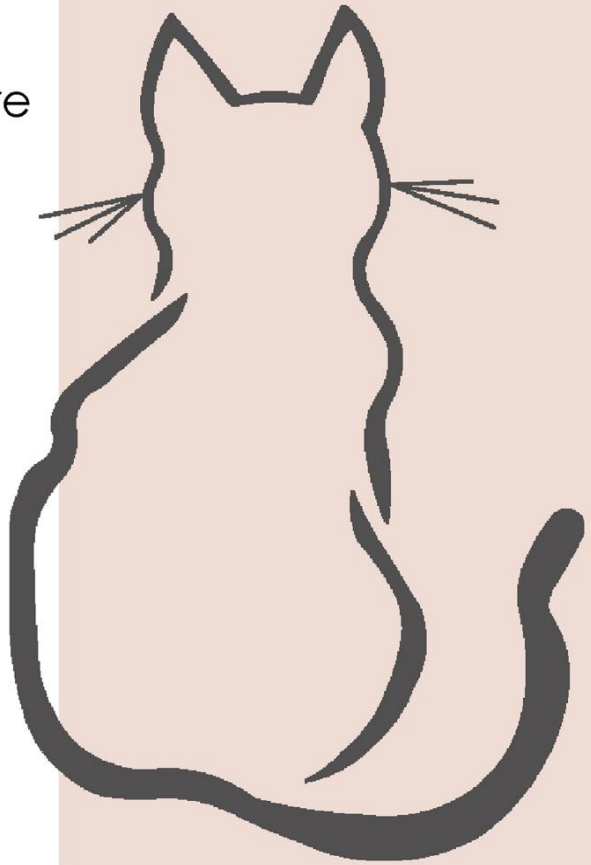
Eastern Mediterranean University

Faculty of Architecture
Department of Interior Architecture

Department of Interior Architecture

2020/2021 Hand Book



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Eastern Mediterranean University (EMU)
Department of Interior Architecture (DIA) Students Hand Book

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1. Eastern Mediterranean University, Department of Interior Architecture, General Information

1.1 Department Mission and Vision

The Mission Statement of the Department of Interior Architecture

Through continuous research, improvement and update of our program, empowering interaction with our students, in dialogue with worldwide respected field authorities; we aim at facilitating the education for creative, responsible, and collaborative interior architects in quest of professional integrity.

The Vision Statement of the Department of Interior Architecture

To sustain a multi-cultural learning environment and to provide an internationally recognized program, which is based on the interdisciplinary nature of the field and is committed to the education of socially responsible interior architects.

1.2 Undergraduate Program

Interior Architecture is a multilateral specialized profession that addresses the interior space design of the built environment. Aim of the Department of Interior Architecture is to train the young candidates, fully equipped with knowledge, to contribute to the creation of a better environment for human beings. In changing and developing design world, responsibilities of interior architects cover a wide range of duties, including spatial analysis; production; and application issues. Interior architects also deal with colour, texture, natural and artificial light, sound, heating, ventilation, air-conditioning, furniture, and the like.

1.3 Departmental Facilities

Well-equipped studios, classes, wireless internet facilities all over the University, central library with a rich collection of books, magazines and data bases, and the Faculty library as well as photography, modeling, computer, ceramic, and material laboratories are all in service of our students. Although there is a constant increase in the number of our students, this does not prevent individual attention to be given to each of our students; thus the warm student-academic staff relationships and low student/instructor ratio encourage students to discuss their personal ideas freely in the studio environment.

1.4 Teaching / Learning

Our undergraduate programs, the studio and theoretic courses are all formed to educate well-equipped interior architects. All the academic staff of the Faculty work in collaboration to achieve unity and quality and in the educational activities. This diversity leads to a flexible program which allows students to choose among a wide range of elective courses those related to their own fields of interest. Besides the formal education, numerous artistic, academic and social activities are also organized in the Department. These activities allow students to experience their profession in a wider perspective. The visual presentation based evaluation system in the studio courses which are the core of the program, aims at enhancing the self-confidence of the students as well as their presentation skills. Emphasis on teamwork is another important characteristic of the program worth to be mentioned.

1.5 About the Degree Program

The foundation first year is common in our Faculty. After this first year students engage in the specialized program of their departments. Interior Design Studio courses are the backbone of the program. In these studios students gradually learn to solve the problems they may face as a professional interior architect through designing interior spaces with various functions and in different contexts. The theoretical courses are planned to support this process. The wide range of our Presentation Techniques and Computer Aided Design courses empowers our students in presenting their design ideas in the best way. Elective courses are the other very important components of the program which allows students to specialize in different areas.

1.6 Activities / Major Accomplishments

The Department is a member in most important international organizations in the field such as IIDA (International Interior Design Association), and IFI (International Federation of Interior Architects/ Designers). Moreover, the Department of Interior Architecture, continuously organizes various cultural, social, artistic and scientific activities. As a part of summer practice students have a chance to participate in several technical, cultural and professional trips organized both within the country and abroad. Beside the seminars and conferences organized during the year, annual International Design week of the Faculty give an opportunity to our students to join in various workshops and activities and it becomes the meeting place of our students with a number of well-known designers from all over the world.

1.7 Career Opportunities

With the professional qualities, knowledge and vision that our graduates obtain throughout their educational lives, they would have no problem in creating a perfect career for themselves in future in a wide range of services related to their profession. Interior Architecture has wide application areas. Interior architects can work in design studios or architectural offices together with a team consisting of architects, civil engineers and other related professions in design of new buildings or they may individually work in changing, renovating or re-functioning of the existing ones. They may work on design of the interior spaces with various natures such as: showrooms, fairs, exhibitions, stages, yachts, planes etc. or they might specialize on design of furniture, illumination devices, modular systems, kitchen cabinets, etc.

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3. EMU-DIA. Undergraduate Curriculum

Course Code	Course Title	Semester	Credit	Lecture Hour (hrs/week)	Lab (hrs/week)	Tutorial (hrs/week)	ECTS
Semester 1							
FARC101	Basic Design Studio	1	6	4	4	-	10
FARC103	Graphic Communication - I	1	3	2	2	-	5
FARC113	Introduction to Design	1	3	3	-	-	4
Depending on the course openings during the relevant semester, only one course will be chosen from the courses below.							
ENGL181	Academic English - I	1	3	3	-	-	4
ENGL191	Communication in English - I	1	3	3	-	-	4
MATH191	Mathematics and Geometry for Designers	1	3	3	-	-	4
Depending on the course openings during the relevant semester, only one course will be chosen from the courses below.							
HIST280	Atatürk İlkeleri ve İnkilap Tarihi	1	2	2	-	-	2
TUSL181	Turkish as a Second Language	1	2	2	-	-	2
Semester 2							
FARC102	Introductory Design Studio	2	6	4	4	-	10
FARC104	Graphic Communication - II	2	3	2	2	-	5
ITEC185	Introduction to Digital Media	2	3	2	2	-	4
Depending on the course openings during the relevant semester, only one course will be chosen from the courses below.							
ENGL182	Academic English - II	2	3	5	1	-	4
ENGL192	Communication in English - II	2	3	3	-	1	4

Course Code	Course Title	Semester	Credit	Lecture Hour (hrs/week)	Lab (hrs/week)	Tutorial (hrs/week)	ECTS
INAR108	Freehand Drawing	2	3	2	2	-	4
FARC142	Introduction To Design Technology	2	3	2	2	-	4
Semester 3							
INAR291	Interior Architecture Studio - I	3	6	4	4	-	10
INAR211	Human and Social Factors	3	3	3	-	-	3
PRAD206	Approaches to Influence and Persuasion	3	3	3	-	-	6
INAR225	History of Interior Architecture - I	3	3	3	-	-	3
INAR231	Concept of Structures	3	3	3	-	-	3
INAR287	Advanced Computer Aided Presentation Techniques	3	3	2	2	-	4
INAS100	Internship- I - Technical Trip	3	No-Credit	-	-	-	2
Semester 4							
INAR292	Interior Architecture Studio - II	4	6	4	4	-	10
INAR276	Measured Drawing for Adaptive Re-use	4	3	2	2	-	4
INAR207	Color and Lighting for Interior	4	3	3	-	-	4
INAR226	History of Interior Architecture - II	4	3	3	-	-	4
INAR244	Construction and Materials for Interiors - I	4	3	2	2	-	5
INAS200	Internship- II - Construction Site Training	4	No-Credit	-	-	-	2

Course Code	Course Title	Semester	Credit	Lecture Hour (hrs/week)	Lab (hrs/week)	Tutorial (hrs/week)	ECTS
Semester 5							
INAR391	Interior Architecture Studio - III	5	6	4	4	-	12
INAR328	History of Furniture	5	3	3	-	-	4
INAR349	Construction and Materials for Interiors - II	5	3	2	2	-	5
INAR377	Integrated Building Systems and Sustainability	5	3	2	2	-	5
AE01	Area Elective I *The elective courses offered this semester are listed below. For a complete list of elective courses, please check the department website.* • INAR383 - Professional 3D Model and Rendering for Designers • INAR466 - Wet Space Design • INAR305 - Modeling With Clay • INAR333 - Architectural Photography	5	3	3	-	-	3
INAR323	Philosophy of Art and Design	5	3	3	-	-	3
Semester 6							
INAR392	Interior Architecture Studio - IV	6	6	4	4	-	12
INAR348	Finishing and Detailing	6	3	2	2	-	4
COM107	Reading Room : Text and Image	6	3	2	2	-	6
UE01	University Elective - I *The elective courses offered this semester are listed below. For a complete list of elective courses, please check the department website.* • INAR305 - Modeling With Clay • INAR333 - Architectural Photography	6	3	3	-	-	4
INAS300	Internship- III - Office Training	6	No-Credit	-	-	-	2
Semester 7							
INAR491	Interior Architecture Studio - V	7	6	4	4	-	12

Course Code	Course Title	Semester	Credit	Lecture Hour (hrs/week)	Lab (hrs/week)	Tutorial (hrs/week)	ECTS
INAR403	Furniture and Fixtures	7	3	2	2	-	6
SOCI212	Sociology	7	3	3	-	-	6
AE04	Area Elective IV *The elective courses offered this semester are listed below. For a complete list of elective courses, please check the department website.* • INAR383 - Professional 3D Model and Rendering for Designers • INAR466 - Wet Space Design • INAR305 - Modeling With Clay • INAR333 - Architectural Photography	7	3	3	-	-	3
UE02	University Elective - II *The elective courses offered this semester are listed below. For a complete list of elective courses, please check the department website.* • INAR305 - Modeling With Clay • INAR333 - Architectural Photography	7	3	3	-	-	4
Semester 8							
INAR492	İç Mimarlık Atölyesi -V	8	6	4	4	-	18
INAR410	Professional Practice Management & Ethics	8	3	3	-	-	4
UE03	University Elecitive - III *The elective courses offered this semester are listed below. For a complete list of elective courses, please check the department website.* • INAR305 - Modeling With Clay • INAR333 - Architectural Photography	8	3	3	-	-	4
AE03	Area Elective III *The elective courses offered this semester are listed below. For a complete list of elective courses, please check the department website.* • INAR383 - Professional 3D Model and Rendering for Designers • INAR466 - Wet Space Design • INAR305 - Modeling With Clay • INAR333 - Architectural Photography	8	3	3	-	-	3

4. EMU.DIA. Undergraduate course catalogue descriptions

All compulsory courses offered by the department of the program

FARC101 Basic Design Studio

Basic principles of design, creating a visual vocabulary through 2 and 3 dimensional exercises, design elements and their characteristics, design principles, problems to enhance students' mental and manual skills, emphasis on creativity, and critical thinking.

FARC103 Graphic Communication-I

The basic tools of graphic communication, principles of orthographic, axonometric and perspective drawing, introduction to different graphic presentation methods.

FARC113 Introduction to Design

Development of a conceptual background for design by introducing inclusive definitions of design, its basic vocabulary, elements, principles, organizational aspects and design process.

FARC102 Introductory Design Studio

An emphasis on design process, exercises on three dimensional forms, space, function, material, structure, role of context, human dimension and scale, transition from abstract problems to concrete ones.

FARC104 Graphic Communication-II

Advanced graphic communication techniques, developed techniques of 3-D drawing, drawing conventions in different design branches, presentation techniques in various drawing media.

FARC142 Introduction to Design Technology

Integration of design thinking with the appropriate structure and technology; history of design technology, understanding the logic of form, structure and materials; introducing sustainable and innovative aspects of design technology.

INAR108 Freehand Drawing

Two-dimensional and three-dimensional sketch presentation of architectural spaces and objects by using freehand drawing techniques.

INAR291 Interior Architecture Studio –I

Exploring solutions of design issues around a fundamental design concept; integrating conceptual approaches into the design process; developing an understanding of the programming process, analysis of context space and function, structural awareness; problem solving thinking and techniques involving spatial insights regarding human-environment relationships studied through small-scale projects; furniture and furnishing decisions of the interior space.

INAR211 Human & Social Factors

An introduction to man and environment relations, investigation of human factors and dimensions as a determinant in the design of interior environment by giving emphasis to anthropometrics, ergonomics and social-behavioral considerations in interior architecture.

INAR225 History of Interior Architecture -I

Examining the formation of space in correlation with ideological and socio-cultural conditions of historical periods from Antiquity through to Industrial Revolution with focus on Europe and the Middle East by means of core examples of architecture, art and material culture.

INAR231 Concept of Structures

Exploration of the qualities of interior space by understanding different concepts of structure, their requirements and behavior; configuration of structures and systems for interiors.

INAR287 Advanced Computer Aided Presentation Techniques

Developing skills in advanced computerized two-dimensional and three-dimensional interior architectural presentation techniques; hybrid and mixed drawing methods involving techniques from related disciplines.

INAS100 Internship- I - Technical Trip

Research on the designers, styles, structural systems, materials, colors, textures and details of certain designs and their examination in place during A technical trip through observation, photographs, sketches, and student comments (80 Hours).

INAR292 Interior Architecture Studio–II

Exploring the multiple dimensions of spatial design in terms of the relations between function, form, structure and organization of interior spaces by way of small scale problems; focus on concept development and concept-form relations of the design process; furniture and furnishing decisions of the interior space.

INAR276 Measured Drawing for Adaptive Re-use

Detailed measurements of existing historical buildings on site and collecting necessary data; preparing scaled measured drawings; introduction to contemporary adaptive re-use approaches for continuity of historical buildings as part of cultural heritage.

INAR207 Color & Lighting for Interiors

Studying the concepts of color and lighting as aspects of design within a theoretical basis and space perception, as well as in correlation with space design practices.

INAR226 History of Interior Architecture -II

Examining the formation of space in correlation with ideological and socio-cultural developments from the Industrial Revolution onwards with focus on recent architectural movements and effects of globalization by means of selected examples of architecture, art and material culture.

INAR244 Construction & Materials for Interior- I

Development of an understanding about construction and materials for interiors; construction of masonry and skeleton structure elements; discussions on substructure and superstructure, vertical circulation elements and openings.

INAS200 Internship- II - Construction Site Training

Following up construction applications at one or several construction sites for 20 workdays, developing a document and report file.

INAR391 Interior Architecture Studio–III

Developing interior design projects for a defined specific user (s); in-depth examination of human needs, culture and technology, exploration of the relations between indoor environment and close exterior space; competency in functional and spatial, as well as structural and systems arrangements, as well as interior space and related materials, furniture and furnishing decisions.

INAR328 History of Furniture

Understanding the historical evolution of furniture design and industry from Antiquity onwards, set within the socio-cultural context of specific periods with emphasis on 20th century developments; focusing on furniture – space correlations and effects in interiors from the perspectives of use, form and meaning formation.

INAR323 Philosophy of Art & Design

Exploring the influence of philosophy on art, design and architecture from the perspective of interior architecture; discussing the philosophy art-design-architecture relations in reference with philosophical texts as well as discourse / thoughts/ works of selected artists / designers.

INAR349 Construction and Materials for Interiors- II

Examination of the construction types and appropriate materials of structural additions, vertical circulation elements and horizontal flooring for architectural spaces.

INAR377 Integrated Building Systems and Sustainability

Exploring the process of integration of interior space with sub-systems such as the mechanical, plumbing, electrical, systems; an evaluation of these in the context of the building envelope and structure from the perspective of sustainability and safety in correlation with various dimension of human comfort.

AE 01CAP Computer Aided Presentation Elective

Within the content of this course; students are required to choose one of the Computer Aided Presentation courses structured to teach Computer Aided Modeling and Rendering; such as: 3DMAx, ArchiCAD, Sketch-up, VIZ, Raino, REVIT etc.

INAR392 Interior Architecture Studio–IV

Interior design projects resolving larger and multi-functional spaces within an existing building with historical value; developing solutions by help of self-standing structural additions and implementations; focus human needs, culture, technology, the relations of the indoor environment with its close exterior, materials, furniture and furnishing decisions of the interior space.

INAR348 Finishing & Detailing

Examination of general characteristics of finishing and detailing; rules and principles for the application of finishing materials of interior spaces; study of innovative approaches, green materials and technologies, finishing of building interior assemblies, connection and fixing details.

INAS300 Internship- III - Office Training

Practice at a design office (of an approved interior designer or architect) for 20 workdays; developing a document file with respective projects and applications, observation of office activities, photography and day-to-day reports.

INAR491 Interior Architecture Studio–V

Achieving unique solutions to complex design problems; interior-exterior correlations involving certain structural interventions and design implementations; proposing the necessary systems and detailing.

INAR403 Furniture & Fixtures

Developing theoretical and practical understanding of furniture and furnishing elements; focusing us on furniture design, techniques and industrial production.

INAR492 Interior Architecture Graduation Project

Synthesis of all previous design experience; cumulatively acquired design knowledge into an inclusive comprehensive approach to the design problem; project employing advanced presentation and modeling techniques.

INAR410 Professional Practice Management & Ethics

Introduction to professional practice and management models; interior architectural project organization, programming, contract documentation and administration; professional responsibility and ethics.

All compulsory courses offered by other academic units

ENGL191 Communication in English-I

ENGL 191 is a first semester freshman academic English course. It is designed to help students improve the level of their English to B1 level, as specified in the Common European Framework of Reference for Languages. The course connects critical thinking with language skills and incorporates learning technologies such as GEMoodle. The purpose of the course is to consolidate students' knowledge and awareness of academic discourse, language structures and lexis. The main focus will be on the development of productive (writing, speaking) and receptive (reading and listening) skills in academic settings, and on the improvement of study skills in general.

MATH191 Math's and Geometry for Designers

Description of the relationship of Mathematics, and geometry with Architecture, Interior architecture and Industrial design fields, exemplifying the similarities of design and mathematical thinking, basic subjects related to mathematics and geometry.

ITEC185 Introduction to Digital Media

The course presents the basic description of information technology concepts, basic computer system hardware and software components, common terminology in information technology, application areas, and integration of computer system components. The course also offers practical experiments, in order to understand the basic concepts of different application programs such as office tools and digital media software.

ENGL192 Communication in English-II

This course is designed to further help students improve their English to B2 level, as specified in the Common European Framework of References for Languages. The course aims to reconsolidate and develop students' knowledge and awareness of academic discourse, language structures, and critical thinking. The course incorporates more technologies on MOODLE that will promote self study and Microsoft computer skills. The course will focus on reading, writing, listening, speaking and emphasizing documentation and presentation skills in academic settings.

TUSL181 Turkish as a Second Language

TUSL 181 is a basic Turkish course introducing the Turkish language. It incorporates all four language skills and provides an introduction to basic grammar structures. Students will be encouraged to develop their writing skills through a variety of tasks. The aim of this course is for students to be able to understand and communicate in everyday situations, both in the classroom and in a Turkish speaking environment.

HIST280 Atatürk's Principles and Turkish Reforms

The aim of this course is to teach students under what conditions the Republic of Turkey was established; to make students understand the principles of Ataturk's reforms; the phases of the Reforms; Ataturk as a

military hero and a statesman; Ataturk's concept of nationalism that defies racism; Ataturk's attempts to maintain global peace based on causes and effects; the relations between the Turkish Republic and the establishment of the Turkish Republic of Northern Cyprus; Turkish Cypriot years of national strife. This is a general education course.

ENGL181 Academic English –I

ENGL 181 is a first semester freshman academic English course. It is designed to help students improve the level of their English to B1 level, as specified in the Common European Framework of Reference for Languages. The course connects critical thinking with language skills and incorporates learning technologies such as GEMoodle. The purpose of the course is to consolidate students' knowledge and awareness of academic discourse, language structures and lexis. The main focus will mainly be on the development of language skills in reading, writing, listening and speaking and on the improvement of general academic study skills necessary in an academic setting.

ENGL182 Academic English- II

ENGL 182 is a second semester freshman academic English course. It is designed to help students improve the level of their English to B2 level, as specified in the Common European Framework of Reference for Languages. The course connects critical thinking with language skills and incorporates learning technologies such as Moodle. The purpose of the course is to consolidate students' knowledge and awareness of academic discourse, language structures and lexis. The main focus will mainly be on the development of language skills in reading, writing, listening and speaking and the improvement of general academic study skills necessary in an academic setting.

PRAD206 Approaches to Influence and Persuasion

Students are introduced to issues surrounding the conscious attempt to influence and persuade people. Various different techniques and perspectives are discussed, from the place of influence and persuasion in advertising, political debate and therapy through to the transmission of cultural paradigms, the use of 'brainwashing' and the "manipulation" and the place that persuasion has in interpersonal relationships.

COMM107 Reading Room: Text and Image

Covering a broad range of texts and images from texts for use and ordinary pictures to complicated literary works and works of art, the course teaches how to read, analyze and interpret them in practice. Focusing on conventional text types and genres rather than complex media texts, the course develops an awareness of the problems as well as the joy of reading, viewing and making sense of the variety of texts and images surrounding us. Among the emphases of the course are the role of the reader, the importance of the cultural context, the critical stance and political awareness.

SOCI212 Sociology

The principal aim of the course is to provide the students with a basic understanding of the domain of sociology as a social science discipline. It places a particular emphasis on a general understanding of the core concepts of sociology and key societal structures such as the family, religion, education, science and technology, economic and political institutions. The course begins with an analysis of science and the scientific method of investigation. The notion of culture, personality and personality development, role, and status, social order and social control, social class and mobility are analyzed and presented. The course ends with a discussion of the theories and processes of socio-cultural change.

4.1 Undergraduate elective course descriptions

INAR 381 Comp. 3D Model & Rendering

3D Studio Max is modeling, visual and animation software on computer. The main objective of this course is to make a three dimensional design and to make this design more real.

INAR 383 Professional 3D Model & Rend. For Designers

The main objective of the course is to improve student's 3D visualization techniques in digital media. 3D Studio Max and Viz applications used for this purpose. Students make connection with AutoCAD and use their already modeled 3d models in 3DsViz. They make their projects 3d photo realistic renderings and animations combined with music. The student is expected to submit a text animation and an architectural animation with transitions and sound effects.

INAR 369 Visual Merchandising

The course will examine the best use of space and properties; the effect of lighting, the essence of styling, the potential of color; the key role of mannequins; special characteristics of seasonal shop windows and how to achieve miracles on tight budgets.

INAR445 Human Comfort through Environmental Design

The course aims to study the environmental factors influencing architectural design. The indoor thermal, luminous and sonic environments and the relevant physical principles are reviewed, followed by a discussion on their relationship to human comfort and requirements. Different subjects are handled such as 'lighting' which aim to ensure visual comfort but also to facilitate visual performance; 'acoustical comfort' where appropriate conditions for listening to wanted sound are ensured, whereas unwanted sounds are eliminated; and 'thermal conditions' which are appropriate for human well-being.

INAR 363 Aesthetics in Interior Architecture

Issues addressed in the course include: Meaning of aesthetics in interior architecture; aesthetics as a philosophy, as an art theory and as a science; new dimensions of aesthetics in the millennium; informational aesthetics, numerical aesthetics, formal aesthetics (form, texture, color, light/shadow); aesthetical analysis of forms, new dimensions of aesthetics in the Millennium, innovatively and aesthetics.

INAR 333 Architectural Photography

The main objective of the course is to help students to understand basic concepts of photography "What is photography?, History of photography, Cameras, Types of cameras parts of cameras, Lenses, shutter, aperture, Films, Light, light meter, Filters, composition" After completion of theory part of our course There is going to be a photo trip to take photos and consider our photos according to our theory subjects. All students take one roll 35mm positive film according to assignments and it is going to be a slide show and all students considered technically according to his or her photo presentation. Each student learns to develop their film and learn how to print them. At the end of semester an exhibition will organized from the selected prints.

INAR 305 Modeling with Clay

This course offers an introduction to the techniques of hand building with an emphasis on sculptural form and individual project development. Students not only become familiar with basic construction techniques in clay object making but they also work with an number of different surface treatments particularly suited to sculptural ceramics. This will be a visually oriented class with audio slide presentations of art work. Students will learn about buying their own clay and supplies, studio set up and organization, basic ceramic building and finishing techniques as well as kiln firing. They will also have an understanding of the formation and composition of clay and the history of sculpture throughout the world and will have built and fired several specific projects.

INAR407 Cultural exhibition and exhibition design

The general context of the course is planning and design of public communication oriented cultural exhibitions. The course concerns exhibition kinds, styles, methods, and the preparation, organization of the exhibitions as well as exhibition themes and object-exhibition relation. Technical aspects of the exhibitions in terms of space and human scales, the functions of an exhibition in terms of perception and communication, the exhibition teams, exhibition mounting, management and sustainability will be exposed in addition to the main axe; the methods of exhibition design.

5. EMU.DIA. Examination and Assessment rules of the University for Undergraduate Program

I. GENERAL PROVISIONS

Brief Name S95/139-13 S99/175-11

1. Eastern Mediterranean University By-law for Examinations and Assessment

Aim

2. This By-law aims to specify the rules, principles and evaluation methods for conducting and evaluating midterm and final examinations.

II. MAIN PROVISIONS

Term Grade S08/295-3, 02.12.08

3.

The "Term grade" refers to the level of achievement a student has reached in a given course at the end of the relevant semester. In calculating the term grade, mid-term and final examinations, and laboratory/workshop reports and/or examinations, quiz, project and/or homework grades (if applicable) are all taken into consideration. The following rules are applied during the calculation of the term grade:

(1) At the beginning of the term, the course instructor informs the relevant department chair and the students in writing about the number of examinations to be administered and their weights, as well as the weights of quizzes and lab/workshop reports (if applicable). In Faculty of Law, a different method may be applied with the decision of the Faculty.

(2) In cases where the course is taught by multiple instructors, a course coordinator is appointed by the relevant department chair. Taking the recommendations of other instructors teaching the same course into consideration, the course coordinator will determine the weight of each examination to be administered during the semester.

(3) Weight of the final examination cannot exceed 50%. However, in Faculty of Law and School of Justice, a different method may be applied with the decision of the Faculty Board.

(4) End of semester grade is determined by the course instructor based on the grades specified in the table below.

Letter Grade	Coefficient Out of 4	Coefficient Out of 100	Description
A	4.00	85-100	Successful
A-	3.70	80-84	
B+	3.30	75-79	
B	3.00	70-74	
B-	2.70	66-69	
C+	2.30	63-65	
C	2.00	60-62	
C-	1.70	57-59	
D+	1.30	54-56	Conditional Pass
D	1.00	50-53	
D-	0.70	45-49	Fail
F	0.00	0-44	Fail
NG	0.00		Nil Grade (Fail)
S			Satisfactory
U			Unsatisfactory
I			Incomplete
W			Course Withdrawal

Mid-term Examinations

4. In every academic semester, a minimum of 1 and a maximum of 3 mid-terms are given to students in each course. No mid-term examinations can

		be administered during the final week of the semester, the week before the end-of-classes.
Final Examinations	**5.**	Principles for final examinations are as follows: (1) Final examinations are administered on the dates specified in the Academic Calendar. (2) No level of performance in mid-term examination may be set as a precondition for taking the final examination. (3) Final examination papers must be evaluated and results must be submitted to the Department Chair for publication within five days following the examination date. (4) Letter grades are announced by the Registrar's Office at a date determined by the Rector's Office.
Other Criteria to be Considered for Assessment	**6.**	(1) Quizzes which are prepared and evaluated by the course instructor can be administered without prior notice. (2) In applied courses, evaluation can be based on projects, workshops, laboratory reports and / or examinations. Examinations can have written or oral format. Either the course instructor or another academic member of the staff assigned by the Course Coordinator is entitled to make the workshop/lab evaluations. (3) Homework prepared during the term can be included in the overall evaluation. Homework will be assessed by the course instructor or an academic staff member assigned by the course instructor.
Re-sit Examinations	**7.**	(1) Re-sit examinations for all courses (excluding the architectural design studio courses, graduation project and teaching practice etc.) are administered, at the end of the Fall and Spring Semesters (excluding the Summer Term) for students who have gained the right to take the final exam on dates specified on the Academic Calendar. Students who fall into the following categories may take the re-sit examinations; (a) students who have gained letter grades D- or F from courses taken during the relevant semester, (b) students who have received an academic warning or who are on unsatisfactory or probational status can re-sit all failed courses taken during the relevant semester, except for the ones with an 'NG' grade; (2) Re-sit exams are considered as Final Exams. In determining the results for the re-sit exams, semester grades of the relevant course, in-term assessment and all other assessed work as well as the re-sit exam result are taken into consideration. (3) Letter grades obtained at the end of the re-sit exam are made available online through the portal by the deadline specified on the Academic Calendar and displayed on the student transcript under the heading of "Re-sit Examinations Results". (4) In order for a student to be eligible to take a re-sit examination, s/he is required to apply and indicate the courses for which a re-sit examination is going to be taken through the portal within three working days following the announcement of the semester grades. Those who fail to do so by the specified deadline are not allowed to take the re-sit examinations. Students who have applied for a re-sit examination may withdraw their application within three working days following their application date. (5) The maximum period of time allowed during a re-sit examination is 90 minutes. In special situations, this period may be extended with the approval of the Rector's Office. (6) No make-up exams are administered for re-sit examinations. Those who have applied for a re-sit exam and failed to attend are assigned '0'.

(7) Re-sit examinations are free of charge.

(8) No re-sit examinations are administered for English Preparatory School Courses.

Make-up Examinations

8.

(1) A student who fails to sit for an examination for a valid reason is given a make-up exam. Within three working days after the examination, students who wish to take a make-up must submit a written statement to the course instructor or the course coordinator explaining the reason(s) for his/her request.

(2) Make-up exams for the mid-term exams may take place within the semester. Re-sit exams may also replace make-up exams.

(3) No separate make-up exams are administered for final exams. Re-sit examinations are administered as make-up examinations, instead.

(4) As the semester grade, letter grade "I" is assigned to students who take the re-sit examination as a make-up exam.

(5) In situations where the re-sit examination takes the place of a make-up exam, the weight of the re-sit examination is equal to the examination for which a make-up exam is being given.

(6) If the cause of the student's absence persists during the time allocated for the make-up examination, a new make-up is given. However, if the make-up examination is not taken by the student ten days before the registration period for the new term begins, the situation is brought to the attention of the Faculty/School Academic Council and decided on accordingly.

Graduation Make-up
S95/139-13
S99/175-11

9. Any student who is at the graduation semester but fails to fulfill all requirements is eligible to take the graduation make-up examination under the following circumstances:

(1) Students who fail to meet the graduation requirements due to F and/or D- grades are allowed to sit the exam for up to 3 courses with previously obtained grades of F and/or D- provided that these courses were taken within the last two semesters in the Faculty of Law undergraduate program; for students in other undergraduate programs, the maximum is 2 courses with previously obtained grades of F and/or D-;

S99/175-11
S09/

(2) Students who fail to meet the graduation criteria due to low CGPA (less than 2.00) are allowed to take the graduation make-up examination for up to 3 courses with D,D+, C- grades in the Faculty of Law undergraduate program, and up to 2 courses with grades D, D+, C- in all other undergraduate programs.

(3) A student who fails a graduation make-up of a specific course must register for that course again. A graduation make-up cannot be given for courses with NG grades. Grades obtained from the graduation make-ups are evaluated as term letter grades.

Appeals

10.

(1)A student has the right to ask the relevant academic staff member to see all documents involved in the determination of the semester grade no later than a week following the publication of the course grades

(2) Any appeal against the marks of a mid-term examination or any other assessment components must be made to the course instructor within one week following the announcement of the marks. The relevant course instructor is required to evaluate the appeal within one week. If the student is not satisfied with the instructor's evaluation, s/he has the right to appeal in writing to the relevant department chair within 3 days following the instructor's evaluation

date. The department chair will form a committee of instructors to finalise the student's appeal within one week. The decision of the committee is final.

(3) Any appeal concerning a semester grade must be made to the relevant course instructor no later than the end of the registration period of the following semester. Appeals against semester grades are finalized based on the principles laid out in Article 10(2).

(4)In cases where the letter grades have been assigned inaccurately and/or an administrative/calculation mistake has been made, taking the relevant course instructor's application for a grade change into consideration, the relevant grade change takes place with the decision of the Department Council, Faculty Council and the University Executive Board, on the condition that the mistake has been supported by evidence, the relevant student has not graduated and/or the period between the announcement of the end of semester letter grades and the application for a grade change has not exceeded one calendar year.

General Rules Pertaining to the Administration of Exams **11.**

(1) Examination questions are prepared by the relevant course instructor. In multi-group courses where there are several instructors giving the same course, the examination questions are prepared by the course coordinator with other instructors' contributions. In such multi-group courses, examination questions are identical for each group.

(2) Exam answer sheets are evaluated by the relevant course instructor. In multi-group courses, evaluation is carried out under the organization of the course coordinator.

(3) In order to be eligible to sit for any exam, the student is required to present his/her EMU identification card.

(4) Exam answer sheets are kept by the relevant course instructor for one year at least. In the case of an instructor leaving the University during this period, the exam papers are handed to the relevant department.

III. FINAL PROVISIONS

Executive Power **12.** This By-law is executed by the Rector's Office.

Coming into Force **13.** This By-law comes into force following its approval by the Senate.

Temporary Provision **14.**

(1) Re-sit examinations for the 2011 – 2012 academic year Spring and Fall Semesters will take place between 3 and 11 September 2012. Students who fall into the following categories are entitled to take the re-sit examinations;

(a) Students who received 'D-' or 'F' grades from courses taken during the 2011-2012 Academic Year Fall Semester and, at the same time, who did not re-take or repeat these courses during the Spring Semester of the 2011-2012 Academic Year,

(b) Students who received 'D-' or 'F' grades from courses taken during the 2011 – 2012 Academic Year Spring Semester,

(c) Students who have received an academic warning or who are on unsatisfactory or probational status as of the end of the Spring Semester of the 2011-2012 Academic Year.

(2)Students who have received an academic warning or who are on unsatisfactory or probational status as of the end of the Spring Semester of the 2011-2012 Academic Year can re-sit all failed courses taken during the relevant semester, except for the ones with an 'NG' grade;

(3) Students intending to take a re-sit examination for the 2011 – 2012

	Academic Year Spring Semester are required to submit their application online through the portal and specify the courses for which they are planning to take a re-sit examination latest by Wednesday, 29 August 2012.

In addition to the above mentioned rules there are some other methods of assessment unique to the program as it is given in the following section.

web: www.emu.edu.tr

6. EMU.DIA. Examination and assessment rules of the Faculty for undergraduate Program

Depending on the nature of Interior Architecture program, 8 design courses and studio-based design related some other courses are being assessed through a jury evaluation. There are minimum 2 juries which are Midterm Juries and Final Juries that are compulsory. And in addition to those juries there are some Interm and Pre-Final juries in order to evaluate the process of the student.

6.1 Mid-term and Final Juries:

Midterm Juries and Final juries are the assessment method used for Design and design-related courses instead of an exam. Design projects of students are presented to a jury by students. Juries, which are composed of studio instructors and guest instructors, evaluate projects upon presentation. Projects are presented through different source of media (drawings, models, etc) and also through an oral presentation. The quality of projects evaluated according to the grading criteria of the Faculty of Architecture.

6.2 Interm and Pre-final Juries:

These are juries which are held during the project development period within the semester, in order to evaluate the process. The jury is composed of course instructors or sometimes parallel group instructors invited if there are more than one group. Students take feedback in order to improve their designs.

6.3 Grading criteria of juries

(A)(A-) exceeded expectations; work above what is required, superior:

Students' project work is of exceptional quality and the solution shows a depth of understanding of the issues embodied in the program/course outline. The project is fully developed and well presented. The design solution illuminates the conceptual / theoretical and qualitative and/or quantitative analysis (when/if required) prepared by the student. Below are the expected key qualities of the final project:

- fulfills all requirements of the project and brings extras
- high degree & level of understanding of complexity of problem
- exhibits extraordinary quality of design with personal contribution & touch
- good innovative & creative ideas that are well developed
- design solution / set of recommendations showing originality & flair
- integrates a range of materials & information sources
- has a depth of insight into theoretical issues & displays analytical rigor
- uses advanced presentation techniques

(B+)(B)(B-) met all expectations as specified for the class in a professional manner:

Student's work demonstrates above average understanding of the issues embodied in the program / course outline. The design proposal is consistent with the research / project goals stated. Response to the problem is fairly clear, legible, but occasionally contains some inaccuracies. All program requirements are resolved by the design proposal. Performance exceeds the minimum requirements. Below are the expected key qualities of the final project:

- addresses the problem or topic well

- displays insight into theoretical issues & shows analytical rigor
- has good ideas that are developed
- well-organized
- good design solution/ set of recommendations
- well presented & communicated
- good technical competence

(C+)(C)(C-) met minimum class requirements:

Student's work meets the minimum requirements of objective criteria, without contributing new knowledge to the studio. Work demonstrates average understanding and effort. Response to the problem is reasonably clear, legible, but contains inaccuracies. It reveals a sufficient understanding of the issues, but lacks depth in understanding and approach in tackling the problem. Content and form don't go beyond basic expectations and/or display some substantial errors. Acceptable performance that doesn't go beyond the minimum requirements. Below are the expected key qualities of the final project:

- addresses problem/issue adequately
- competent awareness & understanding of problem
- has reasonable ideas that show some development
- competent design solution/ set of recommendations
- competent presentation & communication
- displays technical competence

(D+)(D) did not meet minimum requirements but shows evidence of being able to complete next level / next semester's project:

Student's work demonstrates limited understanding and/or effort. Stated goals of the research are not evident in the design proposals. Work demonstrates below average resolution of objective project criteria; it does not meet the minimal standards. It reveals insufficient understanding of the issues concerned. Performance demonstrates severe problems in many areas. Student has to make more effort to pass the course, with the intention of turning the following negative qualities to a more positive level:

- does not address topic / problem adequately
- incomplete or partial understanding of problem
- ideas are weak and/or not developed
- weak technical in competence and presentation

(D-)(F) Did not meet minimum requirements and must repeat with a new team at a later semester:

Student's work is unresolved, incomplete and/or unclear. Minimum course objectives are not met, and student's work demonstrates lack of understanding or effort. Performance & project is not acceptable with the following qualities:

- ideas are poor
- knowledge of material is weak or inaccurate
- very weak in technical competence
- presentation and communication of ideas poor

Work does not meet the most minimal standards. It reveals no understanding of the issues concerned throughout the design process. In addition to the written exams and juries there are some other sources of assessment:

Submission: In some of the courses assessment undertaken by a series of submission in the format of report, poster or design project. There is not a specified form of submission; it could be diversified according to the stated assessment procedure of the course.

Presentation: In some of the courses students assessments undertaken through presenting their ideas by preparing different methods of presentations such as power-point presentation, short movie, animation or performance (active/live/real).

Employers evaluation: Employers also evaluate students on internship based on their self-confidence, enthusiasm to work, creativity, leadership skills, communication skills, responsibility, use of office equipment and time management. Table below shows the evaluation of employers:

Assessment method of each course is unique and designed semester based on the general regulations of the university and program by the instructor. There is flexibility to use different methods of assessment. For regulations related to students disciplinary matters please refer to **www. emu.edu.tr**

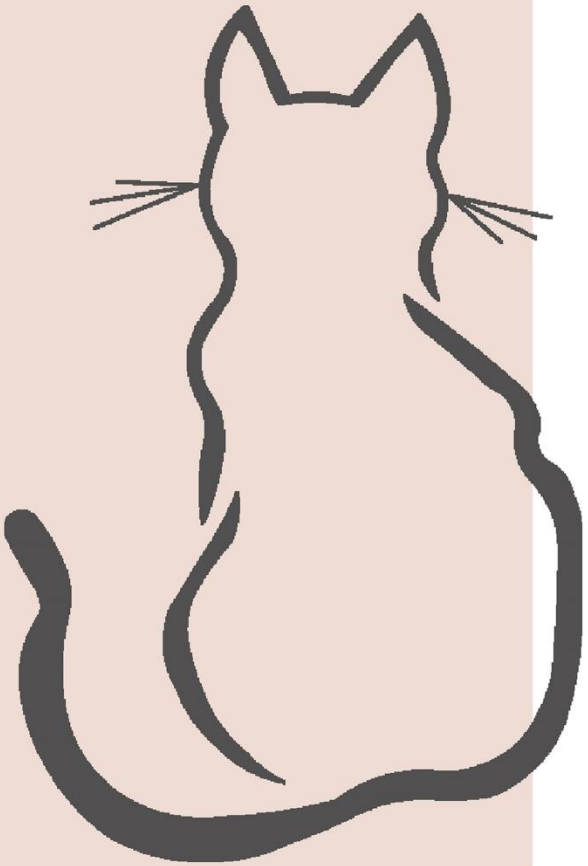
7. EMU.DIA. Departmental Activities

	Department of Interior Architecture Activities
2020-21	• "IFI & World Interiors Day 2020 Celebrations" by Assoc. Prof. Dr. Sezin Tanrıöver. – May 2020
	• IFI World Interiors Day- May 2020
	• Hıgh Honour and Honour Ceremony – June 2020
	• Graduation – July 2020
	• ITAS 333 - Architectural Photography Final Project - Quarantine Days – August 2020
	• Student Projects Exhibition Spring 2019/2020 – September 2020
	• BRT Publication- "Çınarlı Village Guest House" Graduation Projects – October 2020
	•BRT Publication - Zehra Öngül and Asu Tozan– October 2020
	• Interview with Fatime and Nazif Dinc at “Tatlı Hayat Coffee & Cake Cafe” within the scope of ITAS 201 course. - November 2020
	• Interview with Raşit Bağzıbağlı as part of the ITAS 202 course – November 2020
	•Webinar Series 01- Selly Stone- December 2020

8. Relevant Resources

1.	**www.arkiv.com.tr**
2.	**www.icmimarlikdergisi.com**
3.	**www.archdaily.com**
4.	**www.arplus.com**
5.	**www.bdonline.co.uk**
6.	**www.japan-architect.co.jp**
7.	**www.arkitera.com**
8.	**www.yenimimar.com**
9.	**www.yapidergisi.com**
10.	**www.mimarlikmuzesi.org**
11.	**www.yapi.com.tr**
12.	**www.architecture.about.com**
13.	**www.architectstore.com**
14.	**www.acsa-arch.org**
15.	**www.ifiworld.org**
16.	**www.icmimarlarodasi.org.tr**
17.	**www.icmimarlarodasi.org**

Eastern Mediterran University



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