



Rules & Regulations...

Practical tips

for your student life at Bilkent Faculty of Engineering 😊

Attention:

- This presentation was last updated on 15.10.2018. ASCU cannot be held responsible for changes in regulations after this date.
- Regulations cited within this document are for the Faculty of Engineering. ASCU cannot be responsible for applications in other Faculties

Practical tips from the Undergraduate Rules & Regulations

- The normal duration to complete your undergraduate studies is **4** academic years. (Time spent in the English Language Preparatory School is not included)
- The maximum duration as a “Full-time Student” is **7** academic years.
- Academic standing is based on CGPA

CGPA ≥ 2.00	satisfactory
$1.80 \leq$ CGPA < 2.00	probation
CGPA < 1.80	unsatisfactory

If you re-take a course your new grade replaces your previous grade
- Semester Honor Roll is based on GPA (provided CGPA > 2.00)

GPA ≥ 3.50	High Honor
$3.00 \leq$ GPA < 3.50	Honor
- Ranking within your cohort is based on AGPA
AGPA is based on ALL courses taken
If you re-take a course, both previous and new grade counts!

How do we calculate those things...

I am in my first semester. The courses I am taking are:

		Letter						
	Credits	Grade	Points		Next semester?	LG	Points	
MATH101	4	B	$3 \times 4 = 12$		MATH102	4	A-	14.8
PHYS101	4	C-	$1.7 \times 4 = 6.8$		PHYS102	4	C+	9.2
ENG101	3	C-	$1.7 \times 3 = 5.1$		ENG101	3	C+	6.9
TURK101	2	B-	$2.7 \times 2 = 5.4$		TURK102	2	B	6.0
GE100	1	A	$4 \times 1 = 4$		Elective	3	D+	3.9
CS115	4	D	$1 \times 4 = 4$		Total credits:	16		40.8
Total credits:	18	Total Points:	37.3		GPA:	$40.8 / 16 = 2.55$		
Semester average (GPA):	$37.3 / 18 = 2.07$							
Cummulative average (CGPA):	$37.3 / 18 = 2.07$				CGPA:	$\frac{(37.3 + 40.8 - 5.1)}{(18 - 3 + 16)} = 2.35$		

Should I Withdraw?

I am in my 1st semester. PHYS101 ve HIST209 are bothering me...

Estimated

Credits LG Points

MATH101	4	B	3x4 = 12
PHYS101	4	F	0x4 = 0
ENG101	3	C	2x3 = 6
TURK101	2	B-	2.7x2 = 5.4
GE100	1	A	4x1 = 4
CS115	4	F	0x4 = 0

Total credits: 18 Total points : 27.4

CGPA: $27.4 / 18 = 1.52$

Withdraw CS115 and PHYS101...

CGPA: $27.4 / (18 - 4 - 4) = 2.74$

Attention:

Course-load will drop to 3!
(GE100 does not count, W does not count)

-> your scholarship!!!

What about next semester?

I start my second semester...

	Credits	LG		
MATH101	4	B	MATH102	new course, 4 credits
PHYS101	4	F	PHYS101	repeated
ENG101	3	C	ENG102	new course, 3 credits
TURK101	2	B-	TURK102	new course, 2 credits
GE100	1	A	CS115	repeated
CS115	4	F		

CGPA: $27.4 / 18 = 1.52$

CGPA < 1.80 so the number “new” courses you may take is limited!

New courses above add up to 9 credits!

plus

1 elective new course, 3 credits

Since this is your **second semester** at your department you may take new courses up to **11 credits**

(plus 1 elective plus any non-credit course plus GE251)

Withdrawing PHYS101 and CS115 would not have made much difference...

Next semester?

CGPA \geq 2.00 (Satisfactory)

Repeat any F courses

W courses are NEW! You may take any new course you wish

Any courses B- or under (taken at most 2 semesters ago) may be re-taken if you wish

CGPA 1.80 – 1.99 (Probation)

Repeat any F courses

W courses are NEW! Your new courses may be:

if this is your second semester, up to 14 credits of new courses

max. 10 credits of new courses thereafter

+ any non-credit courses, 1 elective and GE251

Any courses C- or under (taken in any semester) may be re-taken if you wish

CGPA $<$ 1.80 (Unsatisfactory)

Repeat any F courses

W courses are NEW! Your new courses may be:

if this is your second semester, up to 11 credits of new courses

NO new courses thereafter except

+ any non-credit courses, 1 elective and GE251

Any courses C- or under (taken in any semester) may be re-taken if you wish

Re-taking a non-F course to raise your grade

We advise you to definitely re-take your weak courses if this course is a prerequisite to other courses in the curriculum e.g. re-take MATH101 if it is D

- If CGPA ≥ 2.00 you may re-take courses which..
you took during the last 2 semesters
and you got B- and below
if there are enough seats left
(last day of the add-drop week)
Summer school is not a «semester»
- If CGPA < 2.00 you may re-take courses
whenever taken
and you got C- and below
during registrations and the add-drop week
Check case examples on ASCU webpages

Repeating a must course:

Repeat the same course

Repeating an elective:

Repeat the same course or another course within the same list

Attention: If switching elective courses, the elective counts must be fulfilled first!

Repeating an “additional course”

Not compulsory, these may remain F or W

Affects your CGPA but OK for graduation

Can I object to my grade?

- Objection to a grade for a certain exam or the letter grade for that semester must be made directly to the instructor, within at most **5 working days** after the grade is announced.
- If the instructor determines a mistake in the grade, he/she must take action for correcting the grade within at most 14 days, or until registrations for the new semester. No corrections can be made after this date.
- No correction can be made for a W!
Attention: Withdrawal operations are done by the student himself. There is no going back!

What are the limits to the number of courses I may take?

For the Faculty of Engineering the “normal” course-load is at least 5, at most 6.

You may take at most 2 extra courses on top of your normal course-load -> 8 courses,

3 extra courses if you are at the point of graduating -> 9 courses

Non-credit courses, courses GE100 and GE251 (although 1 credit) are not counted towards your course-load.



Medical Reports, Make-ups

Bilkent University

Home » Academic Rules and Regulations

Academic Rules and Regulations

- [Procedures for English Language Proficiency Exemption through External Exams](#)
- [Health Center Student Medical Report Guidelines](#)

What should I do if I have missed an exam?

- Submit your approved report to your Dean within the deadline!
- No make-ups can be given for exams missed if your report is late or has not been approved by Bilkent University Health Center.

Which exams can I get a make-up for?

- Students with a valid medical report who missed a **Midterm** or **Final** are given a make-up exam.
- Whether or not to give a make-up for any other form of assessment such as a quiz, a homework, lab, etc. is at the discretion of the instructor.

Attention:

A student on sick-leave cannot take exams or join classes during these days!
Any assessment taken for another course during those days is not graded.

What is pre-registration?

Non-committal but necessary

You pre-registered for MATH132,
you decided not to take the course after all -> no problem

You have registration priority for pre-registered courses!

The system automatically tries to register you for these courses
before registrations start (before seats fill up)

Departments set their quota and number of sections
accordingly...

Summer School

- You may take maximum 2 courses, 3 if on point of graduating
- If ENG101 not passed (minimum C) then only ENG101
If ENG102 not passed (minimum D) the ENG102 + 1 course
- You may take new courses or re-take previous courses regardless of limitations depending on the standing
- Intensive language courses are regarded as a single course
- CGPA and AGPA re-calculated after the Summer School.
- The fee is based on number of credits. Full scholarship students are exempt of tuition fees. Partial scholarship students pay in proportion to their waiver.
- Taking courses abroad? You may be able to transfer courses taken in another country. You need to apply to the Dean 3 weeks in advance!

Minor / Double Major

Beware of deadlines for application! Check the academic calendar!

Leave of absence

Students may apply for leave of absence for a full semester up to the last day of registrations.

Half of your full tuition fee you deposited before you apply, is refunded if your application is approved.

You may apply for at most 2 semesters at once, and for at most 4 semesters during your whole student life at Bilkent.

Leave of absence is included in the duration of your undergraduate studies, except any leave used during the English Preparatory Program.

Bilkent Undergraduate Studies Rules & Regulations

Cheating and Plagiarism

Disciplinary action is taken regarding a student suspected of cheating or plagiarising during an exam, an assignment, a report or any other assessment.

Should the student be found guilty, in addition to the appropriate penalty, the student is given grade zero from that particular assesment.

All projects, lab reports, homeworks and the like, having an affect on the overall grade for that course are all considered an “exam” in view of the Student Code of Discipline.

So what is plagiarism?

Bilkent University
Faculty of Engineering
Academic Student Coordination Unit

Latest news...

* Tutors applications are finalized. We wish you a successful semester!

* ASCU seminars continue with Rules & Regulations...

In English - 15 Oct. 12:40 register [here](#)

Türkçe - 16 Ekim 2014 kayıt için [tıklayınız](#)

Planned seminars for the Fall Semester:

- Efficient presentation techniques using Prezi as a tool... completed
- [Rules and regulations you need to know about](#)
- Erasmus and exchange programs
- Building an impressive CV and the role of a good internship period

Resources...

* All you need to know about scholarships: [Turkish students](#) [International students](#)

* All you need to know about the grading system: [Turkish version](#) [English version](#)

[What is plagiarism? What is acceptable, what is not? Guidelines](#)

* Schedule your courses efficiently: [Bilkent IEEE Scheduler](#)

* Final Exam Re-take system (Bütünleme Sınavları) ([English and Turkish versions](#))

* A calendar ready to print including special dates for Bilkent: [ASCU Calendar](#)
(Note: the Academic Calendar at Bilkent may be subject to change after this calendar was prepared)

* A good seminar on "time management" by Randy Pausch: [Visual Material on Time Management](#)

When is it wrong to

- Collaborate with others
- To make use of the library or some publication on the internet
- To make use of some assignment you prepared for English when preparing you assignment for History?

Which of the following are plagiarism?

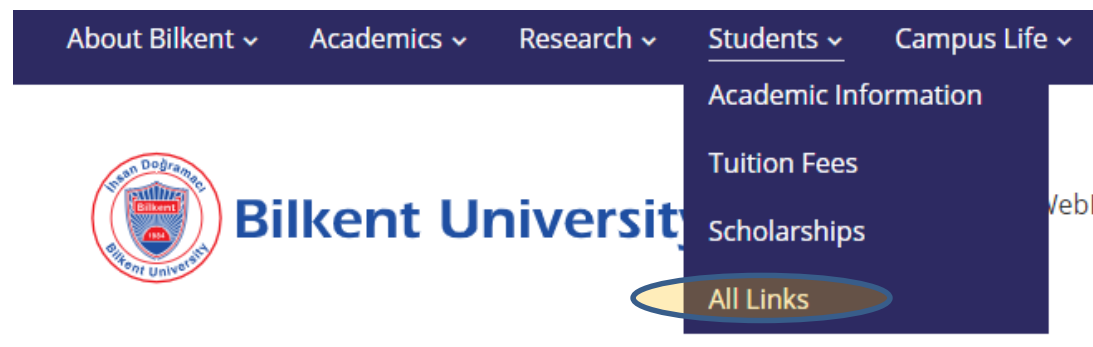
- I didn't understand what was required by the assignment so I asked my class-mates.
- I didn't understand how to solve the given homework so I asked my class-mates.
- I took my assignment to BilWrite for them to help me with the English context.
- I copied that paragraph directly revealing my own ideas I found on the internet.
- I am taking private tuition for this course. I have improved quite a lot.
- My private tutor also assists me with my homeworks for the course.
- I was not sure of my solution so we compared our solutions with a class-mate.
- I explained my approach to the problem. It turned out that my friend had also used a similar approach.

Plagiarism? I can't believe it!

- The student copies that paragraph from the source without stating its reference.
-> Certainly plagiarism. This was easy.
- The student copies that paragraph from the source but by mistake cites its reference as some other source.
-> Plagiarism! Who would have guessed?
- The student consults two textbooks just to “gain inspiration,” but completes the assignment alone. Since he has not “copied” any code/text, he does not need to cite these textbooks.
-> really?
- The student asked to write a C++ program finds equivalent code in a Java text-book, converts this to C++, and submits the program
-> this is cheating!
- The student copies a text he previously submitted for HUM111 and pastes this into his PCYS101 assignment. Since this text is his own work...?
-> this is self-plagiarism!
The student needed to cite his previous work for HUM111 as reference!

Useful pages...

<http://www.bilkent.edu.tr>



[Home](#) » [Students](#)

Students

As one of the top universities in Turkey, Bilkent offers an optimal environment for both learning and living. Situated on a hill above the city, our extensive campus provides a comfortable atmosphere for study and extracurricular involvement, but with all the activities and opportunities of a nearby metropolis. Students may live in the city and commute to campus via the hourly shuttle system, or may reside on campus in our dormitories. Bilkent is an English medium university, with a multicultural teaching and learning environment enriched by faculty members and students from dozens of countries throughout the world as well as Turkey. Besides the many transfer students that Bilkent welcomes every year, exchange agreements bring students who wish to experience Turkey culturally while still studying at a university that is in many ways similar to their home institutions. We value all of our students as vital members of the Bilkent community.

- [Academic Rules and Regulations](#)
- [Academic Calendar](#)
- [Academic Information](#)
- [Tuition Fees](#)
- [Scholarships](#)
- [Dormitories](#)

Useful pages...

<http://ascu.bilkent.edu.tr>



Bilkent University
Faculty of Engineering
Academic Student Coordination Unit

- ▶ [Home](#)
- ▶ [About Us](#)
- ▶ [Services](#)
- ▶ [Seminars](#)
- ▶ [Useful links](#)
- ▶ [ASCU at SEFI](#)
- ▶ [Contact Us](#)

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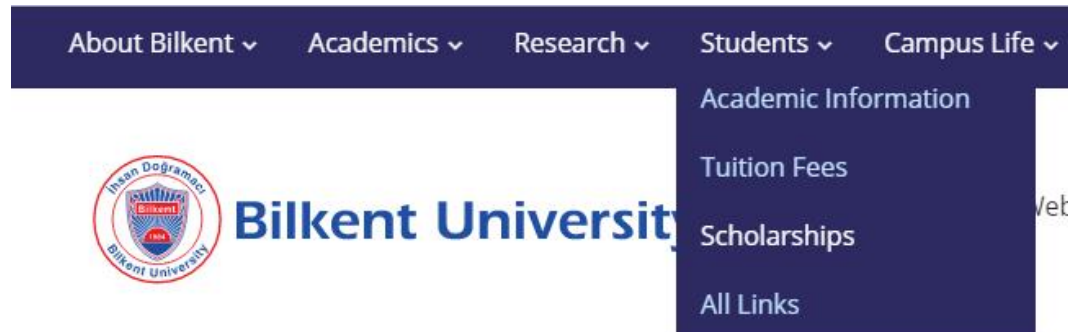
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Scholarships...

- Conditions such as course load, CGPA, Attendance, Annual GPA may apply
- Differences for international students and Turkish nationals
- Always check with the Registrar's Office when in doubt!



“Student code of discipline”



Has not been translated into English. Turkish version available at

<http://www.yok.gov.tr>

-> Kurumsal -> Mevzuat -> Yönetmelikler -> D. EĞİTİM-ÖĞRETİM VE ÖĞRENCİLER -> [Yükseköğretim Kurumları Öğrenci Disiplin Yönetmeliği](#)

Article 7 – Breach of discipline requiring at least one semester suspension

e) Cheating and aiding others to cheat in exams,

f) **Plagiarism** in seminars, theses and publications



Should I take this course?

Should I drop this course?

Should I withdraw this course?

What if I fail this course?

What if my GPA/CGPA drops?

ASCU is here to guide you.

Don't hesitate to come to us 😊

ascu@bilkent.edu.tr – EA506-508