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**ÇANKIRI KARATEKİN UNIVERSITY
COMMON COURSES COORDINATION
UNIT**

**FREQUENTLY ASKED QUESTIONS AND
ANSWERS**

1. What is Common Courses Coordinatorship?

Established under the Rectorate of Cankırı Karatekin University, Common Courses Coordinatorship is a unit including departments of Atatürk's Principles and History of Turkish Revolution, Turkish Language, Foreign Languages, Informatics, Fine Arts and Common Courses and having a directive.

2. What are the common courses?

Common courses include common compulsory and common elective courses offered by the Common Courses Coordinatorship which can be taken by the students enrolled in associate degree and undergraduate programs jointly.

3. What is the common compulsory course?

Common compulsory courses include all the courses mentioned in the clause (i) of Article 5 of the Higher Education Law No. 2547 and Career Planning course regardless of faculty or vocational school.

4. What are common compulsory courses?

Common compulsory courses are Atatürk's Principles and History of Turkish Revolution I-II, Turkish Language I-II, Foreign Languages I-II (English and German), Use of Basic Information Technologies and Career Planning.

5. Which courses are offered as both compulsory and elective?

Use of Basic Information Technology is in compulsory course status in some departments while it is in elective course status in the other departments.

6. What is a common elective course?

Courses which can be taken by all the students from different departments and units of the university are called common elective courses. These courses can be found on the elective course list of the university and on the web at <https://ortakdersler.karatekin.edu.tr/en/common-optional-courses-20717-sayfasi.karatekin>

7. In which terms are the common compulsory and common elective courses taken?

Common compulsory courses are given in two terms which are fall and spring terms. Creating a pool of common elective courses every term, open courses are announced on our website.

8. Where can I find the credit and ECTS information of common courses?

Common courses are two hours per week and 2 ECTS. Career Planning course is one hour a week and 2 ECTS. On the other hand, the common elective courses have different hours and ECTS. For more information please visit <https://ortakdersler.karatekin.edu.tr/en/common-mandatory-courses-20716-sayfasi.karatekin>.

9. When is the exemption exam for common compulsory courses?

Our coordinatorship holds an exemption exam once a year at the beginning of the academic year in fall term on a date specified in the academic calendar for Atatürk's Principles and History of Turkish Revolution, Turkish Language, Foreign Languages (English and German), Use of Basic Information Technologies courses, except for the Career Planning Course.

10. Is it necessary to make an application to take the exemption exam for common compulsory courses?

If the exam will be held face to face in the relevant academic year, students must apply for the exemption exam at <https://ekampus.karatekin.edu.tr> within the date specified in the announcements. If the exam will be held online, there is no need to apply, anyone who wishes can take the exemption exam.

11. Who can take the exemption exam for common compulsory courses?

Students who are newly registered to the university, taking the courses for the first time, students who have completed the preparatory program or successfully registered for the first year, students who will take the courses for the first time or students who have registered to the university but have frozen their registration can take the exemption exam while they register for the first time.

12. What is the requirement to be exempt from common compulsory courses?

Students who take the exemption exam and score 60 or higher are considered successful in these courses and are exempt. The letter grade equivalent of the numerical grade obtained from the exam is made according to the Çankırı Karatekin University Associate Degree and Undergraduate Education Regulations. The determined letter grade is reflected on the transcript as the student's success grade and is included in the grade point average. You can reach the related regulation at <https://oidb.karatekin.edu.tr/tr/yonetmelik-2900-Sayfasi.karatekin> link.

13. I have been exempted from common compulsory courses, but I want to take the relevant course(s) because I passed with a low grade. How can I apply for it?

Students can apply to their academic unit by filling out the form "petition to continue taking the common compulsory course being exempted from" in the form & petition section on the Common Courses Coordination Unit web page.

14. I have been exempted from common compulsory courses. Can I take another course instead of the common compulsory courses I am exempt from?

Students can apply to their academic unit by filling out the "petition to add another course instead of the common compulsory course that I am exempted from" in the form & petition section of the Common Courses Coordination Unit website.

15. How many of the common elective courses can I choose in the fall and spring semesters?

Students can choose only one course per semester. They can choose common elective courses in all semesters of each year of the study. A student studying a four-year program can take a total of eight common elective courses.

16. How are compulsory/elective common courses conducted?

To the extent permitted by the Higher Education Institution and the University Senate, compulsory and elective common courses are conducted face-to-face and online. Students can follow the announcements section on the Common Courses Coordination Unit website for further information.

17. What are the attendance requirement for the common compulsory courses?

Attendance is mandatory whether the courses are conducted face-to-face or online.

18. Where can I find the information package of common courses?

Students can access the content and bibliography of the courses at bbs.karatekin.edu.tr.

19. How are the exams and evaluations of common courses carried out?

Exams for common courses are held face-to-face or online on the dates specified in the academic calendar. In case the exam is face-to-face, the exams of the common compulsory courses* are held in one session and all students take the exam in the rooms/classes determined by their departments. (*Excluding the Career Planning course. The exam for this course is given by the relevant instructor.)

In case the exam is online, all courses are held at different times. Examinations of common elective courses are given by the relevant instructor on the same day and time. For further information, students can check the directive or announcements section on the Common Courses Coordination Unit website.

20. The system got kicked me out in the online exam of the common courses. I could not complete my exam owing to a systemic error. What should I do?

In online exams of common courses, if a student leaves the exam window and spends time in another window during the exam, such situations occur within the scope of security measures and the system shuts down before you are able to complete your exam. When this is the occasion, in case of a situation such as the systemic error, discarding of the system, etc., you should immediately inform uzem@karatekin.edu.tr about your situation.

21. I could not take the mid-term exam of the common courses because of my excuse. What should I do?

According to the regulation, you have to apply to your academic unit with a petition and document stating your excuse within 15 (fifteen) days from the date of the exam.

22. I could not take the exam of the common lessons which are held face-to-face in the right class of the exam determined by my department. I took the exam in another exam class. What should I do?

In the exams of the common lessons which are held face-to-face, you have to take the exam in the exam classes determined by your department. Taking the exam in another exam class will cause confusion. You should report your situation to our coordination unit without wasting time.

23. I forgot to mark the type of booklet in optical form in the exam of common courses. What should I do?

As mentioned in our instruction, the student is himself/herself responsible for incorrect and incomplete coding in optical form. Your exam will not be evaluated.

24. I was expecting to get a higher grade from the exam of the common courses. However, my grade is not as I expected. Can I check my exam paper?

In order to check your exam paper, you have apply to your own academic unit with a petition.

25. How can I reach the coordination unit of common lessons?

The common courses coordination unit is located in the campus of Çankırı Karatekin University and, you can also reach us by sending an e-mail to ortakderslerkoord@karatekin.edu.tr or by using the extension numbers on our website.

THE COMMON COURSES COORDINATION UNIT