

**KARABUK UNIVERSITY
FACULTY OF TECHNOLOGY
SCIENTIFIC ORIENTATION DIRECTIVE**

FIRST PART

Purpose and Scope

Article 1 __ (1) The purpose of this directive is to determine the principles of scientific orientation training and exams for the students who sign up for Karabuk University Faculty of Technology from the quota of vocational and technical secondary schools.

Baseline

Article 2 _ (2) This directive has been prepared on the basis of Article 14 of the Higher Education Law No. 2547 of 4/ 11/ 1981 and of the Cabinet decision numbered 2009/ 15546.

Definitions

Article 3-

- a) University : Karabuk University
- b) Rector : Rector of Karabuk University
- c) Senate : Senate of Karabuk University
- d) Board of directors: Directory of Karabuk University
- e) Faculty directory : Directory of Karabuk University Technology Faculty
- f) Midterm : Exam in the academic year
- g) Final : The exam at the end of the academic year and taken by the students who fulfil compulsory attendance
- h) make- up exam : The exam taken by the students who haven't taken the final or have failed in the final
- i) exemption-exam : The exam taken in order to be exempt from the scientific orientation training.

SECOND PART

Education and Training of Scientific Orientation

Article 4 – (1) To make students ready for engineering education by completing the missing fields of mathematics and science required by registered educational programs.

Regulation of Education and Training

Article 5 – (1) Scientific Orientation Training conducted by the Faculty of Technology lasts two semesters. Final exam is done at the end of the year.

(2) The courses that are taught and their weekly duration during Scientific Orientation Training are determined by the University Senate.

(3) Students of Scientific Orientation Training do not take courses from the education and training programs they are registered.

(4) The length of the period that is spent by the student during the Scientific Orientation Training is not included in the period described with the Article 44 of the Law numbered 2547.

Exemption Exam

Article 6 – (1) The Exemption Exam of The Scientific Orientation Training is done within the framework of principles set forth in the Board of Directors for the students who failed in the previous years or transferred within or outside the Faculty of Technology at the beginning of the academic year.

(2) Exemption Exam is a test exam prepared in harmony with the ratio between the course hours determined by the Senate and total course hours.

(3) To take at least 60 points out of 100 points is compulsory.

Registration

Article 7- (1) According to the academic calendar determined by the senate, students must re-register at the beginning of each term by paying tuition fees of the departments they are registered in. The student who hasn't paid the tuition fee during registration or re-registration isn't registered or re-registered.

Compulsory Attendance

Article 8- (1) In Scientific Orientation Training, attendance is compulsory provided that it isn't less than 70% of the courses. Attendances are monitored by the instructor.

(2) Students whose absence rates in any one of the courses to be instructed exceed 30% are considered unsuccessful in Scientific Orientation Training and are given the letter grade "K" in general year-end evaluation.

Exams

Article 9- (1) Throughout Scientific Orientation Training, two mid-term exams and a final exam are made in each semester.

(2) Exams are multiple choice exams prepared in accordance with the proportion of courses instructed within the total course hours.

(3) Mid-Term Exams and Final Exam: Dates and times of mid-term and final exams are notified to students by means of announcing on the boards of the department or on the internet 15 days before the exam date. Students who have an excuse accepted by the Administrative Board of Faculty are given an excuse right to the mid-term exam with the decision of the Administrative Board of Faculty.

Determining Success

Article 10- (1) During Scientific Orientation Training, all kinds of measurement activities are evaluated out of 100. Accordingly, the end of semester evaluation grade of a student for the fall semester and spring semester is calculated by adding 40% of the sum of mid-term exams made during that semester and 60% of the year-end Final or Make-up exam together.

(2) If the average of the end of semester evaluation grades that the student has got in both semesters is 60 and above out of 100, the student is considered successful in Scientific Orientation Training and is assessed by the letter grade "G". Otherwise the student is considered unsuccessful and assessed by the letter grade "K".

(3) The students getting the letter grade "K" can take the exemption exam to be made at the beginning of the next academic year. The student being successful in the exemption exam is exempted from Scientific Orientation Program and starts his/her education from the first year. In case that the student fails in the exemption exam, he/she has to repeat Scientific Orientation Training one more year. Students that also fail in the second repetition take the exemption exams to be made at the beginnings of the Academic years by paying the tuition fee until they become successful.

Objection to Exam Results

Article 11- (1) Students can object to exam results within at most three days from the day following the announcement, but this objection can be only for factual errors. Objection is made with a petition to the Dean's Office of the Faculty of Technology. In case that any error is detected in consequence of the review made, the error in point is corrected with the decision of the Administrative Board of Faculty after also taking the opinions of related instructors and the result is announced.

Permission to Break in Education

Article 12- (1) Students in Scientific Orientation Training having an acceptable, reasonable and valid excuse are given permission to break in education for once only and for two semesters with the Decision of the Administrative Board by the Administrative Board of Faculty. As Scientific Orientation Training is one year long, these students aren't given permission for one semester. Students whose excuses are excepted take the Exemption Exam made at the beginning of the next academic year. Students that become successful in the

exemption exam continue their education from the first year, students that become unsuccessful continue Scientific Orientation Training for the last time; students that fail also this time take the exemption exams to be made at the beginnings of the Academic years by paying the tuition fee until they become successful.

Points Not Shown in the Directive

Article 13- (1) For the points not shown in this Directive, articles of Karabuk University Regulation for Education and Examinations are implemented.

THIRD PART

Various and Last Articles

Enforcement Article 12- This directive comes into force at the beginning of the 2011-2012 academic year.

Execution Article 13- (1) The articles of this directive are conducted by the Rector of Karabuk University.

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Accepted by the Senate's Decision dated 14 /07/2011 and numbered 2011/11-5.