



YEDİTEPE  
UNIVERSITY

# Part-Time

# Instructors

# Handbook

## 2024 Spring



YU-LEARNT  
Yeditepe University  
Learning and Teaching Unit

# Part Time Instructors' Handbook

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# Yeditepe University Part-Time Instructors' Handbook

## 1. OBS - Yeditepe University Student Information System

- Once you take office, you will be provided with YUNIID for e-mail access and **OBS username and password** for student information system. It is important that this username and password are never shared with anyone and the related actions are taken by the instructor.
- You could also access your OBS page by installing the **Yeditepe** application on your smartphone and tablet.
- OBS is the platform where the attendance, exam grades, etc. of the courses you are responsible for and its students are carried out.
- You can access a list of the enrolled students and their contact information, send a collective message to the whole class or message one of your students.
- We suggest that you use your e-mail address with the “**yeditepe**” domain while contacting your students.
- **Do not share your OBS and YUNIID passwords with anybody.**
- You could track and share students' attendance information through the attendance marking screen on OBS.
- You could view your weekly attendance sheet and print it out. Classroom and time information is also shown on this document.
- **You could open new exam entries as needed for midterms, finals, assignments and presentations to grade them.** (The grades will be visible to your students once you click the button at the bottom of the mark entrance page.)
- After entering the grades indicating that the tasks of the semester have been done, you can enter a **Finalised Letter Grade**. (After the Finalised Letter Grade entries are completed and shared with the students, changes cannot be done in this page.)
- Throughout the term, all of the **assignments, midterms and finals are to be graded out of one hundred**; the weighted letter grade reached through the addition of the grades' ratios are added to the letter grade (finalised grade) screen.



## öğrenci bilgi sistemi

Please enter your credentials

Language \* English

Username \*

Password \*

Password Required!

Ben robot değilim



reCAPTCHA  
Gizlilik - Şartlar

Login

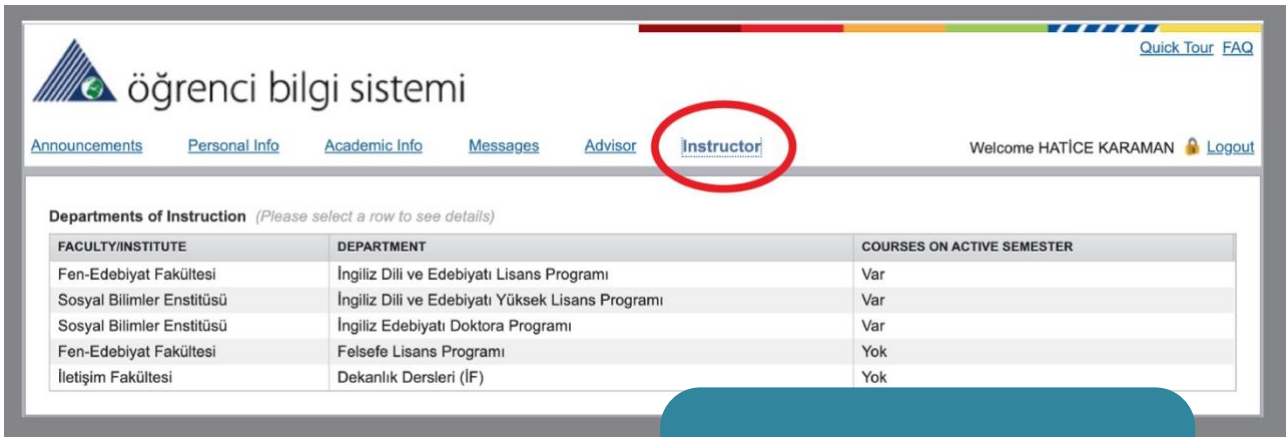
[Create a new account](#)

[Quick Tour](#)

[FAQ](#)

[Last Update on: 17-01-2024 / 11:44](#)

You can log in through the [obs.yeditepe.edu.tr](https://obs.yeditepe.edu.tr) with your OBS Username and Password.



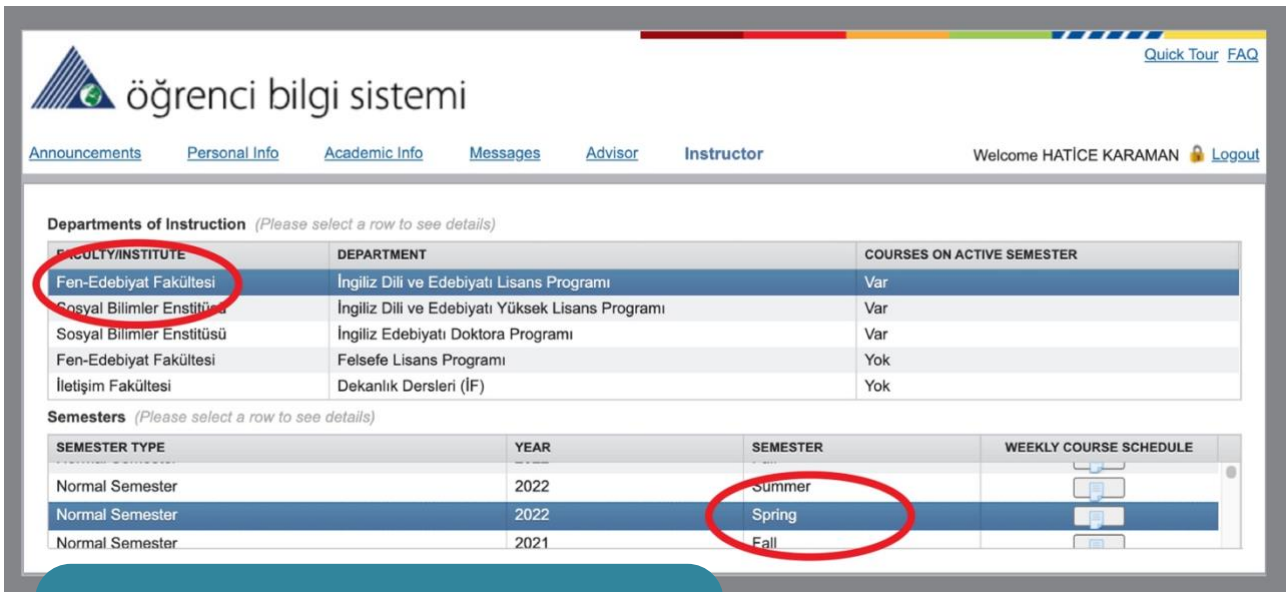
öğrenci bilgi sistemi

Announcements Personal Info Academic Info Messages Advisor **Instructor** Welcome HATİCE KARAMAN Logout

Departments of Instruction (Please select a row to see details)

FACULTY/INSTITUTE	DEPARTMENT	COURSES ON ACTIVE SEMESTER
Fen-Edebiyat Fakültesi	İngiliz Dili ve Edebiyatı Lisans Programı	Var
Sosyal Bilimler Enstitüsü	İngiliz Dili ve Edebiyatı Yüksek Lisans Programı	Var
Sosyal Bilimler Enstitüsü	İngiliz Edebiyatı Doktora Programı	Var
Fen-Edebiyat Fakültesi	Felsefe Lisans Programı	Yok
İletişim Fakültesi	Dekanlık Dersleri (IF)	Yok

For your course tasks,  
navigate to the  
“Instructor” page.



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Semesters (Please select a row to see details)

SEMESTER TYPE	YEAR	SEMESTER	WEEKLY COURSE SCHEDULE
Normal Semester	2022	Summer	
Normal Semester	2022	Spring	
Normal Semester	2021	Fall	

You can select your course’s  
term, related faculty, and  
the department.

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Normal Semester	2022	Spring	
Normal Semester	2021	Fall	

My Courses

CODE	NAME	SECTION	CREDIT	REGISTERED	ATTENDANCY	EXAMS	MAKE-UP	LETTER GRADE	INFO
ELIT 303	Shakespeare ve Dönemi	2	3.0	15				Verildi	

Select the course you want to work on.

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New Attendance Attendance List Report

You can use this screen to see your attendance list, print a copy out or add an attendance entry.

öğrenci bilgi sistemi

Announcements Personal Info Academic Info Messages Advisor Instructor Welcome HATİCE KARAMAN Logout

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Normal Semester	2022	Spring	
Normal Semester			
Normal Semester			

My Courses

CODE	NAME
ELIT 303	Shakespeare ve Dönemi

New Attendance

Attendance Date

February 2022

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

11 : 49 : 49 : 920 : AM

You can choose the dates to add attendance entry.

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Normal Semester	2021	Summer	

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ELIT 303	Shakespeare ve Dönemi	2	3.0	15				Verildi	

New Exam

Exams (Please select a row to see details)

EXAM TYPE	EXAM DATE	ANNOUNCEMENT DATE	IS RESULTED?
Sözlü Sunum - Oral Presentation	13.01.2022	04.11.2021	Resulted
Final Sınavı - Final Exam	13.01.2022	09.12.2021	Resulted
Arasınav - Midterm	25.11.2021	14.10.2021	Resulted

You can add exams and see them here.

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Announcements Personal Info Academic Info Messages

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My Courses

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ELIT 303	Shakespeare ve Dönemi	2	3.0	15				Verildi	

Exams (Please select a row to see details)

EXAM TYPE	EXAM DATE	ANNOUCEMENT DATE	IS RESULTED?	RESULT EXPLANATION	UPDATE	DELETE
Sözlü Sunum - Oral Presentation	13.01.2022	04.11.2021	Resulted	30/100		
Final Sınavı - Final Exam	13.01.2022	09.12.2021	Resulted	%40		
Arasınav - Midterm	25.11.2021	14.10.2021	Resulted			

**Exam Type Entrance**

Type

Annoucement Date

Exam Date

Explanation

Result Explanation

Cancel Save

You should use this section while adding your exams.

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Sözlü Sunum - Oral Presentation	13.01.2022	04.11.2021	Resulted	30/100		
Final Sınavı - Final Exam	13.01.2022	09.12.2021	Resulted	%40		
Arasınav - Midterm	25.11.2021	14.10.2021	Resulted			

You can add the exam results out of 100, and the term's finalised grade as a letter grade through the letter Grade screen.



## 2. General Flow, Exam Rules and Passing Courses

- All of our instructors are tasked with preparing the paperwork listed in the course check form and required by the relevant accreditation body and CoHE for their courses.

Required in the course file:

**1. Bologna Form**

**2. Course Syllabus**

**3. Grading details**

**4. Class Grade Distribution (Yeditepe application provides this statistic.)**

**5. List of the Letter Grades**

**6. For all exams and assignments; the papers are graded the highest, average and lowest and the answer keys**

**7. Attendance documents**

- At the end of each term, midterm, final and retake exam and attendance documents are turned in to the administrative staff (of the related faculty or institute) to be archived.
- You can access the Yeditepe University Associate's and Bachelor's Education Regulations through our website.
- The important articles and exam rules within this regulation that will guide you while you are teaching at Yeditepe University are as follows:

**ARTICLE 24 -** (1) Students are obligated to attend every lecture, applied and laboratory training, and all the exams and academic studies **deemed necessary by the instructor.**

(2) Students are required to attend all lectures. However, absence of **less than 20% may be accepted** granted they have **a valid reason.**

(3) **Students who fail to meet the attendance requirements fail the course.**

**ARTICLE 37 -** (1) (Amended OG. 22.08.2016/ Issue 29809) For courses given at the University's faculties and vocational schools short exams, midterms and finals are held to assess the students.

(2) At the start of the term, every course's instructor announces the midterms, finals, assignments, applied or other studies that the students will be responsible with and the percentage of each grade in the letter grade. **For the term, weight of the exams and other studies' grades cannot be lower than 30%, or higher than 70%.**

(3) **(Amended OG. 22.08.2016/ Issue 29809)** Short exams are not placed on the academic calendar and they can be done by the administrator without giving prior information to the student.

(4) **A student cannot be given more than two final exams a day.** If necessary, exam can be done outside of work hours and on the weekends.

(5) Final exams are exams that follow the regular education program and are done on the exam period specified in the academic calendar. The final exam period is declared on the date decided in the academic calendar. Except for the courses such as projects, laboratories, workshops, applied and internship lectures **which are deemed by the relevant administration to not need exams, final exams are held for every course.**

**ARTICLE 38 -** (1) Final exams are held between the dates specified on the academic calendar.

(2) Students who could not attend the midterms with a valid excuse are to submit their excuses to the relevant dean's office or vocational school administration in written form within the **following seven days** after their excuse.

(3) Once their excuse is found valid by the relevant administration, students are to take the midterm exam on a date specified by the instructor.

(4) **Exams taken within the excused period are invalidated.**

(5) **Excuses are not accepted for final exams.**

### 3. YULearn and Interactive Learning

- [YULearn](#) is the interactive classroom platform used in Yeditepe University.
- Courses assigned to your name will be accessible through the [YULearn](#) page which you can log into with your [YUNIID](#).
- On this platform you could use the conference feature for your online lectures, record your lectures, automatically take attendance and share material with your students.
- With the equipment in the classrooms, you could log into the [YULearn](#) platform and make your lecture interactive as you need.

### 4. Important Information and Reminders

- For information on modern teaching and learning models, you could follow [YU-LEARNT](#), the Teaching and Learning Unit of our university.
- With your [YUNIID](#) and [OBS](#) user account, you can access the records in our [Information Centre](#) both when you're on and off the campus.
- For more detailed information and guidance on [YULearn](#) usage, visit our page [here](#).
- It is important for course files to be tracked by the teaching staff and submitted within the specified timeframe for the accreditation and quality actions of our faculties.
- All exams are to be conducted by the responsible instructor. In cases with multiple sections, additional observers are supplied by the relevant coordinatorship and our faculties.
- All grade entries are to be done by the instructor. It is important that the [OBS](#) and [YUNIID](#) remain private.
- For changes to be made to the finalised grade, in addition to the application forms, [exam documents](#), [answer key/rubric](#), [syllabus and grading scale](#) are required.
- Declaration of the grades should be done according to the [Personal Data Protection Law](#), with students only being able to view their own grades. It is important that the sharing of grades is not done publicly on online groups or platforms.
- It is important that the coursework plans and their effects on the letter grade are shared with the students through a syllabus at the start of the term.
- For all of your questions, you can contact our Department Heads and the Dean's office.
- You can follow our announcements on our [website](#) and social media accounts.

## 4. Important Dates (2024 Spring)

- ✦ **19 February 2024:** Start of Spring Semester Courses in Bachelor's / Associate Degree Programmes
- ✦ **26 February - 27 February 2024:** Applications for Adding and Dropping Courses in Bachelor's / Associate Degree Programmes
- ✦ **29 March 2024:** Last Day for Withdrawal (W-Withdrawal) Applications for Undergraduate/Associate Degree Programmes
- ✦ **31 May 2024:** Last day of Spring Semester Courses in Bachelor's / Associate Degree Programmes
- ✦ **01 - 14 June 2024:** End of Spring Semester Exams in Bachelor's / Associate Degree Programmes
- ✦ **01 June 2024:** HTR Spring Term Final Exams
- ✦ **02 June 2024:** TKL Spring Term Final Exams
- ✦ **03 June 2024:** HUM Spring Term Final Exams
- ✦ **03 June 2024:** School of Foreign Languages English Spring Semester Final Exams
- ✦ **04 June 2024:** School of Foreign Languages Other Languages Spring Semester Final Exams
- ✦ **21 June 2024:** Deadline for Submission of Course Grades in Undergraduate/ Graduate Programmes
- ✦ **22 June - 01 July 2024:** Spring Semester Make-up Exams in Undergraduate/Postgraduate Programmes
- ✦ **03 July 2024:** Deadline for Submission of Grades for Spring Semester Make-up Exams in Undergraduate/Postgraduate Programmes

We wish you a healthy and successful term.

## Prepared by

Deputy Dean  
Faculty of Arts and Sciences  
Asst. Prof. Hatice Karaman

We thank her for her work.



**YEDİTEPE UNIVERSITY**