

Dear Students,

Per the [message](#) from the Office of the President from September 6, 2021, Fall 2021 Courses including PS/DS and LAB sessions are to be offered **face-to-face** by taking into account classroom capacities and public health conditions. ACWR 101 through 107, HIST 300, TURK 100, BLAW 202, ALIS 100 and discussion sessions for all Law courses are to be offered **online**. ELC courses are to be offered both online and face-to-face and ELC faculty and students are to be informed accordingly.

We ask all students, faculty and staff to be fully vaccinated, i.e., all individuals must have had 2 doses of COVID-19 vaccine, with the second dose at least 14 days prior to their return back to offices on September 13th for Faculty and staff, and on September 27th for all students.

Faculty, staff and students who are not vaccinated are required to report to the Health Center a negative PCR test result, not older than 72 hours from the date the sample was collected. This is required upon each entry to campus.

We strongly encourage those who have not yet received the vaccine to be vigilant and considerate in protecting the health and well-being of themselves and others.

All Courses are to be offered for a total of 2x70 minutes on Monday-Wednesdays or Tuesday-Thursdays between 08:30 and 18:40. There are 7 time slots each day. PS/DS/LAB sessions are scheduled for 70 minutes between 19:00-20:10 on Monday through Thursday or are scheduled on Fridays throughout the day. There needs to be a 20-minute break at the end of each Lecture.

All students and faculty members should leave the classrooms at the end of each session, after 70 minutes, to provide opportunity for full ventilation and fresh air flow into the classroom. Since the Lecture times are thus limited to 70 minutes due to health and safety reasons, all instructors and students must be particularly vigilant and uncompromising about completing Lectures in no more than 70 minutes.

It is mandatory for students and faculty to wear masks during face-to-face classes in all classrooms at all times. Arrangements have been made to have only fresh air circulation in all classrooms and labs used for instruction. All classroom windows and doors are to be left open as much as possible. No food or drinks are allowed in the classrooms.

Courses are to be offered online synchronously and recorded for students to access later. [Disclaimer](#) about course recordings is to be available on Zoom, Panopto and Blackboard at the beginning of sessions. Reminders are also to be available in the classrooms and be included in the syllabi.

Teaching is to be conducted face-to-face. However, as online participation in face-to-face classes is also possible, students who participate online are encouraged to participate actively. Students can submit attendance information for classes via Blackboard. Hence, it is recommended that they bring their own electronic devices to face-to-face sessions both for attendance tracking and also for potential online components of face-to-face courses. In situations where this is not possible, the student should inform the instructor. For online courses, in cases where the student does not have an electronic device, computer labs will be available for use.

Examinations (midterm(s) and final) for **face-to-face and online courses** are to be held face-to-face on campus. The faculty member may also support examinations with take home exams, group work, presentation, project, report, analysis etc. Faculty member is to choose the type of examinations for his/her course. For exchange students who cannot participate in face-to-face courses, international students with travel restrictions and students with pre-approved conditions by the University Executive Council, online examination arrangements should be made by the faculty member upon the request of the student.

As of Fall 2021 Semester, regular letter grading for courses will be in effect and students will no longer have the option to receive 'S/U' (Satisfactory-Unsatisfactory) grades moving forward, unless otherwise noted.

In the attached link you can also find some general highlights from 2021 [Academic Council decisions](#).

Preparations for the Fall 2021 semester:

- Course Planning for students starts on September 13.
- Course enrollments will begin on September 21, 2021.
- Fall semester will begin on September 27, 2021 and add-drop period will continue for **two weeks** until October 8, 2021.
- Students are expected to discuss planned courses between September 13-20, with their academic advisors who will release the relevant service indicator from KUSIS

after their meeting, so that students can complete enrollments on their designated time slots. If the service indicator is not released before the appointment date, students should contact their Dean's Office.

- **For Fall 2021** academic term, students who do not have a meeting with their advisors will not be able to enroll in any courses until **September 24, 2021**.

Useful Links:

[Academic Calendar](#)

[Registrar's and Student Affairs How-to Videos](#)

[Registrar's and Student Affairs – FAQs](#)

[FAQs about Course Registration Process](#)

[IT Educational Technologies](#)

[Office of Learning and Teaching \(KOLT\)](#)

With best wishes for a successful and a healthy Fall 2021 Semester.

Sincerely,

Esra Edin Aykut
Registrar's and Student Affairs Director