

T.C.
İSTANBUL KÜLTÜR UNIVERSITY
FACULTY OF ENGINEERING
DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

GENERAL LABORATORY / PRACTICAL SESSION RULES AND PRINCIPLES

(Applicable to On-Campus and Distance Education)

1. Laboratory sections of courses may be divided into groups, provided that each group contains at least 10 students. Practical sessions shall be divided into groups in accordance with the minimum student numbers determined by the Rectorate.
2. At the beginning of each semester, the Department Chair assigns research assistants to support laboratory courses. Depending on workload, research assistants may also be assigned to support practical sessions.
3. The preparation of laboratory manuals, experiment sheets, and laboratory activities is the responsibility of the course instructor.
4. Laboratory experiments should consist of **tasks that students can perform independently**. Laboratories should not be conducted solely through presentations or demonstrations delivered by the instructor or research assistant. Students must **submit their findings in a prescribed report format**. Practical sessions may include activities conducted collectively under the guidance of the instructor.
5. **Attendance is mandatory and must be recorded in both laboratory and practical sessions conducted on-campus or online.**
6. At least one laboratory experiment (typically the final experiment of the semester) must be organized as an “Experiment Design” activity.

Experiment Design Requirements:

- An engineering problem related to the course content shall be selected and defined under realistic constraints.
- Students (individually or in groups) shall:
 - Determine a title for the experiment,
 - State the objective,
 - Present theoretical background, equations, and calculations,
 - Define measurement methods,
 - Identify required instruments and components,
 - Design the experimental setup,
 - Prepare result tables and/or graphs,
 - Conduct the experiment,
 - Prepare a final report including error analysis.
- The course learning outcomes must include an outcome related to experiment design.

Example:

“Students will be able to determine an experimental protocol, perform the experiment, and analyze the results for a given engineering problem related to electrical measurement.”

- Students must be informed about this activity at the beginning of the semester.
 - Assessment of the experiment design activity is the responsibility of the course instructor.
 - Experiment design reports should be included in the course file submitted at the end of the semester.
7. Information regarding laboratory/practical assessment methods, pre-laboratory requirements, and any additional course-specific rules must be announced by the instructor through the CATS system at the beginning of the semester.
 8. For on-campus education, research assistants responsible for laboratory sessions must arrive at the laboratory at least 10 minutes before class and complete all necessary preparations. At the end of the session, they must collect laboratory materials and ensure that all equipment is properly switched off. For distance education, the responsible research assistant must open the online session at least 5 minutes before class and complete all required preparations.
 9. Laboratory sessions must begin on time. Students arriving more than 15 minutes late shall not be admitted. Students with valid excuses may attend a make-up laboratory session subject to the approval of the course instructor.
 10. The laboratory safety rules contained in the document ***“Electrical and Electronics Engineering Department Laboratory Safety Rules”*** must be read and explained to all students during the first laboratory session of each semester.
 11. During distance education laboratory sessions, students and research assistants are required to keep their cameras and microphones active unless otherwise authorized by the instructor.
 12. Responsibility for compliance with laboratory safety rules rests respectively with the students, the responsible research assistant, the course instructor, and the Department Chair. Students who violate safety regulations must be removed from the laboratory session and shall not be granted the right to attend a make-up laboratory.
 13. During laboratory experiments, students may be organized into groups of no more than three members.
 14. A make-up laboratory session should be scheduled during the final laboratory meeting of the academic semester. The course instructor is responsible for determining which students are eligible to attend the make-up session.