

POLICY NOTIFICATION (2016-2017 Academic Term)

1. Be in their class on time and not leave any earlier than stated unless there is an emergency. They must inform the Administrative Coordination Office / DDP Coordination Office in case of an emergency. Please note that the first morning and afternoon block hours last 90 minutes, and the rest last 50 minutes.

1 st Hour (Block)	08:45 – 10:15
2 nd Hour	10:30 -11:20
3 rd Hour	11:30 -12:20
LUNCH BREAK 12:20 – 13:30	
1 st Hour (Block)	13:30 – 15:00
2 nd Hour	15:15 – 16:05
3 rd Hour	16:15 – 17:05

2. Take their class folders before going into class at least 10 minutes earlier – since urgent announcements by the Administrative Coordination Office / DDP Coordination Office are made this way – and return the folders to the Administrative Coordination Office / DDP Coordination Office no later than 12:30 for morning classes and 16:45 for afternoon classes. Please note that if folders have not been taken, it will mean the instructor is not present in his/her class.
3. **Not leave the class folders in the classroom** since they include important information such as attendance, **not send them to the Office with students under any circumstances, and take utmost care of them.** They must report in written form in line with the ‘Important Document Regulations’ to the Administrative Coordination Office / DDP Coordination Office ASAP in case of a lost folder.
4. (If held responsible) Enter the student attendance into the database (*Dilnot*) by 17:00 on the **first Friday of the following month** – since the data entrance will be disabled on that date – and return the attendance sheet to the Administrative Coordination Office / DDP Coordination Office with their signature.
5. For the courses in the UPP, mark students whose absences are approved by the Administrative Coordination Office ‘İ’ (izinli) on the attendance sheets and deduct those hours from those students’ total monthly attendance when entering them into the database (*Dilnot*).
6. Take attendance on an hourly basis with a **pen or ball point pen**. Please write only the absenteeism hours for students who have failed to attend classes on the attendance sheet. Do not put any mark (tick, plus, minus, dot, etc.) for students who are in class; leave the box empty.
7. Enter students’ monthly attendance into the computerized system (students in the UPP & DDP must attend 85% of their lessons in order to be eligible to take the Proficiency / TOEFL ITP exam. If they fail to complete 85% attendance in lessons, they fail the Preparatory Program). If a student misses the **first 15 minutes of a block hour**, she/he

will be marked as absent for **2 hours**. If a student misses the first **5 minutes of a one-hour lesson**, she/he will be marked as absent for **1 hour**.

8. Mark students who are on sick leave by an official report '**Yok**' on the attendance sheet and do not let them into the class or exams during their leaves under any circumstances. Medical reports, social and sports activities are included in the 15% absenteeism. Any approved social and sports activities and medical board reports are deducted from students' total absenteeism.
9. Note down the subjects covered in the class in the relevant fields on the monthly lesson plan sheet since fields left blank will mean the lesson has not been done. Also, sign the sheet at the end of each month and return it along with the attendance sheet to the Administrative Coordination Office / DDP Coordination Office.
10. Notify the Administrative Coordination Office / DDP Coordination Office by 08:30 if they cannot attend classes or will be late for the class. The phone number of Administrative Coordination Office is (0212) 296 35 06 or (0212)2 32 47 27- 2524 and the mobile phone number of Nükhet Günhan, Administrative Coordinator, is 0542 437 72 27.
11. In case of not being able to teach on a given day, determine a date for make-up lessons within 15 days with the Administrative Coordinator, and write the date of the make-up lessons in the monthly lesson plan sheet. Remember to apply to the Administration with a petition including an anticipated make-up class day and date on.
12. Notify the Administrative Coordination Office / DDP Coordination Office ASAP and report the situation in written form in detail in case of not being able to do the lessons because of no students showing up.
13. Not change the class schedule without notifying the Administrative Coordination Office / DDP Coordination Office.
14. Enter the results of the Mid-year exam into the database before the end of the Fall Term.
15. Write all the scores of their students in the score chart to be provided by the Administration / DDP Coordination Office, and return it at the end of each term to the Administrative Coordination Office / DDP Coordination Office with their signature.
16. Guide students who severely disrupt class atmosphere to the Psychological Counselling and Guidance Center (**PCG Center**). If the situation persists, the **Disciplinary Committee** will handle the disciplinary issue. However, the Committee can **ONLY** act upon **WRITTEN** complaints to apply the regulations issued by the Board of Higher Education (YÖK).

17. Keep pace with the curriculum as absolutely no changes will occur in testing schedules. This is regardless of holidays and lack of student attendance in the classroom at certain points in the year. ***The pacing schedule must be followed daily.***
18. Follow updates, notices, and meeting information checking their emails on a regular daily basis from the ***listeci (for the UPP) / UOLP yahoo*** mail group.
19. Encourage students to use the SFL web site (Error! Hyperlink reference not valid).
20. Be prepared to proctor the final exams of the Advanced English courses, 101, 102 and 201 administered on the Saturday after the last week of each term.
21. Attend all formal staff meetings, as attendance will be taken. Those instructors involved in committees or offices are bound by this same requirement regarding their obligations to committee and office meetings.