

Academic Information for Professors (2024-2025. 1st Semester)

Aug 15th, 2024

1. Academic Schedule

- **2nd semester:** 9st September ~ 27th December, 2024
- **Day of Classes:** 16 weeks per semester
- **Total required credits for graduation:** 120-128 credits (depending on each department)
- **1 credit:** To get 1 credit for graduation, the student should take 16 credit hours per semester for a class.
- **1 credit hour:** 1 class hour per week for a general class or 2 class hours per week for a laboratory or practice class.

- For example, a general course has 3 credits to complete. It means that students should take 3 credit hours per week and 45 credit hours per semester(3 credit hours per week x 15 weeks per semester).

- **1 class hour:**
 - 50 minutes (50 minutes class and 10 minutes rest)
 - For example, 1.5 class hour is 75 minutes (75 minutes classes and 15 minutes rest)
- **Academic schedule**

	<i>Date</i>	<i>Contents</i>
1 st semester	Sep.9 (Mon) 2024	Start of semester
	Sep. 26(Thu)	Graduation Ceremony
	Sep. 28(Sat)	Makeup Day for Graduation Ceremony
	Oct. 1 (Tue)	Teacher's Day
	Oct. 5 (Sat)	Makeup Day for Teacher's Day
	Oct. 28 (Mon) ~ Nov. 1 (Fri)	Mid-term
	Dec. 9(Mon)	Alternative Holiday of Constitution Day
	Dec. 14(Sat)	Makeup Day for Constitution Day
	Dec. 23 (Mon) ~ 27 (Fri)	Final-term
	Dec. 27 (Fri)	End of semester

2 nd Semester (Temporary)	Feb. 3 (Mon)	Start of semester
	Mar. 21(Fri)	Navruz Holiday (Expected)
	Mar. 24 (Mon) ~ 28 (Fri)	Mid-term
	Mar. 31(Mon)	Ramadan Holiday (expected)
	May 9 (Fri)	Victory Day
	May. 19(Mon) ~ May. 23(Fri)	Makeup week
	May. 26 (Mon) ~ May. 30 (Fri)	Final-term
	May. 30 (Fri)	End of semester

2. Lecture

- **Timetable set**

- Timetable can be checked at <https://aut.edupage.org/timetable/>
- Class block

Day	time	from	to
Mon Tue Wed Thu Fri	A	8:30	9:45
	B	10:00	11:15
	C	11:30	12:45
	D	13:30	14:45
	E	15:00	16:15

- Classes of experimental classes are proceeded by an hour or two.

- **Course registration.**

- Timetable will be done by administrative staffs.

- **Classrooms.**

- Building A, B, C, D, E, F

3. Classes

- **Syllabus:** You will have to make your own syllabus using a draft from Korea.
- **Attendance sheet:** Prepared by the Academic affairs team in Paper type.
 - Every class, check the attendance by calling student names.
 - With over 1 quarter of absence, students will get F grade.
- **Cancellation of classes and makeup**
 - Professors will have classes on time following the timetable.
 - Only if there is an inevitable case of a cancellation of classes, teachers can apply for permission with a plan of cancellation and makeup of classes in advance with the designated form and related proof.
 - If there will be many cancellations and makeup classes, it can affect the next contract and salary also.

- **Taking the exams.**

- Time: Mid-term and Final exams will proceed in a class time or designated time of the mid-term and final term period.
- Time of test: It will be operated in each class time or operated with a separate exam timetable.
- Printing Week: **1 week before the exam**, professors will print and put exam papers in envelopes by themselves with the academic director at the office of academic affairs. Printing time of each exam and details will be assigned later.
- Proctor of the test: Professors will do proctors of exams including other classes also
- Place of the test: Classroom of each classes or designated places

- **Test and grading**

- Test: Assessment by Midterm, Final Exam, Quiz, Practice, Verbal test, Assignment, etc.
- Grading system

Grade	GPA
A ⁺	4.5
A ₀	4.0
B ⁺	3.5
B ₀	3.0
C ⁺	2.5
C ₀	2.0
D ⁺	1.5
D ₀	1.0
F	0

- Grading is relative evaluation.
- In general, In the Korean system, retaking exams is impossible. We will make it possible to retake the course next year or semester if the course is open.
- But Exceptionally, for failed students, only for subsidy students, who enter the 2020-2021 and 2021-2022 academic year, we can operate retaking exams and retaking courses with some amount of payment. Detailed things will be noticed later.
- Basic rule (Grade: Ratio)

Grade	Ratio of relative evaluation
A ⁺ , A ₀	30±5%(25~35)
B ⁺ , B ₀	40±5%(35~45)
C ⁺ , C ₀ , D ⁺ , D ₀	25±5%(20~30)
F(Fail)	10±10%(0~20)

- Courses with Lab and practical training courses, practice courses, design courses, and courses recognized and approved for special operation methods

Grade	Ratio of relative evaluation
A ⁺ , A ₀	35±5%(30~40)
B ⁺ , B ₀	45±5%(40~50)
C ⁺ , C ₀ , D ⁺ , D ₀	15±5%(10~20)
F(Fail)	10±10%(0~20)

- If the absence is more than $\frac{1}{4}$ of the class, “F” can be given regardless of the test grade. But, assignments may be accepted as attendance if the professor allows it.
- After completing grading, teachers have to notice in AIS, and if there is an error teachers have to correct it. Then teacher has to permit the “professor’s file” about the class to the academic affairs office within 2 weeks.

The professor’s file should contain the following;

- Attendance sheet,
- Syllabus
- Sample of mid-term exam paper, final-exam paper.
- All materials used in class

- **Class evaluation**

- Students will evaluate each class 1 or 2 times in each semester.
- The results of the evaluation will be used for assessment of the classes.

- **AIS (<http://ais.ajou.uz/>)**

- Grading and class materials will be proceeded in AIS. You can get your ID and password and manual from the IT department.

- **Cooperation with the Dean.**

- You may have to get the coach from Dean to operate classes.

4. Contacts

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