

**2018-2019 ACADEMIC YEAR  
STUDENT'S GUIDE**

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**Faculties and Departments**

**Faculty of Economics and Management**

1. Economics Department:
  - World Economics Programme
  - Finance and Banking Programme
  - Accounting and Audit Programme
2. International Relations Department
3. Management Department
4. Law Department

**Faculty of Humanitarian sciences**

1. Philology and Intercultural Communications Department:
  - Foreign (English) Philology Programme
  - Foreign (Turkic) Philology Programme
2. Linguistics Department:
  - Chinese Language Programme
  - Translation Studies Programme
3. Pedagogics Department:
  - Psychological and Pedagogical Counseling and Consultation Programme
  - Pedagogy and Methods of Elementary School Teaching Programme
4. Journalism Department

**Faculty of Engineering and Computer Science**

1. Computer Science and Computation Technologies Department
2. Electronics and Nanoelectronics Department
3. Applied Mathematics and Computer Science Department
4. Quality Management Department: Engineer – Manager Programme

**Medical Faculty**

1. General Medicine Department
2. Pediatrics Department

## **GENERAL INFORMATION**

### **Attendance**

1. All classes must be attended. Absences must be at most more than 4 times of the weekly class hours. If this limit is exceeded, although the student has an illness report, the student fails the course. Those students who are not able to attend the classes more than four weeks because of an illness can apply for a suspension of their registration for the semester. If they complete the suspension process before the midterm examinations, 30% of their semester tuition fee will be given back.
2. The failed course in case of non-attendance must be attended next year.

### **Passing the Course**

To pass a course, the average and final grades should not be less than 50 grades. Average grade is made up of 40% of Midterm grade and 60% of Final grade.

### **Advisory**

1. Each student has an academic advisor to deal with their problems.
2. Students must complete course registration under the supervisory of his/her adviser.

### **Registration**

1. At the beginning of each semester registration must be renewed.
2. Students who do not register on time will not be permitted to take the course lectures and examinations.
3. If a student does not renew the registration for two semesters, and does not suspend the registration as well, his/her registration will be cancelled.
4. The students can register for at most 39 hours of lessons within a semester. Students must register firstly for the courses they failed in the previous year; secondly, the courses they have not registered in the previous year. They should check whether any course from the previous year is missing or not during the registration. If they fail in any elective course, they can choose another elective course in the following year.
5. Successful students, whose GPA is more than 85 and who have not "failed" any course from the previous years can take at most two lessons from the upper classes by the approval of the head of the department without exceeding 39 hours per week. The lessons should not overlap in the weekly schedule as well.
6. The students who have completed the registration are given 'AIU Student ID card'. ID cards of the students who do not renew the registration on time will be cancelled.

### **Exams**

1. There should be a midterm and a final exam for each course at the departments.
2. Students who fail any course because of non-attendance are not allowed to take final exam of that particular course.
3. Students who have not paid tuition fee are not allowed to take final examinations.
4. Exam Results are announced within 7 days after the exam date.
5. After announcement of exam results, objections must be submitted in written form to the head of the department within 7 days. Student who does not make an objection within this period is considered to be satisfied with the announced result.
6. The students who are not able to enter an exam because of a valid excuse such as illness, death of a family member, fire, natural disaster, etc. (needed to be proven by a document) must inform the head of the department and apply for make-up exam.

### **Duration for Education**

Every educational year is composed of two semesters. The start and end of semesters are defined in the academic calendar announced by the Rectorate.

Bachelor education is four years. The students who could not pass all the courses in the curriculum of the department after four-year period extend their education to the following (5<sup>th</sup>) year. They should make an extra payment for each failed course and diploma paper in the following year. If they fail more than 3 courses within a semester, they renew their contract; and they make full payment for the semester according to new tuition fee.

### **Academic Suspension**

1. In case of valid excuse approved by the University Administration, student can take an academic suspension.
2. Academic suspension can be taken for at most two semesters.
3. Students who take an academic suspension for one semester must pay 5%, if two semesters 10 % of tuition fee.

### **LANGUAGE PREPARATORY CLASS**

- English preparatory school: except Turkish and Chinese language departments.
- Turkish preparatory education is for all departments.
- Chinese preparatory education; The Chinese language is compulsory for students of the Department.

- **Language Proficiency Exam (LPE):** at the beginning of the academic year, enrolled students of AIU take LPE conducted by the Preparatory Department.

- **Educate Language Preparation Exemption:**

- a. Students who get at least 60 points out of 100 in English, Turkish and Chinese exemption exam;
- b. Students with secondary education in the related language schools within the last three years.
- c. Students who passed international exams in the last 3 years (TOEFL, IELTS etc. according to the level determined by the Senate) are exempted from the preparatory education.

- **ENGLISH PREPARATORY TRAINING:** Students before undergraduate education need to study one year in preparatory classes. During preparatory training at least 6 exams are conducted.

- **Year Scores (YS):** year scores are taken from Exams and home works.

- **Grand Final (GF):** student who does not fail from attendance, takes Grand Final Exam.

- **General Success Score:** This score is composed of 40 % of (YS) and 60% of (GF).

- **Make up exam:** students who fail Grand Final must take make-up exam at the end of August. Students who pass this exam successfully complete preparatory education. Students who could not pass this exam must repeat preparatory education.

- **TURKISH PREPARATORY TRAINING:** Students of the department of Turkology without exemption from Turkish must complete one-year Turkish preparation education before starting their undergraduate education.

- **CHINESE PREPARATORY TRAINING:** Students of the department of Chinese Language without exemption from Chinese must complete one-year Chinese preparation education before starting their undergraduate education.

- **Attendance of Classes:** Attendance in preparatory training is compulsory. If non-attendance exceeds over 20% of total number of hours (except health report, academic suspension and etc.), students will not be allowed to take Grand final exam. The list of such students will be announced one week before the exam by the head of preparatory department.

- **Excuse (Compensation) Exam:** is possible for the small exams, if non-attendance does not exceed 20% of total number of hours. There is no Excuse Exam for (GF) and (LPE).

## **FREQUENTLY ASKED QUESTIONS**

- **Is it necessary to register for courses at the beginning of each semester?**

Yes, registration is compulsory for each semester. Student names appear on the class list of a course if they are registered for that course.

- **I have classes from last year; can I continue my studying with my group this year?**

You should take classes from last year first, and then if your credit allows (at most 39 hours), you can attend classes with your group as well.

- **What is the calendar of the tuition fee payment?**

Tuition fee payment must be paid in two stages: at the beginning of first and second semester before the registration.

- **If I fail in a lesson, how can I repeat it?**

If you fail in a course because of non-attendance, you must attend that lesson next year again. If you fail only because of bad exam results, you should only take midterm and final exams in the following year without attending the lesson.

- **Last year my midterm result in a course was good, but my final result was bad. Should I enter only final exam this year?**

No. You should take both exams.

- **What does transferring from one department to another means?**

1. Transferring is possible from one department to another in the University.

2. Students who want to transfer from one department to another must not have failed any course.

3. Transference is possible only one time in the first and second academic years.

4. Applications for transference from one department to another must be completed one week before beginning of each semester and during the first two weeks. After the specified time, the application is not accepted.

5. Students who want to transfer from one department to another must write a petition to the Student Affairs Office.

6. The number of students transferring from one department to another should not exceed 10% of the total number of students in department. If the number of applicants exceeds this figure, there will be a comparative analysis of the student grades.

7. In case of transferring, student must pay tuition fee of the host department, to which student was transferred.

8. In case of transferring, student loses discount.

- **What should I do if I meet a problem?**

At the beginning, apply to your adviser. If your problem is not solved, apply to the head of department, then to the dean of the faculty, and then to the Rectorate.

- **If I want to take part in social and public life of the university, where should I apply for?**

Contact with the department of health, culture and sports (SKS).

## **DISCOUNTS AND AWARDS**

1. Students, who have more than one discount criteria, can benefit from the highest discount only.
2. In case of getting full or partial discount for education, students who fail in any course, loose discount and next semester pay full tuition. In case of successful result, the discount is restored in the next semester.
3. In case of withdrawal from the university students will be required to pay 20% of total contract.
4. Reward: except for preparatory department, students who take the first place of each department get scholarship in amount of 2500 soms for once in the semester, the second place 2000 soms, the third 1500 soms.

## **DISCIPLINARY SANCTIONS**

### **The Cases which requires 'Note' (written reminder) punishment:**

1. Getting involved in behaviors which are not convenient for AIU student honor and dignity.
2. Behaving rude and disrespectful towards others; shouting, singing, playing musical instruments, and making noise in a way disturbing the others; leading to uncleanliness.
3. Not replying to the questions asked by the university officials without a valid excuse.

### **The Cases which requires 'Condemnation' punishment:**

1. Getting involved in behaviors which are not convenient for AIU student trustfulness.
2. Writing or drawing on the walls and property of the university.
3. Giving misinformation to the officials of the university or not giving the information asked by the university.
4. Posting announcements and posters without the permission of the administration.
5. Disturbing classes, seminars, and other educational and academic activities at the university.
6. Having, copying or printing any publication which is forbidden by the government or the university.
7. Harming, changing, or removing any posters posted by the university.
8. Cheating or allowing another student to cheat from one's paper.

### **The Cases which requires dismissal of the student from the university from one week to one month:**

1. Limiting directly or indirectly the freedom of learning and teaching (education); disturbing education and studying environment at the university.
2. Disturbing the order and violating the programs at the official ceremonies.
3. Getting involved in political activities at the university.
4. Blockading disciplinary inspections.
5. Distributing ideological and political brochures; and posting placards and posters at the university.
6. Using documents belonging to others or allowing his/her own document to be used by others.
7. Writing, drawing on any property of the university or posting pictures on the walls, doors, and etc. which violate moral and ethical values.
8. Drinking alcohol or attending the classes, seminars, conferences, and such activities with alcohol.
9. Playing or having others play gamble.
10. Threatening, insulting, or harassment (verbally or in written form) against the students and the staff of the university.

### **The Cases which requires dismissal of the student from the university from one to two semesters:**

1. Getting involved in physical harassment and violence against the students and the staff of the university.

2. Making a speech, publishing a material, or provoking the students against the administration or the decisions of the university; leading or participating in such activities.
  3. Leading or participating in meetings, marches, boycotts, uprisings, and the other such actions at the university; and leading one's parents to get involved in such activities.
  4. Leading to polarization by race, ethnicity, color, language, religion, sectarian groups, and ideologies.
  5. Writing, drawing on any property of the university or posting pictures on the walls, doors, and etc. which propagate ideological or political ideas.
  6. Getting involved in theft.
  7. Provoking the other students for an action which violates the order at the university.
  8. Organizing or participating in meetings without the permission of the university administration, making a public statement or participating in a meeting on behalf of the university or the other students.
  9. Entering places which are closed and harming anywhere at the university.
- The students who are dismissed from the university are not given scholarships or other rewards during the period of dismissal.

**The Cases which requires changes in discount rights of the students:**

1. Cheating or allowing another student to cheat from one's paper.
  2. Using university documents belonging to others or allowing his/her own document given by the university to be used by others.
- The students who are dismissed from the university lose their discount rights given by the university during the period of dismissal.

**The Cases which requires reduction in the grades of the students:**

1. Cheating or allowing another student to cheat from one's paper.
2. Making plagiarism in research papers and diploma paper.

**The Cases which requires expulsion of the student from the university:**

1. Becoming a member of an illegal organization; aiding such organizations and organizing activities for such organizations.
2. Using, having, buying or selling narcotic drugs.
3. Being punished by state courts for a crime against the state.
4. Being punished by state courts for a crime which is not convenient for IAAU honor and dignity.
5. Forcing staff or students of the university to leave their offices or classes, blockading education and working, and forcing other students to get involved in such activities.
6. Violating the order and studying conditions at the university for political and ideological reasons; leading or participating in boycotts or blockades of the working staff of the university; and provoking such activities.
7. Having, copying, printing, distributing political or ideological brochures, placards, etc. at the university; and writing and drawing such things on any property of the university; and making such (verbal or written) propaganda.
8. Founding associations and organizations at the university without the permission of the university administration.
9. Hindering disciplinary inspections and procedures by physical force or threat.

**Undefined disciplinary crimes:** The students who get involved in any crime which is not mentioned above but similar to the above-mentioned actions which require a certain disciplinary punishment are punished in the same way.

**THESIS**

1. Each student is required to write his/her own thesis.
2. The student is registered for thesis work and delivers it to the department.
3. Thesis work is lead by supervisor.

4. A completed thesis work at a certain department is defended before the commission. The defense of thesis is conducted in the last weeks of the academic year. In case of an unsatisfactory evaluation, student has right to re -defend thesis in the period established.

5. Received thesis work must be submitted in two copies and on CD: a copy to the department, the second to the university library.

## **INTERNSHIP**

1. Students must complete an internship at the scheduled curriculum time.

2. Students who did not pass the previous internship cannot take part in the followings.

3. Location of internship is determined by faculty or department.

4. At the end of an internship students must provide a report to the head of the department.

5. In case of an unsatisfactory evaluation of internship, student will have to go through it again

## **GRADING SYSTEM**

<b>The letter</b>	<b>Score</b>	<b>5 point system</b>	<b>100 point system</b>
A+	4.3	5	95-100
A	4	5	90-94
A-	3.7	5	85-90
B+	3.5	4	80-84
B	3	4	75-79
B-	2.5	4	70-74
C	2.0	3	60-69
D	1.0	3	50-59
F	0.0	2	0-49