**B.U.U. FACULTY OF SCIENCE AND LITERATURE**

**GENERAL RULES TO BE FOLLOWED IN EXAMS**

 The general rules to be followed in the exams are given below. There may also be course-specific exam rules. The exam rules of such courses are announced to the students by the responsible lecturer of the relevant course. The rules stated here are valid for face-to-face exams. The rules to be followed for remote exams will be announced online by the authorized units.

1) It is obligatory to have your student ID card with you during the exams and to present it when asked. If you have lost your student ID card, you must obtain a temporary student certificate from the student affairs office before the exam.

2) The student should not take the exam in a place other than the exam hall mentioned in the lists.

3) Examiners have the right to change your seat before or during the exam. Students are obliged to comply with the warnings of the examiners.

4) During the exam, your mobile phones should be turned off (not on silent or airplane mode), and the phone should be kept out of sight. Otherwise, action will be taken against the student. The use of mobile phones as watches or calculators is also prohibited.

5) Every student who takes the exam is responsible for the materials (books, lecture notes and similar course materials) that can be seen in a place where he / she sits or near where he / she sits. If any, such writings should be cleaned and if there are such materials, they will be checked and collected before the exam starts and put on the hall lecturer's desk.

6) Writing on the walls and desks of the Exam Hall will be treated as a crime that damages public property and is incompatible with student behaviour.

7) During the exam, it is forbidden for students to talk among themselves for any reason, to look at or try to look at someone else's exam paper, to send a signal, to exchange materials of any kind, including pencils and erasers. Urgent requests will only be addressed to examiners.

8) Each student is responsible for his / her own exam paper. He / she should keep his / her paper and what he / she wrote in a way that other students cannot see.

9) Even if the students complete their exams in the first 20 minutes, they cannot leave the exam hall and are obliged to continue to act in accordance with the exam rules during this time. This minimum period may be increased by the course coordinators or the examiners.

10) The duration of the exams will be printed on the exam paper or will be verbally announced by course coordinators to the students.

11) Every student who takes the exam has to complete the answers within the exam period and deliver the exam paper to the exam officer before leaving the hall.

12) Regarding the exams, the needs and wishes of students with disabilities or those who have a hand or arm injury during the exam period will be met by the department chair, on the condition that they are notified to the department chair in advance and are deemed reasonable.

13) Right of complain is accorded for all if it occurs that the exam rules are violated during the exam by a student, an examiner or the course coordinator, and it is necessary to report the situation to the head of the department for sustenance of business management, fairness and honesty. In such cases, identity information of the complainant is kept confidential.