**COURSE INSTRUCTION FORM FOR KMM4612 CHEMICAL ENGINEERING LABORATORY-II**

* The students have to carefully read the General Safety Guidelines for Chemical Engineering Laboratories; and follow the instructions given below.

Students should read the FR-1467 code "General Safety Guidelines for Chemical Engineering Laboratories (for those who have 100% English language education)” on the website http://www.kalite.yildiz.edu.tr., and “Information Form for Chemical Engineering Laboratories’ form. After reading the form carefully, the student must upload the signed form to the online system (Google form) with the file name *'Name/Surname - Student number-Group number*'. **If the relevant forms are missing, the student will definitely not be able to enter the experiments.**

* Students are required to be present in the laboratory before the start of the experiments.
* The experiments will be held at 09.00 on Thursday (for English groups). If the student is late for an experiment, he/she will be considered as absent; he/she can watch the experiment but cannot take notes from the experiment.
* Experiments not attended or attended late will receive a grade of zero.
* The students have to bring their own laboratory goggles, gloves and masks while attending the experiments; wearing laboratory coats is mandatory. While the experiments proceed, any type of jewelry should not be worn and long hair should be tied at the back. It is necessary to pay attention to clothing when coming to the experiment. (e.g. wearing short shorts-skirts, open shoes cause inconvenience in contact with chemicals). Students who do not bring laboratory coats and gloves and are not dressed appropriately for the laboratory environment will **DEFINITELY** be allowed into the experiments.
* In order to provide occupational safety, students with a health issue (such as asthma, allergy, etc.) should inform the experiment coordinators regarding their health issue.
* Before each experiment, the students will take a written quiz covering the information given on the laboratory booklet about the experiment.
* A group report will be prepared for each experiment after the experiment. The groups to be announced are obliged to submit an 'Experiment Report' for the experiments they are responsible for every week. In the survey forms sent via Google form, the Experiment Reports along with the survey forms in which the group leaders are evaluated and the group leader evaluates the group must be uploaded to the relevant link by the next experiment time.
* The laboratory report cover page format can be obtained from the Chemical Engineering Department web site.
* 'Group Leader' organizes their group and they are responsible for delivering the report. Each student must be a Group Leader **at least once**.
* Students can see the group and the 'Group Leader’ organization from the lists to be announced.
* Attendance is mandatory for all experiments. As with all exams, if an official report is submitted **(only one official report will be allowed)**, a make-up experiment will be performed. Make-up experiments will be performed the week after all experiments are completed, and make-up experiment details will be announced. Students who cannot attend the experiment due to health problems should contact the relevant faculty member.
* Each student can only attend one make-up experiment. Therefore, if the student is compensated for more than one make-up experiments, he/she should choose one experiment to attend the make-up for. Students that cannot attend an experiment due to health issues have to bring a health report, in order to have the right to attend another make-up experiment.
* The grade of a student at the end of a semester will be calculated as follows:

**Grade at the end of the semester:** 30% Midterm-I + 8% Report + 10% Pre-Quiz + 10% Experiment Design + 2% Giving/Taking Instruction Form Point + 40% Final

* Due to Article 26 of YTÜ Education and Training Legislation for Associate and Bachelor Degrees, in order for a course to be evaluated as successful, the average grade of the student received for the course should be at least 40 out of 100 (Official Gazette with the date of 27.04.2018 and issue of 30404).
* Due to Article 24 of YTÜ Education and Training Legislation for Associate and Bachelor Degrees, the students should attend at least 80% of any practices apart from theoretical courses (Official Gazette with the date of 12.08.2017 and issue of 30152).
* **Students taking the course for the second time are obliged to attend the course with the new senate decision.**

‘If theoretical courses with a passing grade other than 'F0' are taken again, attendance is not required. **However, attendance is required for courses that include practice and/or laboratory.** (Senate decision dated 19.12.2023 and issue of 12-03)’

* This information form is admissible only according to the current conditions and can be edited in the future according to the decisions taken by the university senate.

Please verify that you read the aforementioned information and will apply the instructions given above during the Chemical Engineering Laboratory-II course.

Student Number, Name and Surname: Date and Signature: