

# Advanced English Program

## Rules and Regulations

All students enrolled in ING-coded courses offered by School of Foreign Languages (SFL) Advanced English Program are required to follow the rules outlined below. Students are responsible for following all course-related announcements on NINOVA.

### Attendance

According to ITU regulations (Article 23 – Paragraph 1, amended in the Official Gazette dated 04/12/2023, No. 32389), students are required to attend at least 70% of lectures and at least 80% of independent practical courses such as laboratory and workshop sessions.

- **Course-Specific Requirements:**
  - **ING 100/ING 102/ ING 103:** Students may not miss more than **12 hours** of class. Exceeding this limit results in a grade of “VF”.
  - **ING 112A / ING 201A:** Students may not miss more than **8 hours** of class. Exceeding this limit results in a grade of “VF”.
- **Online Courses:** Active participation is required. Students who do not respond to instructors’ remarks may be marked absent.
- **Medical Reports / Permissions:** Permissions and/or Medical Reports must be approved by the Boards of the Faculties students are registered to. Only approved Permissions and/or Medical Reports by Faculty Boards are processed in ING-coded courses.

### Course Requirements

- **Pacing & Assessment Schedule:** Students are required to review course specific information available on Ninova
- **Course Materials:** Students are required to use original course books. Unauthorized copies constitute copyright violations and are subject to disciplinary action.
- **Assignments:**
  - Assignments must be completed and uploaded to NINOVA by the deadlines announced by the instructor.
  - Late submissions are not accepted.
  - Written assignments must also be uploaded to TURNITIN.
  - Assignments not uploaded by the deadline will be graded as zero.

### Academic Integrity

- **Plagiarism:** The following are strictly prohibited and will result in a zero grade and disciplinary penalties:
  - Submitting another student’s work (in part or in whole)
  - Resubmitting one’s own work from a previous course (self-plagiarism).
  - Using sources without proper citation
  - Having another person complete the assignment

Plagiarism cases are reported to the student's faculty department.  
For further details, see:

- [ITU Word of Honor](#)
- [ITU Undergraduate Regulations](#)
- [ITU Summer School Regulations](#)

- **AI Policy**

1. **Prohibition of generative AI** – Students are not permitted to use generative AI tools (including but not limited to ChatGPT, Gemini, DeepSeek, Claude, Bing AI, and GrammarlyGO) to produce, edit or rephrase any part of assignments, outlines, drafts, bibliographies or reflective pieces. Submitting AI-generated or AI-edited content as your own work constitutes academic misconduct and will be penalized under the university's academic integrity policy.
2. **Personal authorship and intellectual labour** – All coursework must be completed independently using students' own ideas and language. Generative AI must never replace the student's contribution or be used for higher-level tasks such as argumentation, interpretation, critical commentary or synthesizing evidence.
3. **Limited, permissible use** – Only final-stage grammar and spelling checks may be performed using AI for only proofreading purposes, and even then students must personally review and correct any suggestions. No other AI assistance is allowed.
4. **Verification and accountability** – If the permitted grammar or spelling tools are used, students remain responsible for ensuring the accuracy and appropriateness of the output.

## Exams and Grades

- **Exams:**
  - Students must take midterm and final exams on the dates and times announced by the SFL.
  - Students who miss an exam must submit an official excuse and/or medical report to their Faculty Board.
  - If approved, the SFL Advanced English Program Coordination will arrange a make-up exam.
- **Objection to Grades:**
  - Students may submit petitions to their faculties within 5 working days after official grade announcements

- **Grading Scale:**

| Grade | Scale  | GPA  |
|-------|--------|------|
| AA    | 90-100 | 4,00 |
| BA+   | 86-89  | 3,75 |
| BA    | 83-85  | 3,50 |
| BB+   | 79-82  | 3,25 |
| BB    | 76-78  | 3,00 |
| CB+   | 72-75  | 2,75 |
| CB    | 69-71  | 2,50 |
| CC+   | 65-68  | 2,25 |
| CC    | 62-64  | 2,00 |
| DC+   | 59-61  | 1,75 |
| DC    | 56-58  | 1,50 |
| DD+   | 53-55  | 1,25 |
| DD    | 50-52  | 1,00 |
| FF    | 0-49   | 0,00 |

- **Special Conditions:** 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   | 40%                                  | 60 %                                         | —                                                                                                                                              |
| ING 101     | English 1                  | 40%                                  | 60%                                          | *No plagiarism is detected in any of the submitted assignments on Turnitin uploads. 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 on Turnitin uploads. Students plagiarizing will get a “0” from that assignment. |
| ING 103CO   | Professional Communication | 40%                                  | 60%                                          | *No plagiarism is detected on Turnitin uploads.                                                                                                |
| ING 103ES   | Intercultural Citizenship  | 40%                                  | 60%                                          | *No plagiarism is detected on Turnitin uploads.                                                                                                |
| ING 103SC   | Science Communication      | 40%                                  | 60%                                          | *No plagiarism is detected on Turnitin uploads.                                                                                                |
| ING 103H    | Public Presentations       | 40%                                  | 60%                                          | *No plagiarism is detected on Turnitin uploads.                                                                                                |
| ING 103I    | Short Stories              | 40%                                  | 60%                                          | --                                                                                                                                             |
| ING 103N    | Film Studies               | 40%                                  | 60%                                          | *Making the presentation.<br>*No plagiarism is detected on Turnitin uploads.                                                                   |
| ING 112A    | Basics of Academic Writing | 40%                                  | 60%                                          | *No plagiarism is detected in the submitted assignments on Turnitin uploads. Students plagiarizing will get a “0” from that assignment.        |
| ING 105     | English 1                  | 50%                                  | 50%                                          | --                                                                                                                                             |
| ING 106     | English 2                  | 50%                                  | 50%                                          | --                                                                                                                                             |

|          |                                      |     |     |                                                                                                                                                       |
|----------|--------------------------------------|-----|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| ING 201A | Essentials of Research Paper Writing | 40% | 60% | *No plagiarism is detected in the submitted assignments on Turnitin/ SFL Database uploads. Students plagiarizing will get a “0” from that assignment. |
| ING 205  | English 3                            | 50% | 50% | --                                                                                                                                                    |
| ING 206  | English 4                            | 50% | 50% | --                                                                                                                                                    |

## Online Education Rules

Students participating in online courses are required to:

- Download and use the Microsoft Teams application on a computer or smart device.
- Log in using their ITU e-mail address.
- Attend all scheduled online classes.
- Join sessions using their full name and surname.
- Adhere to the ITU Word of Honor in digital environments.

### Prohibited Actions:

- Recording online classes locally.
- Taking or sharing screenshots of online sessions.
- Sharing meeting links, IDs, or passwords with unauthorized persons.
- Sharing Ninova messages or e-mails of instructors with third parties.
- Receiving unauthorized assistance (paid or otherwise) for assignments or exams.

**Note:** Sharing class recordings, screenshots, or private communications violates the **Law on the Protection of Personal Data (KVKK)** and will result in disciplinary action.