

IE102 A Process Outlook for Industrial Engineering

Bilkent University

Lecture 1 – Policies to Follow
By Bahar Y. Kara

Academic Dishonesty

Academic misconduct is not tolerated, and violations will be treated in accordance with the University policy.

For assignments: For assignments discussion of the course material and working in groups are effective ways of learning. However, this does not mean that you can copy the requirements of an assignment from one of your friends or from a WEB source without citing. Any violation of the above understanding will result measures outlined in the student rules and regulations, regardless whether an assignment is graded or not.

More information on [plagiarism](#) (which is the adoption or reproduction of ideas or words or statements of another person or source without due acknowledgment) to come

For quizzes and exams: Statement to sign:

Academic integrity is expected of all students of Bilkent University at all times, whether in the presence or absence of members of the faculty. Understanding this, I declare that I shall not give, use or receive unauthorized aid in the examination.

Any violation of the above understanding will result measures outlined in the student rules and regulations.

Policy for Term Paper:

- Term Paper will be carried out in groups of 2.
- The assignment will have two stages until it is completed: One draft followed by a feedback by us and one final version.
- Details will be announced later.

Policy for Homework Assignments

- Six homework assignments will be given.
- Grading will be 0/1/2 pts for each question
- Homework assignments will be conducted within groups of 2.

Make-up Policy

- There is no make-up for the assignments and quizzes. If found necessary your grading percentages may be modified by the instructor.
- For exams, if you have a legitimate health reason:
 - To satisfy university requirements, you should follow the administrative path and submit your health report officially.
 - You should contact your instructor immediately after the expiration date of your health report. If you do not contact, you may lose your right to get a make-up. The make-up exam can be at any time (oral or written) once the date of the health report is expired.

Privacy Policy

- Grade information and other personal information available to us will not be disclosed publicly.
- Please, do not demand to learn somebody else's grade or other pertinent personal information.
- Also phone inquiries are not accepted.

Policy on Disclosing Solutions to Exams and Assignments

- No solutions will be distributed for the exams, or any of the assignments.
- However, a tutoring session will be arranged in which the questions will be solved by one of assistants

Policy on Claims for Grade Change:

- For any of the assessment activities, you are expected to pick up your assignment (except exams and quizzes).
- If you have any concerns about the way that your work has been graded, please write your claim, and ask for re-grading. The outcome will be mailed to your e-mail account.
- Note that office hours to pick up your assignment or to see your exam (or quiz) will be announced and you are expected to come within those hours.
- If you will not be able to make it at those hours, you can write an e-mail to the assistants asking for an appointment.