

 KOÇ UNIVERSITY	KOÇ UNIVERSITY EXCHANGE PROGRAMS PROCEDURE FOR EXAMINATION WITH EXCUSES	Date : 14.12.2021 Update No : 01 Responsible Unit :OIP Page : 1 / 3
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KOÇ UNIVERSITY EXCHANGE PROGRAMS PROCEDURE FOR EXAMINATION WITH EXCUSES

1. PURPOSE

The purpose of this procedure is to regulate the principles of Final Examinations with Excuses for Koç University Exchange Programs.

2. SCOPE

This procedure shall cover all students of the University (KU students as well as international students who are at KU on exchange programs for a limited duration) and all administrative and academic staff responsible for the implementation of the procedure.

3. REFERENCES

None

4. RESPONSIBLE PARTIES

4.1 The Office of International Programs (OIP) shall be responsible for preparing and updating this document.

4.2 The Office of International Programs (OIP) and the relevant unit administrators and the staff of all Colleges/Graduate Schools shall be jointly responsible for the implementation of these procedures.

5. DEFINITIONS AND BASIC PRINCIPLES

Faculty Member: In this procedure document, the term faculty member shall cover all lecturers and instructors.

The final examination with excuse options for students studying at Koç University as part of an exchange program and for Koç University students to participate in an exchange program are listed below. The faculty member in charge of the course shall make the decision concerning which of these options shall be implemented.

1- Early Final Examination: For this option, the final examination of the relevant course(s) shall be taken at Koç University at an earlier date than established in the Koç University academic calendar. If an Early Final Examination is to be administered, the faculty member in charge of the course may request a project or assignment to replace the classes that will be missed, in addition to the Early Final Examination.

2- Project or Assignment: For this option, the project or assignment must be submitted by the deadline set by the faculty member in charge of the course, who shall also determine the scope and content of the project or assignment.

3- Final Examinations Abroad: In collaboration with the OIP, the faculty member in charge of

the course can request that the student take the final exam on the same date as the one administered in Turkey, supervised by an observer at KU's partner university. If this option is preferred, the OIP shall contact the partner university abroad and request that a venue and a proctor be allocated for the examination, and the OIP shall receive exam questions from the faculty member in charge of the course via e-mail on the day of the exam or the day before at the earliest, and forward these to the partner university official assigned to the exam. Immediately after the exam, the answer sheets shall be sent by OIP via e-mail to the faculty member in charge of the course. Upon request, the originals of the exam papers may also be requested by the OIP for dispatch by express courier.

- 4- **Online Final Examination:** If the faculty member in charge of the course deems it appropriate, the student shall take the examination administered by the faculty member online, on the date of the final exam or on a different date. For international students who participate in exchange programs completely online from outside the borders of Turkey, the decision to administer the mid-term and final exams online by the faculty member on the exam date, or on a different date if the faculty member approves, shall be in effect. The list of students participating in exchange programs online shall be forwarded by the OIP to the Registrar and the relevant College or Graduate School at the beginning of the semester.

6. METHOD

A- Students Going on an Exchange Program

- 1- Students of Koç University who are to study in a university abroad through Student Exchange Programs in the next academic term shall be able to request an Early Final Examination, Project/Assignment, Final Examination Abroad or an Online Final Examination, if the academic calendar of Koç University and that of the university they are to attend are in conflict.
- 2- Students who request an Early Final Examination on the above-mentioned grounds shall contact the academic and administrative coordinators of the college and obtain approval from the faculty member in charge of the course.
- 3- Students who request a Project/Assignment or a Final Examination Abroad for the reasons listed above shall contact the faculty member in charge of the course and get approval.
- 4- Students who request an Online Examination for the reasons listed above must first obtain approval from the faculty member in charge of the course, and based on this approval, submit their request to the Koç University Board of Directors with a petition. If the decision of the Board of Directors is favorable, the faculty member in charge of the course shall administer the online exam to the student on the day of the exam, or on a different day if the faculty member deems it appropriate.

B- Students Visiting through Exchange Programs

- 1- Students who are visiting Koç University through an exchange program can request an Early Final Examination, Project/Assignment, or Final Examination Abroad in cases of conflict between the academic calendars of their own university and that of Koç University, for demonstrable and force majeure reasons (emergency health problems, natural disasters, etc.), and in cases of work and/or internship situations finalized before the 7th week of the academic term at Koç University.
- 2- Students who request an Early Final Examination on the above-mentioned grounds shall contact the academic and administrative coordinators of the college and obtain approval from the faculty member in charge of the course.
- 3- Students who request a Project/Assignment or a Final Examination Abroad for the reasons listed above shall contact the faculty member in charge of the course and get approval.
- 4- For international students who participate in exchange programs completely online from outside the borders of Turkey, the decision to administer the mid-term and final exams

online by the faculty member on the exam date, or on a different date if the faculty member approves, shall be in effect, as long as the Koç University Board of Directors approves. The list of students participating in exchange programs online shall be forwarded by the OIP to the Registrar and the relevant College or Graduate School, at the beginning of the semester.

- 5- Students who request an online exam for demonstrable and force majeure reasons despite being in Turkey as part of the exchange programs should first obtain approval from the faculty member in charge of the course, and based on this approval, submit their request to the Koç University Board of Directors with a petition. If the decision of the Board of Directors is favorable, the faculty member in charge of the course shall administer the online exam to the student on the day of the exam, or on a different day if the faculty member deems it appropriate.

7. ATTACHMENTS AND RECORDS

None.

8. REVISION

The responsibility for reviewing and updating this procedure rests with the Office of International Programs. The revision shall be carried out annually in accordance with the established needs.

9. CHANGE/ DISTRIBUTION/ APPROVAL TABLE

Page changed	Date	Change made	Change made by
1 and 2	December 7, 2016 December 14, 2021	New Publication Update	Office of International Programs Office of International Programs
Distribution (Relevant Units)			
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