



KARADENİZ TECHNICAL UNIVERSITY OF FACULTY OF TECHNOLOGY



UNDERGRADUATE STUDENT HANDBOOK

Dear students

This handbook contains brief information that will be of interest to you in your education and training. **Please read the handbook until the end.** For the parts that are not understood, please consult your advisor first. Please note that you must meet with your advisor at **least once** every semester in accordance with the Directive on Academic Advising for Associate and Undergraduate Students of Karadeniz Technical University. Thank you for choosing our faculty and we wish you success throughout your education life.

1. SUBJECTS RELATED TO UNDERGRADUATE EDUCATION AND TRAINING

1.1. Course Credits

The load of educational studies that the student will take in a semester is the educational studies of that semester specified in the education plan. The maximum course load in a semester **cannot exceed 40 hours**, except for those in the last year of their maximum education period and students who can graduate at the end of that semester when they take all the courses.

1.2. Academic Calendar and Semester Registrations

At the beginning of each semester and within the periods specified in the academic calendar, students are **obliged to renew their registrations and register for courses interactively** within the framework of the principles to be determined by the University Administrative Board by paying the required contribution and tuition fee (**KTU Information Management System Interface Web Address <https://bys.ktu.edu.tr/bys/bys.aspx#>**). Students are responsible for all of the registration renewal procedures and are obliged to carry out these procedures themselves. However, students who register during the first registration and fulfill other legal obligations determined by the University are also **considered to have registered for the first semester courses of the first year**. The course registrations of students within this scope are made directly by the Student Affairs Office. Students can register for a new course interactively or drop the course(s) they have already registered for within the periods specified in the academic calendar. **In case of enrollment, the student must first take the failed courses**. Students **must have their academic advisors approve** the courses they take within the drop and add period.

Prerequisite courses and their conditions are determined by the relevant unit boards with their justifications and the decisions taken are finalized with the approval of the Senate. Prerequisite courses are specified in the education plan. In order to enroll in these courses, the **last grade obtained from the prerequisite courses must be at least DC**.

The registered education studies of a semester are announced to the students on the internet. Students are required to make their objections regarding the educational studies for which they have registered to the Student Affairs Department within the periods specified in the academic calendar. The interactive registration of students who do not apply within this period becomes final.

1.3. Final Exam

In order to take the final exam of a course, it is compulsory **to be registered in that course and to attend at least 70% of the courses taken for the first time, at least 80% of the practices and/or laboratories** and other academic studies that the instructor deems necessary and announces to the students in advance. Students who fail to fulfill these conditions are not taken to the final exam. **This student is given the letter grade of (D) absent**.

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If a student who fulfills the requirement of taking the final exam from a course once, repeats this course in the following semesters, the **attendance requirement is not required only for theoretical courses.** However, attendance is required for practice, laboratory, and other semester studies related to the course.

Students are given a make-up exam right for the midterm exams they cannot attend. **Health report is not counted from attendance.** It is used only for midterm exams and make-up exams for in-semester studies in the form of exams.

The contribution of the final exam to the letter grade is 50%. **It is obligatory to get at least 45 points** out of 100 in the final exam. Students who do not take the final exam or who do not get at least 45 points from this exam are not included in the evaluation of the semester studies and these students **are evaluated with a letter grade of (FF).**

1.4. Resit Exam

At the end of each semester, students can take the resit exam from all courses of that semester. In order to be able to take the resit exam, it is compulsory to register for the relevant courses in the academic year in which the exams will be held and to fulfill the conditions for taking the final exam of these courses. **Students who cannot take the resit exams are not given the right to a make-up exam. It is compulsory to get at least 45 points** out of 100 in the resit exam. The letter grade is determined by taking into account the weights of the midterm exam, semester studies and resit exam grade. Students are considered successful or unsuccessful according to the semester grade point average from the courses in which they receive a DC letter grade in the resit exam.

1.5. Graduation Examination

For students who have one course remaining for graduation, a graduation exam is held for the failed course within fifteen working days after the resit exam and at the time specified in the academic calendar.

In order for students to take the graduation exam, they must have fulfilled the requirements to take the final exam of the relevant course.

In order to be successful in the graduation exam, **it is compulsory to get at least 50 points** out of 100 if the semester average of the course is 2.00 and above, and at **least 60 points** if the semester average is below 2.00. In the determination of the graduation exam success grade, semester studies are not included in the evaluation. The absolute grade system is used in the conversion to the letter grade system. The letter grade received in the exam replaces the success grade of that course in the relevant semester.

1.6. Make-up Exam

Making a make-up exam is decided by the relevant department chairmanship or school directorate. In order for students who cannot take the exams due to illness, health reports must be obtained from the University's health institutions or other health institutions and organizations in order to be accepted for health-related excuses.

The student submits the excuse document to the unit in which he/she is registered within seven days following the end date of the excuse. Applications made outside this period are not processed. Students who do not take the make-up exams are not given a new make-up exam.

1.7. Validity of the Examination and Examination Procedure

In all kinds of exams, practices, laboratories, workshops, homework, semester or year projects and other similar studies, **a student who cheats, plagiarizes, attempts to cheat, assists those who attempt to cheat, plagiarize, or who is later found to have cheated or plagiarized from the examination of the relevant documents is deemed to have received a zero grade in that exam or study.**

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Except for the documents required for the exam and the tools permitted by the instructor, **it is forbidden to take the exam with calculators with recording function, cell phones, computers, tablets, radios, cameras, and similar communication, storage, recording, and data transfer devices.** The exam of the student who is found to have taken the exam with these prohibited devices is considered invalid and he/she is **deemed to have received a zero grade** in that exam.

Students without a valid student ID card issued for the current academic year **are not allowed to take the exam. Students who disrupt the general order of the exam in any way** during the exam are **removed from the exam hall and are considered to have received a zero grade in that exam.**

In the cases specified in this article, the provisions of the "The Regulation on Student Discipline in Higher Education Institutions" published in the Official Gazette dated 18/8/2012 and numbered 28388 are also applied to the relevant students.

1.8. Assigning Grades and Calculation of Success Grade

Grades are converted into letter grades according to the relative system for courses with more than 10 students and according to the absolute system for courses with 10 or less students and announced online by the Registrar's Office.

Students who receive one of the letter grades (AA), (BA), (BB), (CB) and (CC) from a course are considered successful in that course. In addition, **students with a semester grade point average of** In case of any material error in the exam grades, the **application for correction is made within three working days following** the announcement of the grades. The applications are decided by the relevant unit to which the student is affiliated **within seven days.**

Grades are converted into letter grades according to the relative system for courses with more than 10 students, and according to the absolute system for courses with 10 or fewer students, and are announced by the Student Affairs Directorate on the internet.

Students who receive one of the letter grades (AA), (BA), (BB), (CB), or (CC) in a course are considered to have passed that course. Additionally, students with a semester **weighted grade point average of 2.00 or higher are considered successful in courses graded (DC) as well.** Applications for objections and corrections regarding exam grades and letter grades are made directly to the relevant department in which the student is enrolled.

The total credits a student receives from an educational study is obtained by multiplying the credit value of that study by the semester grade coefficient. In order to find the grade point average of any semester, the total amount of credits taken by the student from all educational studies in that semester is divided by the total credit value of the studies taken. The average obtained is shown as two digits after the comma.

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Table 1. Example of Term and Overall Average Calculation

Dersin Adı	Dersin Kredisi	Harf Notu(Katsayı)	Dersin Kredisi x Harf Notunun Katsayısı)
1. Dönem			
Güç Sistemlerinin Analizi	3	AA(4.0)	3x4
Yakıtlar ve Yanma	3	BA(3.5)	3x3.5
Hidroelektrik Santraller	2.5	CC(2.0)	2.5x2
Toplam	8.5		27.5
1. Dönem Ortalaması	(Kredi x Harf Notu Top.) / (Krediler Top.) = 27.5/8.5=<u>3.23</u>		
2. Dönem			
Diferansiyel Denklemler	4	DC(1.5)	4x1.5
Elektrik Müh. Temelleri	2.5	BB(3.0)	2.5x3.0
Mühendislik Matematiği	3	BA(3.5)	3x3.5
Toplam	9.5		24
2. Dönem Ortalaması	(Kredi x Harf Notu Top.) / (Krediler Top.) = 24/9.5=<u>2.52</u>		
Genel Ortalama Hesabı(1. ve 2. döneme göre)			
Tüm Dönemlerin Kredilerinin Toplamı	8.5+9.5=<u>18</u>		
Tüm Dönemlerin Kredi x Harf Notlarının Toplamı	24+27.5=<u>51.5</u>		
(Tüm Dönemlerin Kredi x Harf Notlarının Toplamı) / Tüm Dönemlerin Kredilerinin Toplamı			
GENEL ORTALAMA=51.5 / 18 = <u>2.86</u>			

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1.9. Failed Courses

Undergraduate students whose overall weighted grade point average (GPA) is below 1.80 at the end of the fourth semester (1st semester of the 3rd year) **cannot take courses from the upper semesters.** Students in this situation have to raise their GPA to at least 1.80 by repeating the courses they failed. Students can take other elective courses opened by the department, school, or vocational school directorate instead of the elective courses that need to be repeated. In this case, the rights used for previous courses and studies cannot be used again.

If students wish, they can repeat the courses with a letter grade of (DC) in order to raise their grades by submitting a petition. In this case, the grade received in the semester in which the course is repeated is accepted as the last letter grade of this course.

1.10. Duration of Study

Students are required to complete undergraduate programs with a four-year education period **within a maximum of seven years.** Students who fail to graduate at the end of these periods, without prejudice to the provisions of the third, fifth and sixth paragraphs, are dismissed from the University.

1.11. Graduation

The graduation grade point average is calculated over 4.00 and indicated on the certificate of educational status. In order to be awarded a bachelor's degree, the student's **GPA must be at least 2.00.** **Students who are successful in all courses of the first four semesters of an undergraduate program and have a weighted grade point average of 2.00 in these courses are awarded an associate degree diploma if they wish to leave the program.** Applications for an associate's degree are not limited to any period of time.

For more detailed information about undergraduate education, you can visit the "REGULATION GOVERNING ASSOCIATE AND UNDERGRADUATE EDUCATION AT KARADENİZ TECHNICAL UNIVERSITY"

(<http://www.mevzuat.gov.tr/Metin.Aspx?MevzuatKod=8.5.23952&MevzuatIliski=0&sourceXmlSearch=karadeniz>)

2. ISSUES RELATED TO TRANSFER, DOUBLE MAJOR, AND MINOR

The following words refer to:

Intra-institutional transfer: The transfer of a student to other diploma programs at the same level within the higher education institution in which the student is enrolled,

Transfer between institutions: Transfer from vocational schools established by a university, institute of high technology, or foundations without being affiliated to a university to independent vocational schools established by another university, institute of high technology, or foundations at the same level,

Minor program: A program that enables students enrolled in a diploma program to obtain a document (minor certificate) that does not replace a diploma by taking a limited number of courses on a specific subject within the scope of another diploma program in the same higher education institution, provided that they meet the prescribed conditions,

Double major program: The program that enables students who meet the success requirement and other conditions to take courses simultaneously from two diploma programs of the same higher education institution and receive two separate diplomas.

Note: **Transfer cannot be made to** the preparatory class of associate and undergraduate diploma programs, the first semester and the last semester of associate diploma programs, the first two semesters and the last two semesters of undergraduate diploma programs.

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2.1. Intra-Institutional Transfer

Transfer between equivalent level diploma programs within the same faculty, school, conservatory, or vocational school, or within other faculties, schools, conservatories, or vocational schools within the same university, can be made within the quotas determined by the relevant administrative board.

In order to be able to apply for transfer between diploma programs that accept students at the same level within the University, the student's central placement score in the score type valid for the diploma program he / she wants to transfer as of the year he / she took the central exam is **not less than the lowest base score of** the diploma programs of other universities in the country equivalent to the diploma program he / she wants to transfer.

2.2. Transfer Between Institutions

For inter-institutional transfer, the student must have a GPA of **at least 60 out of 100** for the semesters he / she has completed in the program he / she is enrolled in.

Candidates who cannot meet the success requirement in the second paragraph, but whose central placement score is equal to or higher than the base score of the diploma program they want to transfer to can apply for transfer.

2.3. Double Major Program

Students can apply to the second major diploma program at the beginning of the third semester at the earliest in the major undergraduate diploma program and at the beginning of the fifth semester at the latest in four-year programs, at the beginning of the seventh semester in five-year programs, at the beginning of the ninth semester in six-year programs, and at the beginning of the second semester at the earliest and at the beginning of the third semester at the latest in the major associate degree program.

Students **whose GPA** in the major diploma program at the time of application **is at least 70 out of 100** and who are in the top 20% of the relevant class of the major diploma program in terms of success ranking can apply to the second major diploma program.

In order to apply to the double major diploma program, the student **must successfully complete all the courses taken** in the major diploma program until the semester of application.

In order for the student to graduate from the double major program, the **GPA must be at least 70 out of 100**. During the entire double major program, the student's GPA **may drop to 65** out of 100 for one time only. **Students whose GPA falls below 65 out of 100 for the second time are dismissed from the second major diploma program.**

For students who have the right to graduate from the major diploma program but cannot complete the second major diploma program, the duration of education is the maximum period specified in paragraph (c) of Article 44 of Law No. 2547 starting from the academic year in which they enrolled in the second major diploma program.

Students who do not take courses from the double major program for two consecutive semesters are dismissed from the second major diploma program.

2.4. Minor Program

Only a certificate of achievement (minor certificate) is issued to those who complete minor programs in the field in which they receive education. **These documents do not replace a diploma.** Students **can apply to** the minor program **at the beginning of the third semester of the** major undergraduate program **at the earliest and the sixth semester at the latest.**

Students who have successfully completed all credit courses in the undergraduate program until the semester they apply for the minor program **can apply to the minor program.**

During the application, the student must have a minimum overall grade point average of **65 out of 100** in their major program.

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In order to continue the minor program, the student's grade point average in the major program must be **at least 60 out of 100**. The student who fails to meet this requirement is deregistered from the minor program.

The courses that the student is successful and are not counted in the major program are included in the transcript and diploma supplement without being included in the grade point average.

Students who have achieved the right to graduate from the major program but cannot complete the minor program are **granted a maximum of two additional semesters with the decision of the relevant administrative boards**.

Students who do not take courses from the minor program for **two consecutive semesters are dismissed from this program**.

For more detailed information on transfer, double major and minor, please visit the web page for the "REGULATION GOVERNING THE BASIS OF TRANSFER BETWEEN ASSOCIATE AND UNDERGRADUATE PROGRAMS IN HIGHER EDUCATION INSTITUTIONS, DOUBLE MAJOR, MINOR AND CREDIT TRANSFER BETWEEN INSTITUTIONS" (<http://www.mevzuat.gov.tr/Metin.Aspx?MevzuatKod=7.5.13948&MevzuatIliski=0&sourceXmlSearch=yatay%20ge%C3%A7i%C5%9F>)

3. ISSUES RELATED TO DISCIPLINARY SANCTIONS

The following words refer to:

Reprimand: Notifying the student in writing that he/she has been reprimanded for his/her misconduct related to being a student.

Warning: A written warning to the student that he/she should be more careful in his/her behavior related to being a student,

Higher Education Institution Suspension: The student shall be notified in writing of their suspension from the higher education institution and the inability to attend classes and exams during this period.

3.1. Disciplinary Offenses Requiring Warning

Failing to answer the questions asked by the higher education institution authorities on time without a justifiable reason,

Posting advertisements outside the places determined by the higher education institution authorities, Tearing, changing, defacing, or defiling announcements, programs and the like posted with the permission of the higher education institution.

3.2. Disciplinary Offenses Requiring Reprimand

Reporting incomplete or incorrect information requested by the higher education institution authorities, Disrupting the order of studies such as lectures, seminars, practices, laboratories, workshops, scientific meetings and conferences,

Distributing leaflets, hanging posters, and banners inside the higher education institution without permission,

Tearing, changing, defacing, or defiling the announcements, programs, and the like posted by the higher education institution,

Attempting cheating in exams.

3.3. Disciplinary Offenses Requiring Suspension from Higher Education Institution for One Week to One Month

Engaging in actions that impede the freedom of learning and teaching or disrupt the functioning and peace of higher education institutions,

Preventing disciplinary investigations from being conducted in a healthy manner,

Giving a document from a higher education institution that entitles him/her to use it by giving it to someone else or using a document belonging to someone else,

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Performing verbal or written actions that damage the honor and dignity of individuals in the higher education institution,
Engaging in verbal or written actions that damage the honor and dignity of higher education institution personnel inside or outside the institution,
Drinking alcoholic beverages in a higher education institution,
Organizing meetings in indoor and outdoor spaces belonging to the higher education institution without permission from the authorities.

3.4. Disciplinary Offenses Requiring Suspension from Higher Education Institution for One Semester

Threatening staff and students of higher education institutions,
Engaging in actions that prevent the services of higher education institutions by occupation and similar acts in higher education institutions,
Actually assaulting the staff and students of the institution, stealing in higher education institutions,
Destroying existing buildings, fixtures, and similar materials within the higher education institution or damaging the information system,
Cheating in exams, plagiarism in seminars, thesis and publications.
Failure to comply with this decision despite being suspended from the higher education institution.

3.5. Disciplinary Offenses Requiring Suspension from Higher Education Institution for Two Semesters

Preventing higher education institution officials from performing their duties by using force and violence against them,
Preventing students from benefiting from higher education services by using force and violence against them,
Committing criminal acts or forcing a person or group to organize or participate in a criminal act by force or threat,
Using, carrying, or possessing drugs and stimulants within higher education institutions,
Cheating in exams with threats, preventing the removal of cheating students from the exam hall, taking someone else to take the exam in their place or taking the exam in someone else's place,
Sexual harassment in higher education institutions,
Carrying and keeping firearms and their bullets, knives and other tools specially made for use in attack and defense, explosive substances in higher education institutions in violation of the Law No. 6136 on firearms, knives, and other tools dated 10/7/1953,
Providing an unfair benefit to himself or someone else by entering the information system of the higher education institution.
Threatening those assigned to investigate.

3.6. Disciplinary Offenses Requiring Expulsion from Higher Education Institution

Establishing an organization for the purpose of committing a crime, managing such an organization or being a member of an organization established for this purpose, not being a member but carrying out activities on behalf of the organization or aiding it, selling, buying, giving to others and trading drugs or stimulants in higher education institutions, provided that it has been finalized by a court decision,

Using firearms, bullets, knives and other tools specially made for use in attack and defense, explosive substances in violation of the Law No. 6136 on firearms, knives and other tools,
Violating the sexual inviolability of persons by performing sexual acts on their bodies.

For more detailed information on DISCIPLINARY PENALTIES, please refer to the "THE REGULATION ON STUDENT DISCIPLINE IN HIGHER EDUCATION INSTITUTIONS"

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(<http://www.mevzuat.gov.tr/Metin.Aspx?MevzuatKod=7.5.16532&MevzuatIliski=0&sourceXmlSearch=discipline>)

4. TOPICS RELATED TO INTERNSHIP AND WORKPLACE TRAINING

4.1. Internship Affairs

Students **are required to complete 60 working days of compulsory internship** in order to graduate.

From the end of 2nd grade, they can do internship in summer semesters and interim periods. Internship cannot be done during the periods when education continues. However, those who have been successful in all their courses and have not completed only their internship can do internship during the periods when education continues. In an internship period, a **minimum of 15 working days and a maximum of 45 working days of internship can be done.**

Students who want to do an internship must attend the Occupational Health and Safety (OHS) Training by logging into the KTU Distance Education system and obtain an OHS Certificate.

Department internship commissions are responsible for the execution of internship affairs and the evaluation of internships.

Please contact the department internship commission for more detailed information about internship affairs.

4.2. Workplace Training

In order for students to graduate, they must successfully complete **at least 14 weeks of** workplace training in the 7th semester (1st semester of the 4th grade). In order for students to enroll in the Workplace Training course, they **must not be absent from the courses they have taken from the lower courses or not have any courses they have not taken from the lower courses and have a GPA of 1.8 and above.**

The departmental workplace training commission is responsible for the conduct and evaluation of workplace training. For **more detailed information about workplace training, please contact the department workplace training commission.**

5. ACADEMIC ADVISORY SERVICE

An advisor from the academic staff of the department is assigned to each student from the first year by the department.

In accordance with Karadeniz Technical University Directive on Academic Advising for Associate and Undergraduate Students, students must meet with their Advisor at **least once** each semester.

Students contact their advisors during the course registration week and make the course registration in consultation with their advisors. Students' course syllabi are approved by their advisors. **Advisors can reject courses that they do not find appropriate in the course registration.**

Students can get support from their counselors on every subject throughout their education life.

In accordance with the decision taken by our faculty, each academic staff member must set **at least 4 hours of student consultation time** in the weekly lesson plan. **Students should take care to meet with their advisors within these hours.**

AFTER STUDENTS ARE ASSIGNED AN ACADEMIC ADVISOR, STUDENTS MUST MEET THEIR ADVISOR. WHEN STUDENTS HAVE A SUBJECT THEY WANT TO CONSULT OR WHEN THEY ENCOUNTER A PROBLEM, THEY SHOULD FIRST VISIT THEIR ADVISOR. GUIDANCE WILL BE GIVEN TO STUDENTS BY THEIR ADVISORS.