



# Rules & Regulations...

Practical tips

for your student life at Bilkent Faculty of Engineering 😊

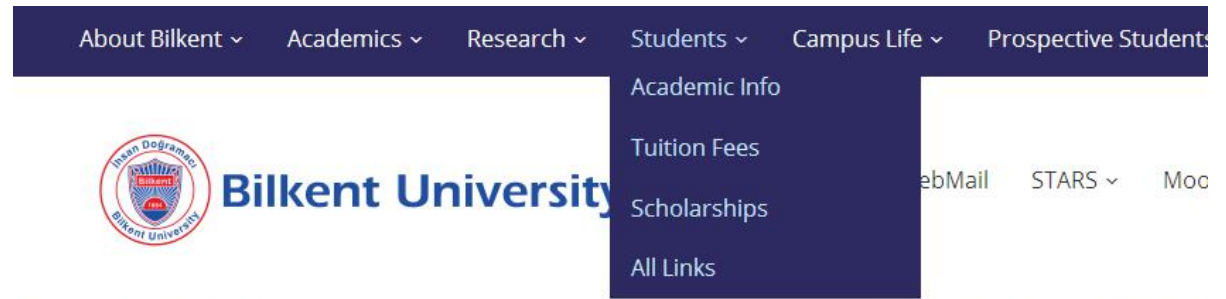
**Attention:**

- **This presentation was last updated on 06.11.2017. 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**

# “Useful pages 1”

The “Students” web pages are the starting point for any questions you may have...

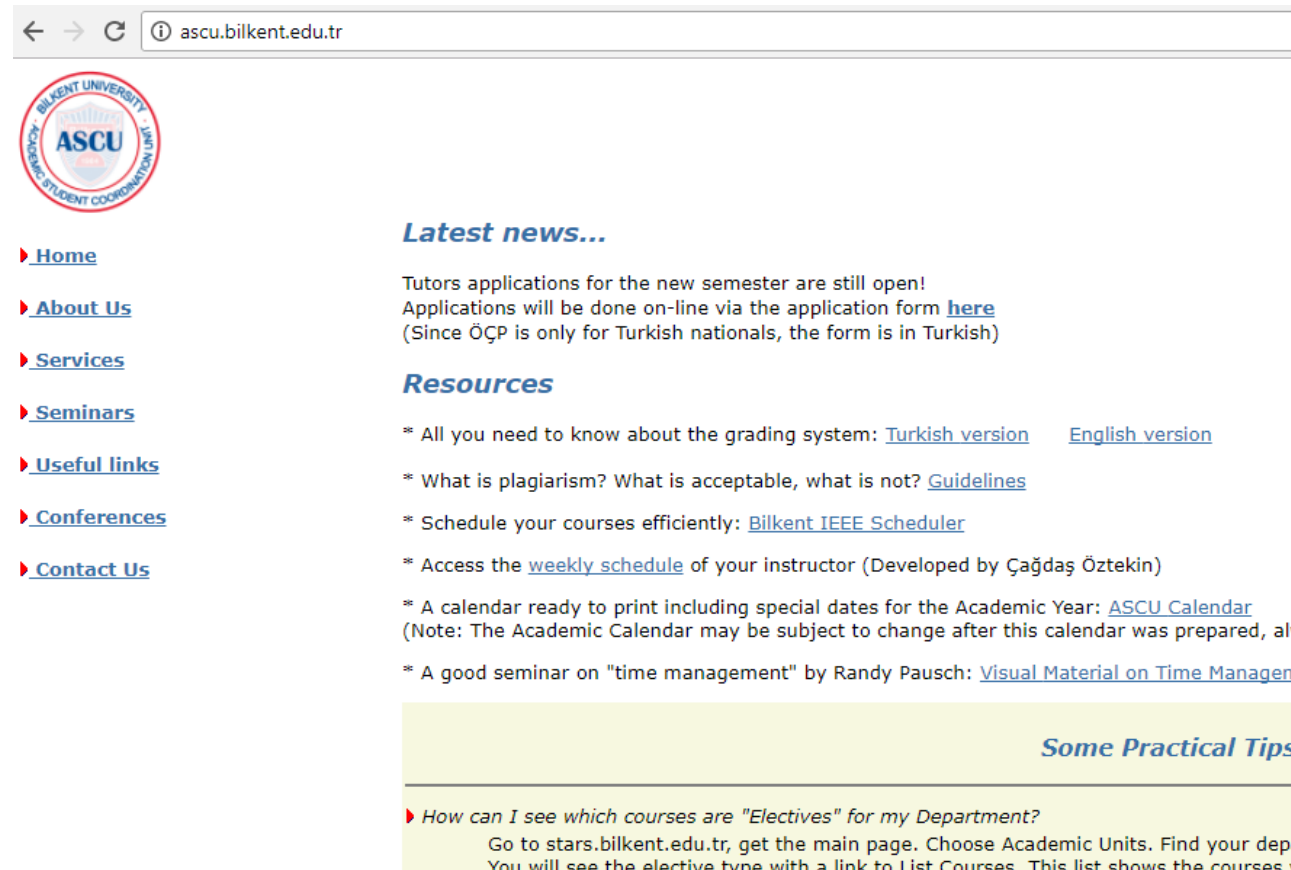
<http://www.bilkent.edu.tr>



# “Useful pages 2”


“ASCU” web pages, “Resources”

where you will find the summarized version of rules...



The screenshot shows a web browser window with the address bar displaying "ascu.bilkent.edu.tr". The page features the ASCU logo, a navigation menu with links to Home, About Us, Services, Seminars, Useful links, Conferences, and Contact Us. The main content area includes a "Latest news..." section with a notice about tutor applications, a "Resources" section with several links and tips, and a "Some Practical Tips" section with a tip on how to find elective courses.

ascu.bilkent.edu.tr



- ▶ [Home](#)
- ▶ [About Us](#)
- ▶ [Services](#)
- ▶ [Seminars](#)
- ▶ [Useful links](#)
- ▶ [Conferences](#)
- ▶ [Contact Us](#)

### Latest news...

Tutors applications for the new semester are still open!  
Applications will be done on-line via the application form [here](#)  
(Since ÖÇP is only for Turkish nationals, the form is in Turkish)

### Resources

- \* 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](#)
- \* Access the [weekly schedule](#) of your instructor (Developed by Çağdaş Öztekin)
- \* A calendar ready to print including special dates for the Academic Year: [ASCU Calendar](#)  
(Note: The Academic Calendar may be subject to change after this calendar was prepared, all)
- \* A good seminar on "time management" by Randy Pausch: [Visual Material on Time Management](#)

### Some Practical Tips

- ▶ *How can I see which courses are "Electives" for my Department?*  
Go to stars.bilkent.edu.tr, get the main page. Choose Academic Units. Find your department.  
You will see the elective type with a link to List Courses. This list shows the courses...

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

# “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

# 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

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## 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](#)

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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 textbook, converts this to C++, and submits the program  
-> this is cheating!



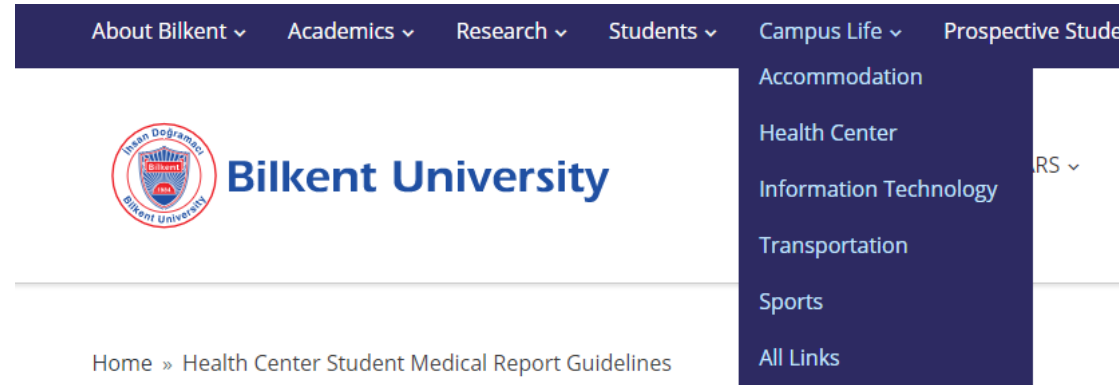
# Practical tips from the Undergraduate Rules & Regulations

- 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.

# Medical Reports, Make-ups

## What should I do if I have missed an exam?

- For reports issued elsewhere than Bilkent Health Center, you need to get your medical report approved at Bilkent Health Center...
- Submit your 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.



The screenshot shows the top navigation bar of the Bilkent University website. The navigation bar is dark blue with white text. The main navigation items are: About Bilkent, Academics, Research, Students, Campus Life, and Prospective Students. A dropdown menu is open under 'Campus Life', listing: Accommodation, Health Center, Information Technology, Transportation, Sports, and All Links. The Bilkent University logo and name are visible in the center of the page.

Home » Health Center Student Medical Report Guidelines

## Health Center Student Medical Report Guidelines

[Senate Decision dated 09 September 2016]

**Article 1.1-** These guidelines describe the principles and procedures to be followed by students in the school for administrative purposes.

**Article 1.2-** These guidelines apply to all students enrolled at Bilkent University or taking courses at the University Health Center or outside medical institutions. The Student Medical Report Principles referred to are described in this document.

**Article 2.1-** Medical reports submitted by Bilkent University students for academic or administrative purposes must be approved by the Health Center or approved by the Health Center within the required time limits.

<http://w3.bilkent.edu.tr/bilkent/student-medical-report-guidelines/>

# Medical Reports, Make-ups

## 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.

## Which exams can I get a make-up for?

- Students with a valid medical report who missed a **Midterm** due to illness 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, etc. is at the discretion of the instructor.

## When will the make-up take place?

The schedule for a make-up is set by the instructor. However, make-ups should be finished and graded no later than the last day of instruction for that semester.

**If your sick leave extends beyond 5 days after letter grades are announced, no make-up is given!**

# 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.

# 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 at the point of graduating -> 9 courses

A student may take less number of courses than the normal course-load. The minimum number is 1 (one) course.

However...

# If your course-load falls below 5...

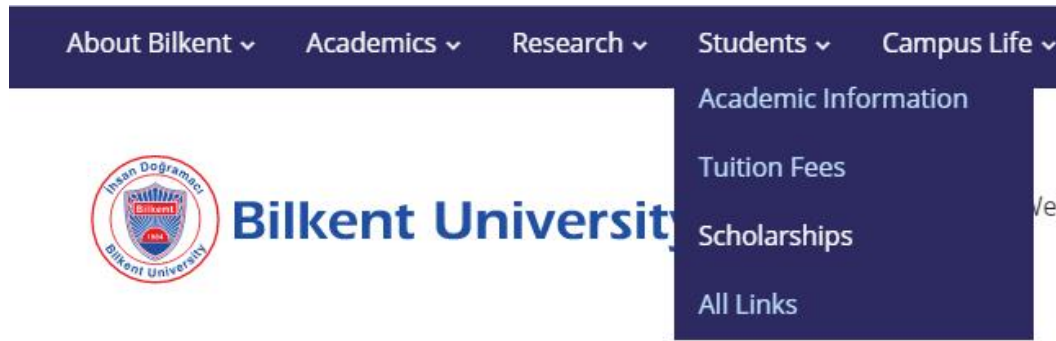
- Suspension / degrading of scholarship status **may** occur (check with the Registrar's office for details)
- Non-credit courses, courses GE100 and GE251 and courses **withdrawn** are not counted towards your course-load



You may withdraw from at most 4 courses throughout your undergraduate student life at Bilkent, including department transfers.

# What else to keep my scholarship?

- Other conditions such as the Annual GPA, etc may apply
- Different for international students and Turkish nationals
- Always check with the Registrar's Office when in doubt!



# Honor- High Honor students

- Semester GPA 3.00 – 3.49 and CGPA  $\geq$  2.00 Honor,  
Semester GPA  $\geq$  3.50 and CGPA  $\geq$  2.00 High Honor
- Course load must be at least 4.  
Courses withdrawn, non-credit courses and GE100,  
GE251 are not included in the course load.
- Upon graduation, Honor/High Honor status is  
determined by the AGPA!

AGPA -> «All GPA»



CGPA: Repeated courses are replaced with most recent grade

AGPA: All grades for all times this course is taken counts!

AGPA shows your rank within your cohort -> important for future applications



# Merit Scholarships

- A certain number of courses taken during fall and spring  
(for details -> Registrar's office!)
- Annual GPA  $\geq 3.30$
- For the purpose of Merit Scholarships, this is calculated as:

$$\text{Annual GPA} = \frac{\text{(sum of points for the fall semester + sum of points for the spring semester)}}{\text{(sum of credits for the fall semester + sum of credits for the spring semester)}}$$

**Check the «scholarship» pages for more information!**

# 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!

# 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
TURK111	3	B-	$2.7 \times 3 = 8.1$		TURK112	3	B	9.0
GE100	1	A	$4 \times 1 = 4$		IE102	3	D+	3.9
HIST209	4	D	$1 \times 4 = 4$		Total credits:	17		43.8
Total credits:	19	Total Points:	40.0		GPA:	$43.8 / 17 = 2.58$		
Semester average (GPA):	$40.0 / 19 = 2.11$				CGPA:	$(40.0 + 43.8 - 5.1)$		
Cummulative average (CGPA):	$40.0 / 19 = 2.11$					$\frac{\quad}{(19 - 3 + 17)} = 2.38$		

# Should I Withdraw?

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

**Estimated**

**Attention:**

**Credits LG Points**

Course-load will be 3!

(GE100 does not count, W does not count)

MATH101 4 B 3x4 = 12

PHYS101 4 F 0x4 = 0

ENG101 3 A- 3.7x3 = 11.1

-> your scholarship!!!

TURK111 3 B- 2.7x3 = 8.1

GE100 1 A 4x1 = 4

HIST209 4 F 0x4 = 0

Total credits: 19 Total points : 35.2

**What about next semester?**

CGPA:  $35.2 / 19 = 1.85$

**Withdraw** HIST209 and PHYS101...

CGPA:  $35.2 / (19 - 4 - 4) = 3.20$

Honor student! Wow!

# 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
TURK111	3	B-	TURK112	new course, 3 credits
GE100	1	A	IE102	new course, 3 credits
HIST209	4	F	HIST209	repeated

CGPA:  $30.1 / 19 = 1.58$

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

New courses above add up to 13 credits!

Leave TURK112 to a future semester...

Since this is your **second semester** at your department you may take new courses up to **11 credits** plus one elective and GE251

Would withdrawing PHYS101 and HIST209 made any difference? **Attention...**

# What about Withdrawing?

**Attention: W is considered a “new course”**

	Credits	LG		
MATH101	4	D	MATH102	new course, 4 credits
PHYS101	4	W	PHYS101	<b>new</b> course, 4 credits
ENG101	3	C	ENG102	new course, 3 credits
TURK111	3	C-	TURK112	new course, 3 credits
GE100	1	D+	IE102	new course, 3 credits
HIST209	4	W	HIST209	<b>new</b> course, 4 credits

CGPA:  $16.4 / 11 = 1.49$

CGPA < 1.80 restriction to the number of new courses applies!

Since this is your **second semester** at your department you may take new courses up to **11 credits** plus non-credit courses, one elective and GE251

A total of 20 credits!

You need to choose amongst these to bring it down to a total of 11!

**Attention: Please consult ASCU before attempting to Withdraw!**

# 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

- If CGPA  $\geq 2.00$  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)
- 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 “extra course”**

Not compulsory, these may remain F or W



# 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 is pre-registration?

Necessary to ensure there are enough sections to be opened for this course!

You pre-registered for FRE111,  
you decided not to take the course after all -> no problem

You have registration priority for pre-registered courses!  
The system automatically registers you for these courses  
before registrations start (before seats fill up)

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



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](mailto:ascu@bilkent.edu.tr) – EA506-508