

T.C.
İSTANBUL KÜLTÜR UNIVERSITY
FACULTY OF ENGINEERING
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

THREE-COURSE EXAM PRINCIPLES

1. Purpose

The department's principles for the Three-Course Exam have been prepared to set out the rules for applying, planning, administering, and evaluating the Three-Course Exam, which is organized for students who have reached the graduation stage but have failed no more than three courses. These principles are carried out in accordance with the "Procedures and Principles for the Three-Course Exam," which entered into force under the decision of the İstanbul Kültür University Senate dated 27 March 2025.

2. Application Process

- Applications are submitted through the OBYS (Orion) system.
- Applications are evaluated by the Directorate of Student Affairs (DSA) in accordance with the "Procedures and Principles for the Three-Course Examination," which entered into force under the decision of the İstanbul Kültür University Senate dated 27 March 2025.
- A list of eighth-semester students whose applications are approved is forwarded by DSA to the relevant department chair.

3. Planning and Allocation of Duties

- Based on the list of students who will sit the exam, the Program Implementation Commission (PIC) identifies—for each student—the course code, course title, ECTS credit value, and the instructor of the course as last taken.
- In consultation with instructors, the PIC schedules the exam dates, times, venues, and invigilators, ensuring there are no clashes and that everything aligns with the university's academic calendar.
- The draft schedule is submitted to the department chair for approval.
- Once approved, the schedule is sent to students and instructors via their official e-mail addresses.

4. Conduct of the Exam

- Instructors prepare a written exam that covers all learning outcomes of the course in its latest form, based on the most recent version of the course the student has taken.
- Exam duration is set between 1 hour (minimum) and 2 hours (maximum).
- The prepared exam paper is handed to the assigned invigilator.

- The departmental exam-paper cover page must be used.
- The “Three-Course Exam Record” must be filled in by the exam invigilator.

5. Evaluation and Grading

- Exam papers are graded by the respective instructors, and results are recorded on the “Three-Course Supplementary Achievement Form”.
- The numerical score out of 100 obtained from the evaluation is converted to a letter grade according to the table below:

Mark (100-point scale)	Letter Grade
90 - 100	A
82 - 89	A-
75 - 81	B+
68 - 74	B
61 - 67	B-
56 - 60	C+
51 - 55	C
46 - 50	C-
41 - 45	D+
36 - 40	D
30 - 35	D-
0 - 29	F

6. Submission of Documents

- After the exam, instructors submit the students’ exam papers, the marking key (answers and scoring rubric), and the completed “Three-Course Supplementary Achievement Form” to the department chair.