deadline for Dissertation Submission (For Graduate Programs)
January 13,2010	English Level Assessment Exam
January 14,2010	English Proficiency Exam
January 11-22, 2010	Final Exams
January 25, 2010	Beginning of 3rd Module for English Preparatory Class
January 27, 2010	DEADLINE for entering the grades to the system
January 29, 2010	Announcement of the grades
February 02, 2009	DEADLINE for Last Term Students to Submit Applications to Re-Take Examinations
February 04-05, 2009	Re-Take Examinations for Last Term Students
Spring Semester	
January 11, 2010	DEADLINE of Application for Graduate Programs
January 13,2010	English Level Assessment Exam
January 14,2010	English Proficiency Exam(for graduate students)
January 19, 2010	Master's Degree Interviews
January 21-22 , 2010	Final Registration to the University and Tuition Fee Payments for Newly Registered Undergraduate Students
January 25 - February 12, 2010	Orientation Program (For Graduate Program Students)
January 28, 2010	DEADLINE For Transfer Applications (For Undergraduate and Graduate Programs)
February 03, 2010	DEADLINE for tuition fees for Continuing Students (For Undergraduate, Vocational School Students)
February 01-04, 2010	Course Registration (For All Graduate Programs)
February 02, 2010	English Level Assessment Exam for Transfer Students
February 03, 2010	English Proficiency Exam for Transfer Students
February 04-05, 2010	New Registration to the University for Transfer Students
February 08-10, 2010	DEADLINE for paying the 1st INSTALLMENT for tuition fees of Continuing Graduate Program Students
February 08-12, 2010	Course Registrations and Advisor Approvals (For Undergraduate, Vocational School Students)
February 11, 2010	Advisor Approvals for Graduate Program
February 15, 2010	Courses of all programs begin
February 26, 2010	DEADLINE for Add-Drop (For Undergraduate, Vocational School Students)
March 22, 2010	Beginning of 4th Module for English Preparatory Class
April 23, 2010	Official Holiday (National Independence and Children's Day)
April 19 - 26, 2010	Withdrawal Applications (W) for 2nd, 3rd and 4th Year Students (For Undergraduate and Vocational Students)
May 13,2010	English Proficiency Exam
May 15, 2010	DEADLINE for paying the 2nd INSTALLMENT for tuition fees of Graduate Program Students
May 17, 2010	Beginning of 5th Module for English Preparatory Class
May 19, 2010	Official Holiday
May 29, 2010	End of courses (For all programs)
May 29 2010	DEADLINE for Dissertation Submission (For Graduate Students)
May 31, 2010 - June 11, 2010	Final Exams
June 14, 2010	DEADLINE for entering the grades to the system
June 16, 2010	Announcement of the grades



July 8, 2010	English Proficiency Exam
July 12, 2010	Beginning of 6th Module for English Preparatory Class
August 24, 2010	DEADLINE for Last Term Students to Submit Applications to Re-Take Examinations
August 26-27, 2010	Re-Take Examinations for Last Term Students
Summer Semester	
June 28, 2010- August 14, 2010	Summer School (For Vocational School And Undergraduate Students)
August 2-27, 2010	Summer Support Program (for English Preparatory Class students)
August 16 -20, 2010	Summer School Exams (For Vocational School And Undergraduate Students)
September 2, 2010	English Proficiency Exam



APPENDIX - 1

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.



APPENDIX - 2

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



APPENDIX – 3

**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 ÖĞELER/
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

EXPLANATIONS

BÖLÜM I)

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

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.

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.

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.

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.

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.



APPENDIX – 4

IZMIR UNIVERSITY OF ECONOMICS EXAM RULES

A) GENERAL INFORMATION

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 exam coordinator, an instructor is charged by the ECC.
- **Assistant of Exam Coordinator:** Is the academic assigned by ECC on a daily basis during final examination period. They are also in charge of carrying out the exam(s) on the day they have been assigned in accordance with the rules and regulations concerned as well as helping the Exam Coordinator.
- **Substitute proctor (2 people):** Are the academicians on duty should invigilate if necessary.
- **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 university to conduct the exam.

2) EXAM PLACE AND DATE :

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 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.

B) 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 am.
- To ensure that exams start and finish on time, to find substitute invigilators if necessary, and to prepare the documents and forms related to the exam.

2) THE DUTIES OF ASSISTANT OF EXAM COORDINATOR :

- To be at the exam centre no later than 08:30.
- Ensure that exam(s) they have been assigned for start and finish on time; help find substitute invigilators if required and assist the Exam Coordinator that keeps the documents and forms concerning the exam(s).

3) 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 Exam Coordination Council.
- While placing students in the exam rooms, it is of high importance to ensure a well-balanced distribution.
- Students are not allowed to leave the exam room during the first 15 minutes of the exam.
- To walk around the classroom area during the exams to make sure that the exams are administered according to the rules and to answer the students' questions about exam.
- 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 if "I" (Incomplete).

4) THE DUTIES OF THE SUBSTITUTE PROCTOR :

- They are expected to be in Exam Coordination Centre at least 15 minutes prior and subsequent to start of the exams on the days they have been assigned.
- To fulfill the invigilation duties as assigned by the exam coordinator.

5) THE DUTIES OF THE INVIGILATORS :

- To assist exam preparations by contacting the person in charge at least one day before the exam
- While placing students in the exam rooms, it is of high importance to ensure a well-balanced distribution.
- Students are not allowed to leave the exam room during the first 15 minutes of the exam.
- 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 and to inform the person in charge of the exam 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 during the exam.
- To check the identification cards of the students so that the exam can start and finish on time.
- To ensure that the students sign the attendance sheet and to get the approval of the person in charge of the exams to allow the students to take the exam when they are late.
- To collect the exam booklets from the person in charge half an hour before the exam starts and to acquire detailed information about the materials used during the exam. (Duration of the exam materials use during the exam etc.)
- To ensure that the exam takes place according to the rules after handing out the exam booklets.
- The invigilator confiscates the answer sheets of those who cheat, who help others to cheat and who attempt to cheat during the exam and he states the situation on the exam report. Answer sheets, which have been subject to cheating, are submitted 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 not evaluated until 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.



APPENDIX-5

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

The letter grade "I" (Incomplete) is given by the instructor to those students who are not able to meet all the course requirements despite having been successful during the term due to either illness or other valid reasons. Students who have received a letter grade "I" must complete their missing course requirements and receive a grade within 15 days after grades have been announced by the Student Affairs Directorate. Otherwise, a grade "I" 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 recommendation of the instructor and admission of the related Head of the Department and approval of the Faculty /School Administrative Board.

Grade "S" (Satisfactory) is given to students who are successful in courses that are not included in the GPA.

Grade "U" (Unsatisfactory) is given to students who are not successful in courses that are not included in the GPA.

Grade "P" (Successful Progress) is given to students who continue to the courses that are not included in the GPA and that has a period exceeding one semester.

Grade "EX" (Exempt) 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 related department/school. Grade "EX" is also given to



students who have transferred from other universities or re-registered to the university through the university Entrance Examination administered for courses taken previously and accepted as equivalent by related Faculty/School Administrative Committee. Grade "EX" is not included in the GPA, but is indicated on the students' transcripts.

Grade "NI" (Not included) is issued to identify the courses taken which are not assessed in the evaluation of GPA of the program or programs of the student. This grade is reported in the students' transcripts with the relevant course grade. Such courses, as above, are taken according to the sixth article of the policy including 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.

Grade "W" (Withdrawal) is used for the courses that a student who withdraws from after add/ drop period within the first 10 weeks of the semester, upon the recommendation of his/ her advisor and the approval of the related instructor. A student is not allowed to withdraw from courses during the first two semesters of his/ her undergraduate program and from those courses s/he has to repeat and received grade "W" before, which are not included in the GPA. A student is allowed to withdraw from 6 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 including minor program or double major program courses. A student is not allowed to withdraw from orientation courses for transfer students and orientation courses that are offered for the last time because of changes in the course program. A student has to take the course that s/he withdrew from, in the first term that it is offered. In accordance with the protocols made between the Izmir University of Economics and educational institutions or official authorities abroad, the exchange program students being educated at Izmir University of Economics may withdraw from courses upon the recommendation of International Relations Office and his/ her instructor's consent. In this case, the regulations concerning grade "W" will not be applied.

Grade "NA" (non-attendance) is issued by the instructor for students who fail to fulfill the attendance or application requirements of the course. Grade "NA" is included in the CGPA as "FF". A student who does not attend a course cannot attend the final exam of that course and will not benefit from the examination rights indicated in article 16.

The credit equivalence of the courses in students exchange programs and the adaptation of the grades will be made by the related faculty/school administrative board.

Final grades are announced by the Student Affairs Directorate within the specified dates.