ISTANBUL TECHNICAL UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES

ADVANCED ENGLISH PROGRAM

ING-CODED COURSE RULES

All the students registered in ING-coded courses are to abide by the rules established by the School of Foreign Languages below:

- **Attendance:** According to ITU regulations, students are not allowed to miss more than 12 (TWELVE) hours of class. Students who are marked as absent more than 12 hours are graded VF. Permissions and/or Medical Reports must be approved by the Faculty Board students are registered. Only approved Permissions and/or Medical Reports are processed in ING-coded courses.

- **Course books:** Students must have the original course books. Any violation of copyright (softcopies or photocopies) will result in disciplinary action.

- **Assignments:** Students must prepare their assignments on the due date and upload them on time to NINOVA as announced by their instructors. **No late submission is accepted.**

- **TURNITIN / SFL DATABASE:** All the written assignments are uploaded to TURNITIN and/or SFL Database (only for ING 201). Students must submit the soft copy of their assignments on time to process on TURNITIN and/or SFL Database. If any assignment is not submitted to the instructor and/or not uploaded to TURNITIN as a soft copy before the due date, this assignment will be given a zero.

- **Plagiarism:** Students involved in the actions of

    o submitting the work of another student both in part or in whole,

    o resubmitting his/her own assignment having submitted to previous courses before (self-plagiarism),

    o presenting works without attribution to the original source or using information without referencing,

    o having someone else do an assignment,

  will receive a zero, incur penalties, and will be subjected to legal action due to their plagiarized assignments and exams. Plagiarism will be reported to the department of the faculty students are registered. For further details, also see ITU Disciplinary Regulations, ITU Word of Honor, and ITU Regulations:

    o https://www.mevzuat.gov.tr/mevzuat?MevzuatNo=16532&MevzuatTur=7&MevzuatTertip=5
    o https://www.sis.itu.edu.tr/TR/mevzuat/akademik-onur-sozu-esaslar.php
    o https://www.sis.itu.edu.tr/TR/mevzuat/lisans-yonetmelik.php
    https://www.sis.itu.edu.tr/TR/mevzuat/yaz-ogretimi-yonetmelik.php

- **Exams:** Students must take the exams at the time and date announced by the SFL. If students miss any exams during and/or at the end of the term, they must submit their excuses, Permissions and/or Medical Reports to their faculties to take the make-up exams. If the excuses, Permissions and/or Medical Reports are approved by the Faculty Board, the SFL will arrange a make-up exam for those students.

- **Grading Scale:** The grading scale for all the ING-coded course is as follows:

> 100-90: **AA** - PASS
>
> 89-83: **BA** - PASS
>
> 82-76: **BB** - PASS
>
> 75-69: **CB** - PASS
>
> 68-62: **CC** - PASS
>
> 61-56: **DC** - PASS
>
> 55-50: **DD** - PASS
>
> 49-0: **FF** - FAIL
>
> **VF*** - FAIL

Students taking ING-coded courses are to meet the required conditions specified below.

Course Code	Course Name	Final Exam Percentage of Total Score	In-Term Assessment Percentage of Total Score	Special Conditions
ING 100	EAP Through Global Goals	-	100 %	* No plagiarism is detected in any of the submitted assignments. Students plagiarizing will get a "0" from that assignment.
ING 101	English 1	40%	60%	* No plagiarism is detected in any of the submitted assignments. Students plagiarizing will get a "0" from that assignment.
ING 102	English 2	40%	60%	* No plagiarism is detected in any of the submitted assignments. Students plagiarizing will get a "0" from that assignment.
ING 103CO	Professional Communication	30%	70%	*No plagiarism is detected.
ING 103ES	Intercultural Citizenship	40%	60%	*No plagiarism is detected.
ING 103SC	Science Communication	40%	60%	*No plagiarism is detected.
ING 103H	Public Presentations	40%	60%	*No plagiarism is detected.
ING 103I	Short Stories	40%	60%	*Submission of the final assignment within the deadlines.
ING 103N	Film Studies	40%	60%	*Making the presentation. *No plagiarism is detected.

ING 112	English 2	40%	60%	* No plagiarism is detected in the submitted assignments on Turnitin uploads. Students plagiarizing will get a "0" from that assignment.
ING 106	English 2	40%	60%	--
ING 201	English 3	40%	60%	*Submission of the final Research Paper within the deadlines and detection of no plagiarism on SFL Database/Turnitin as a VF condition.
ING 206	English 4	40%	60%	--

- **Announcements:** All students are required to follow the announcements related to the course on the SFL webpage and NINOVA.

    In addition to the regulations and rules stated above, the following points also apply to online education:

    o Students must download the ZOOM application to their computers and/or their smart devices signing up with their ITU e-mail addresses to follow their classes online,

    o Students must follow their scheduled classes online,

    o Students must join ZOOM sessions with their names and surnames,

    o The classes will be recorded automatically on the cloud for a certain period of time.

    o ITU Word of Honor is valid in the online/digital environment as well.

    o If a student changes his/her user name or shares the meeting link/ID and password with third parties, disciplinary action will be taken.

    o Students are not allowed to record the online/live classes on their local drives themselves.

    o Students are not allowed to take screenshots of online classes and share them on social media. It is against the law (KVKK).

    o Students are not allowed to share Ninova messages or e-mail messages of the instructors with third parties or on social media. It is against the law (KVKK).

    o Students cannot receive unauthorized help with their writing by paying or forcing another person to do the writing for them.