

ACADEMIC LIFE
AT
KOÇ UNIVERSITY



STUDYING AT KU

ACADEMIC CALENDAR Spring 2021

Course Planning: December 21, 2020 and onwards until enrollment

Orientation Week: February 8-11, 2021 (Orientation program is to be announced later).

Course Enrollment Date for Incoming Exchange Students: Sometime during the OW. Exact date will be shared with students.

First Day of Classes: February 15, 2021

Course Add/Drop Week: February 15 - February 19, 2021

Deadline to Withdraw from a Course: May 16, 2021

Last Day of Classes: May 28, 2021

Additional Class Days (if necessary): May 29-30, 2021

Finals: May 31 - June 10, 2021

Make-up Exams (only if you need to take): June 12-13, 2021

Koç University E-mail

Student email accounts can be accessed via: <http://my.ku.edu.tr/> by selecting Gmail. Email ID/Username and passwords will be issued by the Office of International Programs and sent to you prior to the semester.

Academic Terminology

Course Load, ECTS (European Credit Transfer System) & KU credits

Course load indicates how many credits you take per semester. KU students usually take five courses per semester (for an average of 15 KU credits that is equal to 30 ECTS). Although there is no requirement for Erasmus and Global exchange students, at least three courses are recommended. It is up to your home institution to approve your course load. Erasmus+ ICM Students are required to take 15 KU Credits / 30 ECTS and complete minimum 10 KU Credits / 20 ECTS successfully per semester.



Course Codes

Course time-tables are coded as A1, A2, A3 and B1, B2, B3, etc. A stands for 50 minute long courses and B stands for 75 minute long courses. For instance:

A1: 08.30 - 09.20
 A2: 09.30 - 10.20
 A3: 10.30 - 11.20
 A4: 11.30 - 12.20
 A5: 12.30 - 13.20
 A6: 13.30 - 14.20
 A7: 14.30 - 15.20
 A8: 15.30 - 16.20
 A9: 16.30 - 17.20
 B1: 08.30 - 09.45
 B2: 10.00 - 11.15
 B3: 11.30 - 12.45
 B4: 13.00 - 14.15
 B5: 14.30 - 15.45
 B6: 16.00 - 17.15
 B7: 17.30 - 18:45

Courses coded 100-499 indicate UNDERGRADUATE courses. Courses coded 500-699 indicate GRADUATE courses.

Any course codes greater than 699 indicate DOCTORATE courses.

- Grading system differs from one faculty to another, and can be decided by the instructors themselves, as well.
- Letter grades are shown on the student's transcript at the end of the semester/year. If the student's home institution requires point grades to be shown on the transcript, the student needs to contact their instructors and then the Registrar's Office.

Grading

A	4.00	Superior	90-100
A-	3.70	Superior-	87-89
B+	3.30	Above Average+	83-86
B	3.00	Above Average	80-82
B-	2.70	Above Average-	77-79
C+	2.30	Average+	73-76
C	2.00	Average	70-72
C-	1.70	Average-	67-69
D+	1.30	Deficient+	64-66
D	1.00	Deficient	60-63
F	0.00	Failing	00-59

The highest grade a student can get for an exam or a coursework is 4.00 / A, while 0.00 / F means that the student fails the course

KUSIS (Academic Information System)

KUSIS is an online platform used to fill out petitions, locate classrooms, reach professors, and view course content.

Course Planning and Enrollment

[Spring 2021 Tentative Course List](#)

Please note that course planning and course enrollment are two separate process. You can start planning your courses on KUSIS before the semester. However, course enrollment is made during the Orientation Week with the help of Registrar's Office and Mentor students.

Steps to take for course registration:

Log into KUSIS with your KU username and ID: <https://kuis.ku.edu.tr/>

1. Course Planning

Self service → Program Enrollment → My course planner → choose courses → plan

*Do not select all the courses and click “plan courses” at once. Select one course at a time and click “plan courses” for each of the courses you have selected one by one.

2. Course Enrollment

My planned courses → (select appropriate course section) → enroll in courses

*Click on the “request consent” box to get consent from the instructor of each course.

*Make sure you tick both boxes indicating why you want to request consent (the class is full and you don't fulfill the prerequisites) while completing the request.

* You cannot take two overlapping classes and attend them interchangeably. The system also does not allow you to do so.

IMPORTANT NOTICE ABOUT COURSE ENROLMENT!!!

Please note that as Koç University, we give you the freedom to take courses from any program regardless of your major as long as it is also approved by your home university. However, due to the prerequisites and reserved capacity, you may not take all the courses you plan to. Therefore, we kindly ask you to get approval from your home university to select more courses than you normally need in order to be on the safe side in terms of credit requirements.

Course Overload

Students wishing to enroll in more than 5 courses per semester (maximum is 6 courses) can only do so in the following circumstances:

- Exchange students can take up to 6 courses if their home institution requires them to do so by getting approval from the OIP and the Registrar's Office during enrollment.
- Students' cGPA must be at or above 2.70/4.00

Incoming exchange students who do not meet the requirements cannot do course overload.

Incoming Exchange Students do not pay any fee for course overloading.

Withdrawal from a Course

You may withdraw from courses online without penalty during the add/drop period (first week of semester).

Students who withdraw after this period are also free to do so until May 16, 2021 ; however, the withdrawal will be indicated on the student's transcript.

Steps to take for course withdrawal:

Self service → research activities → service request → create a new request → enrollment changes → withdraw from a course

Prerequisites

Some intermediate and advanced courses will require introductory study in the related subject. In such cases, students are expected to email the respective professor with past transcripts or course equivalencies.

Independent Study

KU offers independent study as a way for students to earn credit for specialized projects. These projects can take the form of research, experiential learning, etc. To receive permission for independent study projects, students must first get in contact with and ensure the support of a KU faculty member.

Early Final Examinations

Early final examination requests must be made by the fourth week of each semester.

You will be expected to submit a formal request to the faculty academic coordinator along with the proof of:

1. a home school scheduling conflict (academic calendar)
2. a job/internship acceptance letter
3. urgent health issues

No requests will be taken into consideration apart from the above.

Each faculty academic coordinator will evaluate all requests and they will inform you in 2 - 4 weeks upon submission of your request.

Academic Advisors

Each exchange student is assigned to an academic advisor whose name can be found on the student's KUSIS profile. Academic Advisors are there to assist students with course issues and to provide academic support. Academic Advisors can also serve as liaisons between students and faculty members or present academic opportunities on campus such as research positions and special programs / projects.

In case you need to meet with your academic advisor or an academic member of staff, you need to check their online office hours, which are listed on the syllabus of the courses. You can e-mail them to arrange an appointment.

Departmental Erasmus Coordinators

(for Erasmus Students only)

Erasmus students must have their learning agreements signed by their respective Faculty Erasmus Coordinators.

You can see the list of coordinators [here](#).

Blackboard

Blackboard is used as the main virtual learning tool. Students can see their assignments uploaded there and can submit their work through there. Point grades for some courses are also uploaded on Blackboard.

Exam Schedule

On KUSIS: Self-service -> Enrollment -> View my Exam Schedule

If an exam is not included on the system, it means the exam will be conducted at the regular class time, as decided by the instructor.

Finding Assignments and Results

On KUSIS: Self-service -> Enrolment -> View My Assignments

Viewing Letter Grades

Self-service -> Academic Records -> My Course History

Academic Rules and Principles

Attendance (classes, exams, presentations, assignments) and academic honesty are mandatory and expected from all students, as are basic principles of composure and appropriate behavior during classes at KU.

Useful Resources and Contacts

Find Your Way on KUSIS: ["How To Do" Videos](#)

Office of International Programs Website:

<https://oip.ku.edu.tr/mobility-programs/incoming/students/>

Office of International Programs Contact:

incoming@ku.edu.tr

Registrar's Office (technical support for KUSIS):

registrar@ku.edu.tr

IT (technical support with your KU e-mail account):

it@ku.edu.tr

Academic Calendar (day by day):

<https://registrar.ku.edu.tr/en/academic-calendar/>

[Frequently Asked Questions on KUSIS and Academic Procedures](#)

[KURES \(Koç University Guidance and Psychological Services Centre\)](#)

[KOLT \(Koç University Office of Learning and Teaching\)](#)

[Career Development Center](#)