

YOZGAT BOZOK UNIVERSITY
STUDENT ACADEMIC DEVELOPMENT ACTIVITY PROGRAM (AGEP)
IMPLEMENTATION PRINCIPLES

SECTION ONE

Purpose, Scope, Legal Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of these Implementation Principles is to regulate the procedures and principles regarding the implementation of the Student Academic Development Activity Program (AGEP) in associate and undergraduate programs conducted at Yozgat Bozok University, in order to ensure that students begin courses better prepared, address learning deficiencies at an early stage, increase success rates in courses in which students experience difficulty, develop research, analysis, application and presentation skills, and strengthen a project/application-based learning culture.

Scope

ARTICLE 2- (1) These Implementation Principles cover the courses designated within the scope of AGEP in associate and undergraduate programs conducted at Yozgat Bozok University, the students enrolled in these courses, the relevant department chairs, academic units, and course instructors.

Legal Basis

ARTICLE 3- (1) These Implementation Principles have been prepared on the basis of Articles 14 and 44 of Higher Education Law No. 2547 and the relevant provisions of the Yozgat Bozok University Associate and Undergraduate Education, Teaching and Examination Regulation.

Definitions

ARTICLE 4- (1) For the purposes of these Implementation Principles:

- a) AGEP: Student Academic Development Activity Program,
- b) Academic unit: faculties and schools providing associate and undergraduate education at Yozgat Bozok University,
- c) Department board: the relevant department/program boards,
- ç) Course instructor: the academic staff member responsible for conducting the course within the scope of AGEP,
- d) Relevant board: the board of the academic unit,
- e) Relevant executive board: the executive board of the academic unit,
- f) Student workload: the total time devoted by the student to research, review, application, analysis, reporting, preparation and presentation activities within the scope of AGEP,
- g) Rectorate: Rectorate of Yozgat Bozok University,
- ğ) Senate: Senate of Yozgat Bozok University,
- h) University: Yozgat Bozok University.

SECTION TWO

Nature, Planning and Implementation of the Program

Nature of the Program

ARTICLE 5- (1) AGEP is an academic preparation activity conducted on the basis of projects, applications, research, analysis, problem solving and presentations in order to enable students to become systematically acquainted with the fundamental concepts, methods and learning outcomes of the relevant course before the course begins or during its early stages.

(2) AGEP aims to prepare students for the course not only through theoretical knowledge, but also through research, data evaluation, interpretation, application, reporting and presentation skills.

(3) Studies conducted within the scope of AGEP must be compatible with the learning outcomes, content and academic requirements of the relevant course.

Determination of Courses to Which AGEP Will Be Applied

ARTICLE 6- (1) Courses to which AGEP will be applied in associate and undergraduate programs are determined upon the proposal of the relevant department boards and the decision of the relevant academic unit boards.

(2) At least two courses shall be planned within the scope of AGEP for each department/program in each semester.

(3) In determining AGEP courses, priority shall be given to: a) courses in which students experience academic difficulty; b) courses in which deficiencies in fundamental concepts and skills directly affect success; c) courses suitable for project-, application-, analysis- and problem-solving-based preparation.

(4) Changes concerning course codes, names, contents, learning outcomes and curricula become final, within the framework of the relevant legislation, upon department proposal, board decision and Senate approval.

Planning Schedule

ARTICLE 7- (1) AGEP planning shall be carried out according to the following principles: a) planning for first-year fall-semester courses shall be completed before the academic year begins; b) planning for first-year spring-semester courses shall be completed at the end of the fall semester; c) planning for second-, third- and fourth-year courses shall be completed at the end of the semester preceding the semester in which the relevant courses will be offered.

(2) Department chairs submit the AGEP courses, responsible instructors, scope of implementation, evaluation criteria and implementation schedule to the relevant academic unit.

(3) AGEP plans approved by the relevant academic units are reported to the Rectorate.

(4) For year-long courses, the implementation schedule is determined by the relevant unit executive board.

Content of the Implementation

ARTICLE 8- (1) Within the scope of AGEP, students are expected to carry out a project- or application-based study requiring at least 12 hours of student workload on the fundamental topics of the relevant course.

(2) These studies may include literature review, data analysis, applied problem solving, case analysis, report preparation, experimental or applied work, field study, model development and similar academic activities.

(3) AGEP activities may be carried out individually or as group work. In group work, students' individual contributions are also taken into consideration.

(4) Students submit and/or present their work in the form of a report, project output, application product, poster, presentation or similar format in accordance with the procedures and schedule determined by the course instructor.

(5) The topic, scope, submission format, evaluation criteria and schedule of the AGEP activity shall be announced to students by the course instructor no later than the beginning of the semester/year, depending on the course period.

(6) All stages of the AGEP activity, including project work, application, reporting, submission and presentation, shall be completed no later than the end of the seventh week of the relevant semester, based on the academic calendar.

(7) Students who cannot complete the AGEP activity on time due to a justified and valid excuse accepted by the relevant executive board may be granted a make-up opportunity. In this case, submission, application and/or presentation procedures shall be completed no later than the end of the ninth week of the relevant semester.

(8) For year-long courses, the implementation schedule is determined by the relevant unit executive board.

Evaluation Principles

ARTICLE 9- (1) Studies prepared within the scope of AGEP are evaluated out of 100 points.

(2) AGEP is implemented as an in-semester/in-year evaluation component for the relevant course.

(3) The AGEP score and the midterm examination score are weighted equally, and the average of these two scores constitutes the in-semester/in-year evaluation score.

(4) This practice does not eliminate the requirement to hold at least one midterm examination for each course; AGEP is conducted as a component of the in-semester/in-year evaluation system together with the midterm examination. In addition to midterm examinations, activities such as seminars, assignments and projects may also be implemented.

(5) The raw achievement score of the course is calculated by taking into account the midterm examination, the work conducted within AGEP, applications, any other in-semester/in-year activities, and the final examination. The relevant contribution percentages are determined by the course instructor at the beginning of the semester and announced to students within the prescribed period.

(6) In AGEP evaluation, the following criteria are taken as the basis: alignment with course learning outcomes, mastery of fundamental concepts, research and use of sources, analysis and problem-solving skills, methodology, originality, quality of reporting, presentation performance and timely submission.

(7) Evaluation criteria and scoring principles are determined according to the rubric annexed to these Implementation Principles.

Excuses and Make-up

ARTICLE 10- (1) Students who cannot complete the prescribed submission, application or presentation activity within the scope of AGEP on time due to a justified and valid excuse shall apply to the relevant academic unit by documenting their excuse.

(2) Excuses are evaluated and decided upon by the relevant executive board.

(3) If the excuse is accepted, the student may be granted a make-up opportunity after obtaining the opinion of the course instructor.

(4) AGEP activities to be carried out as make-up work shall be completed no later than the end of the ninth week of the relevant semester.

(5) A student who fails to complete the AGEP activity on time without an excuse shall receive no points for the relevant activity.

(6) For year-long courses, the make-up schedule is determined by the relevant unit executive board.

Academic Integrity

ARTICLE 11- (1) All work prepared within the scope of AGEP must be based on the student's own effort.

(2) If plagiarism, cheating, use of fabricated data, or conduct contrary to academic ethical principles is detected, the relevant legislation shall apply and the work shall not be evaluated.

SECTION THREE

Duties, Authorities and Responsibilities

Responsibility of the Department Chair

ARTICLE 12- (1) The department chair is responsible for: a) carrying out the academic planning necessary to determine the courses to which AGEP will be applied; b) ensuring coordination among the relevant instructors; c) monitoring the implementation schedule; ç) conducting the internal evaluation process concerning implementation results.

Responsibility of the Course Instructor

ARTICLE 13- (1) The course instructor is responsible for: a) determining AGEP topics, scope and implementation method; b) guiding students; c) announcing evaluation criteria and the implementation schedule; ç) evaluating and scoring the studies; d) entering the results into the student information system within the prescribed period; e) retaining evaluation documents in accordance with the relevant legislation.

Responsibility of Academic Units

ARTICLE 14- (1) Relevant academic units are responsible for ensuring that AGEP practices are conducted in their programs in a planned, traceable manner and in compliance with the legislation.

(2) Academic units may conduct a general evaluation of AGEP practices at the end of each semester and submit improvement proposals deemed necessary to the Rectorate.

Notification to the Rectorate

ARTICLE 15- (1) The courses to be implemented within the scope of AGEP, responsible instructors, implementation schedule and evaluation principles shall be reported to the Rectorate by the relevant academic units before the beginning of each semester/year.

(2) At the end of the academic year, summary evaluation reports concerning implementation results shall be submitted to the Rectorate.

SECTION FOUR

Miscellaneous and Final Provisions

Annexes

ARTICLE 16- (1) These Implementation Principles include: a) AGEP Evaluation Rubric in Annex-1; b) AGEP Implementation Schedule in Annex-2.

Cases Not Covered

ARTICLE 17- (1) In cases not covered by these Implementation Principles, Higher Education Law No. 2547, the Yozgat Bozok University Associate and Undergraduate Education, Teaching and Examination Regulation, other relevant legislation and Senate decisions shall apply.

Entry into Force

ARTICLE 18- (1) These Implementation Principles enter into force on the date they are adopted by the Senate of Yozgat Bozok University.

Execution

ARTICLE 19- (1) The provisions of these Implementation Principles shall be executed by the Rector of Yozgat Bozok University.

Date and Number of the Senate Decision by Which the Implementation Principles Were Published	Decision No.
12.03.2026	2026.008.054

ANNEX-1

STUDENT ACADEMIC DEVELOPMENT ACTIVITY PROGRAM (AGEP)

EVALUATION RUBRIC

ARTICLE 1- (1) Studies conducted within the scope of AGEP are evaluated out of 100 points.

(2) Evaluation is carried out by the course instructor on the basis of the criteria below.

No .	Evaluation Criterion	Description	Points
1	Alignment with course topic and learning outcomes	The study is related to the fundamental concepts, content and learning outcomes of the course	15
2	Mastery of fundamental concepts	Correct use of fundamental knowledge, concepts and theories related to the topic	15
3	Research and use of sources	Level of accessing and appropriately using relevant sources	10
4	Analysis / problem solving / application skill	Level of interpreting data, solving problems and carrying out applications	20
5	Method and academic approach	Preparation of the study in a planned, systematic and consistent manner	10
6	Originality and critical thinking	Level of interpreting and relating the topic and providing an original contribution	10
7	Reporting and writing format	Language and expression, formal organization, references and coherence	10
8	Presentation skill	Clarity, comprehensibility and organization of the presentation	5
9	Answering questions	Mastery of the topic and ability to answer questions after the presentation	3
10	Timely submission and process discipline	Compliance with the specified schedule	2
	Total		100

ARTICLE 2- (1) In group work, the student's individual contribution is also evaluated separately in addition to the score awarded to the group product.

(2) The instructor may, where deemed necessary, adjust the group score according to individual contribution.

ARTICLE 3- (1) Achievement levels are interpreted as follows:

Score Range	Achievement Level	Description
90-100	Very Good	The study is at a high level in terms of scope, content, analysis and presentation.

Score Range	Achievement Level	Description
75-89	Good	The study is generally successful; it may contain limited deficiencies.
60-74	Moderate	The study meets the basic requirements, but there are aspects that need improvement.
45-59	Weak	The study contains significant deficiencies.
0-44	Insufficient	The study does not meet the expected academic level.

ANNEX-2

STUDENT ACADEMIC DEVELOPMENT ACTIVITY PROGRAM (AGEP) IMPLEMENTATION SCHEDULE

A. Institutional Planning Schedule Before the Semester

ARTICLE 1- (1) AGEP courses to be implemented in the first-year fall semester shall be determined before the academic year begins.

(2) AGEP courses to be implemented in the first-year spring semester shall be determined at the end of the fall semester.

(3) AGEP courses to be implemented in the second, third and fourth years shall be determined at the end of the semester preceding the relevant semester.

ARTICLE 2- (1) The AGEP activity shall be completed no later than the end of the seventh week, based on the academic calendar for the relevant semester.

(2) A make-up opportunity may be provided for students whose justified and valid excuses are accepted by the relevant executive board.

(3) Procedures to be carried out within the scope of make-up shall be finalized no later than the end of the ninth week.

(4) For year-long courses, the implementation schedule shall be determined by the relevant unit executive board.

ARTICLE 4- (1) Where required by the nature of the course and the academic calendar, a more detailed sub-schedule may be prepared by the instructor.

(2) In all cases, however, the entire implementation shall be completed by the end of the seventh week and make-up procedures by the end of the ninth week.