

Some Essential Academic Information for Undergraduate Psychology Students:

1. Registration System:

When you go to the "schedule" under "general services" on the Registration Office's website <https://registration.bogazici.edu.tr/> you can see the courses offered by your department and other departments at the university. When you click on "Psychology," you will see a list of all the courses offered by the department for that semester. In this list, you can see the course codes, the course syllabus (if uploaded online) by clicking on "Descr.", the number of credits for the course (and ECTS credits for Erasmus students), the name of the instructor and the days and times of the course.

Class days are indicated as M(onday), T(uesday), etc., and class times are indicated as 1st, 2nd, etc. "1st" means the first hour, i.e., 9:00-9:50, and "2nd" means 10:00-10:50. For example, if a class is listed as MWW 134, it means that class is on Monday from 9:00 AM to 9:50 AM and on Wednesday from 11:00 AM to 1:00 PM.

2. Department website

Another important website is the department's website: <https://psychology.bogazici.edu.tr/>

When you click on "Undergraduate Program" on this page, you will find your 4-year course schedule distributed across semesters*. At the bottom of the page, you will see a link titled "Departmental Program with area requirements." Clicking on this link will show you how many courses of each type you need to take to graduate from the department.

The courses are divided into four types: "Departmental core courses" are required courses for your degree. "Non-departmental must courses" are courses outside your department that are also required. "General area requirements" are divided into three areas, and you only need to take the specified number of courses from each area.

"Electives" (or "unrestricted electives" in some places) cover all other non-departmental or departmental courses that interest you, and you must take up to 45 credits worth of these courses.

Carefully read the templates provided to you and determine which group of courses your selected courses belong to. **It is extremely important to print this form and fill in the courses you have taken and your grades at the end of each semester, to check the courses you have taken to avoid problems that could cause you to graduate late, and to consult your advisor when necessary.**

** It is not mandatory to select 2 departmental electives and 1 unrestricted elective for a semester; instead, 3 departmental electives or 1 departmental elective and 2 unrestricted electives may be taken. The important thing is to complete all required and elective credits by the end of the 4 years. Furthermore, because PSY 304 is a practice-oriented course, it has a maximum capacity of 30 students, which is why the course is offered in both semesters. Except for students who will not be here for one semester due to Erasmus/exchange, third-year students are divided into two groups by the department and placed in the fall and spring PSY 304 courses. PSY 304 is a course that must be taken in the third year, but we allow it to be taken in the final year only in very exceptional circumstances*

3. Departmental course categories:

Be sure to take your "departmental core courses" and "**non-departmental required courses**" on time. Generally, courses are not offered every semester, so take these courses when they are offered in the semester you need them.

We have three different areas under the name "**General Area Requirement**". The courses in Area 1 are mainly related to developmental, social, and personality psychology. Area 2 courses are related to biopsychology, learning, and cognitive psychology. Area 3 courses are related to the applied side of psychology.

These courses cannot be repeated with each other; if a grade of F is received, the course can only be repeated with itself.

The areas and the courses under them are summarized as the following:

Area 1 (at least three courses must be taken):

- **PSY 233 Life Span Developmental Psychology I: Biological and Cognitive Processes**
- **PSY 234 Life Span Developmental Psychology II: Personality and Social Processes**
- **PSY 241 Social Psychology**
- **PSY 242 Social Influences on Behavior**
- **PSY 251 Psychology of Personality**
- **PSY 338 The Psychology of Adolescence**
- **PSY 443 Culture and Behavior**
- **PSY 48A Sel. Tp. in Theory of Mind**
- **PSY 48C Sel. Tp. Psy: Social Cognitive Development**
- **PSY 48F Sel. Tp. in Psy. Social Identity & Intergroup Rel.**

Area 2 (at least three courses must be taken):

- **PSY 222 Learning**
- **PSY 228 Cognitive Psychology**
- **PSY 271 Introduction to Neuroscience: Brain and Behavior**
- **PSY 326 Human Memory**
- **PSY 327 Sensation and Perception**
- **PSY 377 Physiological Psychology**
- **PSY 428 Language Acquisition**
- **PSY 484 Selected Topics in Cognitive Psychology**
- **PSY 48B Sel. Tp. in Psychobiology**
- **PSY 48D Sel. Tp. in Autobiographical Memory**
- **PSY 48E Sel. Tp. Music Psychology**
- **PSY 48L Sel. Tp. in Music Cognition II**
- **PSY 48R Sel. Tp. in Music Cognition I**

Area 3 (at least two courses must be taken):

- **PSY 362 Measurement in Psychology**
- **PSY 363 Abnormal Psychology**
- **PSY 364 Child Psychopathology**
- **PSY 464 Clinical Psychology**
- **PSY 466 Industrial and Organizational Psychology**
- **PSY 467 Health Psychology**
- **PSY 468 Approaches to Psychotherapy**
- **PSY 48G Sel. Tp. Victimology**
- **PSY 48H Sel. Tp. Forensic Psychology**
- **PSY 48M Sel. Tp. Qualitative Analysis**
- **PSY 482 Sel. Tp. in Clinical Psychology**
- **PSY 48T Sel. Tp. Infant Mental Health**

The important thing in the "**Unrestricted Electives**" category is that you complete a total of 135 graduation credits with the courses you take there. Therefore, depending on whether the elective courses you take are 2, 3, or 4 credits, and depending on your English level, the total number of courses in that category may vary based on the number of mandatory English support courses you need to take under the "non-departmental must courses" category. As mentioned above, these courses cover all types of courses. You can find some recommendations for these courses in the next section.

4. Unrestricted Elective Suggestions:

When selecting these courses, if you are interested in learning languages, check out the GER, FR, SPA, etc. language courses under **YADYOK (School of Foreign Languages)**. You can also find courses in other languages such as Italian under the **FLED (Foreign Language Education)** department and Latin, Greek, Chinese, and Russian under the **Western Languages & Literatures Department**.

Again, under the Department of Western Languages & Literatures, if you are interested in cultural history, you can find a wide variety of courses such as Cultural Encounters (**HUM** code) or courses with **FA codes** covering jazz history, film analysis, screenplay writing, documentary filmmaking, Anatolian art, and modern dance analysis.

If you are interested in the natural sciences, you can take the **SCI 101** course under the Physics Department and the **SCI 102** course under the Chemistry Department, which are designed for students outside the natural sciences. In fact, since psychology is an area that increasingly requires an understanding of the natural sciences, we highly recommend taking at least one of these courses, which provide a general "science literacy."

Since all these courses are open to all students, it is advisable to register early. You can also choose ceramics and similar courses with **PA codes** under the **Department of Fine Arts** (however, you can take a maximum of 4 of these courses until graduation, see item 8). In addition, courses with 100 and sometimes 200 codes from other departments may be open to the general public.

5. AE 101/102, AE 111/112, HUM-coded English support courses*:

Students passing BUEPT with A - You are NOT required to take any additional English courses. However, it is RECOMMENDED to take a HUM or AE 2XX course as an unrestricted elective.

Students passing BUEPT with B - Students must take either a course with the code AE 2XX OR one of the courses with the code HUM. If they wish, they may take a foreign language course as an unrestricted elective.

Students passing BUEPT with C+ - Students must take AE 111-112 courses in their first year. Starting in their second year, they must take either an AE 200-coded course OR ONE of the HUM-coded courses. They cannot begin studying a foreign language until this English supplementary course requirement is completed. If they wish, they may take a foreign language course as an unrestricted elective starting in their second year.

Students passing BUEPT with C - Students must take AE 101-102 courses in their first year. Starting in their second year, they must take either an AE 200-coded course OR ONE of the HUM-coded courses. They cannot begin studying a foreign language until this English supplementary course requirement is completed. If they wish, they may take a foreign language course as an unrestricted elective starting in their second year.

Students in remedial status who receive a C+ or C- may take AE 102 / AE 112 in the spring semester of their first year of study.

6. PA courses:

There are two types of PA-coded courses: 2-credit courses graded on a pass/fail (P/F) basis and 3-credit courses graded on a pass/fail (P/F) or letter grade (AA, BA, etc.) basis. Regardless of the type, you may only take a total of 4 of these courses for credit until graduation. If you have completed four PA courses and wish to take another one, you must register for it as noncredit (NC), just as you would for PE courses.

7. PE courses:

PE-coded courses (yoga, sports, etc.) may appear as 1 credit in the system, but in our department, **these credits do not count toward your total graduation credits**. You can choose these courses, but do not add them to your credit count. To avoid confusion when reviewing your total credits in future semesters, **be sure to add PE courses to your schedule as NC (noncredit) when you take them**.

8. Readings and Research courses:

All PSY courses titled “**Readings and Research in ...**” are applied courses and are graded on a pass/fail basis. You must speak with the faculty members teaching these courses in order to enroll. You do not need to be in your fourth year to take these courses, but each course may have different prerequisites.

You can count the credits for **a maximum of 4** of these courses toward your graduation credits until you graduate. Therefore, keep this in mind when choosing your courses. If you want to take more than 4 courses, you must take them non-credit (NC).

Note: All pass/fail courses (including PA-coded courses) will appear as “+ xx” in your completed credit column but count as regular credits. For example, if your completed credits appear as

25+6, this means you have completed a total of 31 credits, and 6 of these 31 credits are from P/F type courses. (Credits for courses graded as P/F instead of letter grades are counted, but they do not affect your overall grade point average (GPA).)

9. Selected Topics courses:

All PSY courses titled “**Selected Topics in...**” are content courses and are graded on a letter scale. There are no numerical restrictions regarding these courses.

10. Internal transfers and Double Major Programs

Internal transfers and Double Major Programs (available in Sociology, Politics, Economics, Business Administration, Philosophy, History, and Western Languages & Literature) can be applied for as early as the end of the second semester and as late as the end of the fourth semester.

11. Exchange programs:

You can apply for the exchange program—that is, studying abroad in Europe (Erasmus) or non-European countries—for the 5th and 6th semesters. Applications begin approximately one year before the semester you wish to attend.

For more detailed information, please visit the International Relations Office's link <https://intl.bogazici.edu.tr/> and the department's webpage at <https://psychology.bogazici.edu.tr/content/outgoing-students>

12. GPA:

Your GPA is important. Remember that if you graduate with a GPA below 2.50, even if you want to leave your career at any point in your life to pursue a master's degree, this path will be closed to you for life (the minimum GPA for a doctorate will be higher, of course). To avoid losing this opportunity, try not to neglect your studies from your very first year. Considering the restrictions on repeating courses mentioned in the next section, it may be quite difficult to raise a low GPA starting from the 3rd or 4th semester.

13. Repeating a course for which a “DD/DC” grade was received:

The following rules apply to courses for which you are eligible for DD/DC retakes:

- (1) You may repeat a maximum of one DD/DC course per semester during the academic year;
- (2) You must take the courses you wish to repeat within a maximum of three semesters;
- (3) Your most recent grade will count, but your previous grade will still appear on your transcript.

14. Repeating a course for which an “F” was received:

- You can only repeat required courses for which you received an “F” grade with the same course (e.g., PSY 101 with PSY 101 or MATH 105 with MATH 105).

- If you received an “F” in an elective course, you must retake the same course; you cannot retake a different PSY course from the same area!* For example, you cannot repeat PSY 228 with PSY 326.

*There is an exception to this rule. If you receive an “F” in PSY 363, you can repeat this course by selecting any elective from the A, B, or C sections.

15. Withdrawal from a Course:

Let's say you selected a course and decided to continue taking it during the Add/Drop period, which begins approximately 10 days after registration. However, later in the semester, you realize that you will not be able to fulfill the course requirements. In this case, you can withdraw from that course with your advisor's approval during the Withdrawal period, which **begins approximately 8 weeks after the semester starts**. You do not have the right to withdraw from first-year required courses or courses you must retake because you received an F; this applies to all other courses (provided that you do not drop below 15 credits for the semester, otherwise you will need to submit a petition). **During your undergraduate education, you have the right to withdraw from a maximum of 3 courses.**

If you withdraw from a course, a W will be placed next to the course. This mark does not imply anything negative in future applications; it simply indicates that you withdrew from the course.

16. Leave of absence:

If you have a serious health issue or other similar problem and are unable to continue attending classes due to this problem, you can apply for a "Leave of Absence." If you take a leave of absence for reasons such as illness, it will not count towards your normal period of study. On the other hand, if you take a leave of absence due to certain family/personal difficulties* during that period, it will count towards your 14-period period of study (meaning that only 1 period of your total 14-period right to education will be deducted). If you encounter such a situation, consult your department and begin the necessary procedures with the required applications.

**Sometimes a student may be able to withdraw from a course and improve their performance for the semester, but sometimes a situation arises (family, personal, etc.) where you realize you will not be able to perform well that semester. In this case, be sure to consult with your advisor and, if necessary, apply for a leave of absence. There is no deadline for applying for a leave of absence, so you have that right even in the third month of the semester. We sometimes observe students who, for whatever reason, skip all their classes and end up with a transcript full of F's at the end of the semester. There is no need for this. If you freeze the semester (of course, your request must be approved by both the department and the faculty), the letter L will appear next to all your courses for that semester, but that's all; your GPA will not drop unnecessarily...*

17. Petitions:

Petitions are now prepared as e-petitions. When you log into your student account on ÖBiKAS, you can review how the e-petition system works. For example, when you go on exchange and return, you need to submit an e-petition to have your courses counted. You can find information about the exchange process at the following link:

<https://psychology.bogazici.edu.tr/content/outgoing-students>

18. Practicum:

There is no mandatory practicum in our department, but doing a practicum during breaks between semesters, especially after the first and second years, can be very beneficial for you. A practicum in the field of Human Resources in the private sector will provide you with more in-depth knowledge about human resources, which will be beneficial in shaping your future career. On the other hand, doing an internship at a Non-Governmental Organization (NGO) such as TOG, AÇEV, KADER, etc. will also be very rewarding and beneficial for you. We recommend that you do your clinical internships (hospitals, clinics, rehabilitation centers, etc.) after your third year. For clinical internships, we have posted a file titled "Clinical Internships" under the "Registration & the departmental program" link on the department website. For any questions in this area, be sure to consult with faculty members working in the clinical field.

You can find the internship application form at <https://psychology.bogazici.edu.tr/content/student-petition-forms>

IMPORTANT NOTE: As a department, we do not approve of students undertaking internships during the academic term; internships can only be undertaken during the summer and winter breaks. The only exception to this rule is for students who have reached their final year and have a course load of 11-12 credits remaining; however, this must also be done with the knowledge and approval of their academic advisor.

19. Student Representative Council:

Our university has a student representative council that represents all students. This council is an effective body with the power to enforce decisions, ensuring that student requests and feedback reach the administration. Its opinions are taken into consideration by the school administration during the decision-making process. It consists entirely of students elected by their respective departments/faculties/universities and participates in the meetings of the administrative board of their affiliated department/faculty/university.

Departments elect one representative from among their members each year, and the members of the student representative council are selected from among all the elected department representatives. We value such councils because they provide you with experience in organization and democratic participation. Furthermore, if your department has a representative on the student representative council, you can communicate your concerns to the relevant institutions much more easily.

20. Academic ethical standards:

It is very important that you adhere to academic ethics principles. Plagiarism is an act that our department and university have zero tolerance for.

- When you copy part of someone else's work without properly citing it;
- When you use someone else's sentence as your own without providing a reference;
- When you express someone else's idea in different words without providing a reference;

- Even if you cite the source, when you use several words from a sentence in that source without quotation marks, either in sequence or with the order changed, within your own sentence;
- When you directly copy and paste part of an assignment you previously prepared for another course; you are committing plagiarism.

(see <http://www.buowl.boun.edu.tr/students/avoidingplagiarism.htm>)

If we detect plagiarism in any assignment, the situation will be shared with the department committee, and the student in question (or all group members if it is a group project) will: a) receive a direct score of 0 for the assignment; b) not be able to receive a grade higher than a DD for the course.

If plagiarism occurs a second time, the following sanctions may be applied in addition to those mentioned above. The student in question.

- a) will not be able to take any Readings & Research courses in the department;
- b) will not be able to obtain a letter of reference from any faculty member in the department;
- c) will lose the right to apply for double majors, exchange programs, and the department's graduate programs.

21. Non-academic ethical principles:

Regarding non-academic ethical principles and rules, please carefully read the information on the <http://www.boun.edu.tr/government/etik/uyek.html> website.