

 KOÇ UNIVERSITY	KOÇ UNIVERSITY EXCHANGE PROGRAMS PROCEDURE FOR EXAMINATION WITH EXCUSES	Date : 12.05.2023 Update No 03 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.

Below is a list of excused final exam options that can be considered for Koç University students who are participating in an exchange program or a short-term study abroad program organized by the Office of International Programs (OIP). 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/Make-up:** If the faculty member in charge of the course deems it appropriate, the student shall take the examination/make-up exam 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.
- 5- **Late Final:** The practice is for Koç University students or international students studying at Koç University within the framework of exchange programs to take their final exams for the courses they are responsible for at Koç University at a later date after completing their exchange programs. For Koç University students, this practice is carried out in a face-to-face manner at Koç University after their return from the student exchange program. For international exchange students, if this option is implemented, the exam will be conducted according to either the "Final Examination Abroad" or "Online Final Examination" options at their home institution. The decision regarding this matter belongs to the course instructor.

6. METHOD

A- Students Going on an Exchange Program

- 1- Koç University students who will participate in Student Exchange Programs at a university abroad for one academic semester in the following term can request one of the options listed in Article 5 of this procedure if there is a conflict between Koç University's academic calendar and the academic calendar of the host university.
- 2- The student is responsible for communicating their request to the relevant instructor by the 7th week of the current academic semester.
- 3- Students requesting one of the options listed in Article 5 of this Procedure must apply to the instructor of the respective course and obtain approval. If the instructor's decision is positive, the exam will be administered on a date determined by the instructor.

B- Students Visiting through Exchange Programs

- 1- Students who are visiting Koç University through an exchange program can request one of the options listed in Article 5 of this procedure 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- The student is responsible for communicating their request to the relevant instructor by the 7th week of the current academic semester.
- 3- Students requesting one of the options listed in Article 5 of this Procedure must apply to the instructor of the respective course and obtain approval. If the instructor's decision is positive, the exam will be administered on a date determined by the instructor.
- 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. If the decision of the faculty member 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	New Publication	Office of International Programs
	December 14, 2021	Update	Office of International Programs
2 and 3	December 13, 2022	Revision	Office of International Programs
1 and 2	May 12, 2023	Revision	Office of International Programs
Distribution (Relevant Units)			
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