

ISTANBUL AYDIN UNIVERSITY
PROCEDURES AND PRINCIPLES FOR THE IMPLEMENTATION
OF ELECTIVE COURSES

CHAPTER ONE
Purpose and Legal Basis; Definitions

ARTICLE 1 – Purpose

The purpose of these Procedures and Principles is to regulate the procedures and principles to be followed regarding the courses planned to be offered in the associate and undergraduate diploma programs within Istanbul Aydın University and to be opened in the Elective Course Pools, and regarding course coordinators/instructors.

ARTICLE 2 – Legal basis

These Procedures and Principles have been prepared based on: Article 14 of the Higher Education Law No. 2547 dated 04.11.1984; Article 5 of the Regulation on Academic Organization in Universities published in the Official Gazette dated 18.02.1982 and numbered 17609; and Article 9-(3) of the Istanbul Aydın University Associate Degree and Undergraduate Education–Training and Examination Regulation.

Definitions

In these Procedures and Principles:

University: Istanbul Aydın University

Rector: the Rector of Istanbul Aydın University

Senate: the Senate of Istanbul Aydın University

Education Commission: Istanbul Aydın University Education Commission

Regulation: Istanbul Aydın University Associate Degree and Undergraduate Education–Training and Examination Regulation

Elective course: a course opened as a department elective within departments, as a faculty elective within faculties, and as a university elective across the University; taken by the student—outside compulsory courses—within or outside the field in line with their preference; opened with the elective-course title of the program in which the student is registered; or a course that the student may choose from among the elective or compulsory courses of other programs.

Department elective: elective courses in the department related to the field.

Faculty elective: courses proposed by a department that cannot be taken by its own students and can be selected only by students of other departments.

University elective: courses proposed by each faculty—at least four courses from each faculty—for students of other faculties to select.

CHAPTER TWO

Approval and Registration of University Elective Courses; Department and Faculty Electives

ARTICLE 3 – Approval of University elective courses

(1) Proposed courses are evaluated by the relevant Faculty Education Commission and it is decided whether the course is appropriate in terms of content. All courses decided to be opened in the University elective course pool are submitted by the relevant faculty to the University Education Commission as 3 ECTS. Courses approved by the Commission are sent to the Rectorate to be discussed in the Senate.

(2) New course proposals are accepted by the University Education Commission during December and June of each year. Proposals submitted after these months are not accepted.

(3) The list of courses proposed to the University elective course pool and accepted by the Senate; the course information packages (Article 8(3)); and other information, if any, are announced on the internet by Planning.

(4) If a change is to be made in the content of a course accepted into the University elective course pool, the process to be followed is carried out in the same manner as proposing a new elective course.

(5) For a course opened in the University elective course pool, whether it will be delivered by the relevant instructor in the following academic term must be notified to the University Education Commission—by adhering to the academic calendar announced by the relevant faculty—within December for the Spring term and within June for the Fall term.

ARTICLE 4 – Registration for University elective courses

(1) Students register by selecting from the University elective course list available in the student information system, taking into account weekly course hours and credits. Courses selected by students become final after approval by student advisors.

(2) Throughout their education life, students may take at most 2 University elective courses for 2-year programs, and at most 3 University elective courses for programs of 4 years and above.

ARTICLE 5 – Department elective courses

- (1) All courses to be included in the Department elective course pool must provide the same ECTS credit.
- (2) Courses included in the Department elective pool must be of a nature that guides students toward certain areas.
- (3) In order to open Department elective courses: upon the proposal of the relevant department chair and the favorable opinion of the faculty education commission, courses accepted by the relevant faculty board are sent by the Deanship to the Rectorate to obtain a Senate decision. Department elective courses deemed appropriate by the Senate are scheduled by Planning.

ARTICLE 6 – Faculty elective courses

- (1) All courses to be included in the Faculty elective course pool must provide the same ECTS credit. How many ECTS credits faculty elective courses will be is proposed by the relevant faculty education commission and decided by the Faculty Board. In faculties consisting of a single department, there is no faculty elective pool and therefore there are no faculty elective courses.
- (2) Each department proposes at least 4 courses to the faculty elective course pool. The department chair may also propose—together with quotas—some compulsory courses in their department that they deem appropriate to the faculty elective pool. These proposed courses must have the same ECTS as the faculty elective pool courses of the departments that will have their students take them.
- (3) In each department's faculty elective course pool, the faculty elective courses proposed by that department are not included; only faculty elective courses proposed by other departments are included.
- (4) In order to open faculty elective courses: upon the proposal of the relevant department chair and the favorable opinion of the faculty education commission, courses accepted by the relevant faculty board are sent by the Deanship to the Rectorate to obtain a Senate decision. Faculty elective courses deemed appropriate by the Senate are scheduled by Planning.

CHAPTER THREE

Implementation and Characteristics of Elective Courses

ARTICLE 7 – Implementation

- (1) All procedures related to all Elective Courses opened at Istanbul Aydın University are carried out by Planning under the responsibility of the relevant Vice Rector.

(2) For each academic semester, Planning ensures that elective courses whose opening has been finalized are announced before the course registration dates determined in the University academic calendar.

(3) Planning works in coordination with department/program units in opening elective courses, creating sections, determining quotas, and determining course days, times and venues.

(4) Elective courses are opened in the 2nd, 3rd and 4th semesters of associate degree programs and in the 5th, 6th, 7th and 8th semesters of undergraduate programs. The department/program chair proposes which elective course pool and how many elective courses will be opened in which semester. Proposals are discussed in relevant academic boards and sent by the Deanship to the Rectorate to be submitted to the Senate. After Senate approval, the relevant elective courses are opened and Planning carries out necessary procedures.

(5) Procedures for each elective course for which course registration is made are the same as for compulsory courses.

(6) If a student fails an elective course, they retake the same course as a repeat course if it is opened; or they take another elective course of the same type as a repeat course and must attend that course.

ARTICLE 8 – Characteristics of elective courses to be opened

(1) For all courses within the University Elective Course Pool, provisions of the Istanbul Aydın University Associate Degree and Undergraduate Education–Training and Examination Regulation apply. University elective courses' weekly course hours and the 3 ECTS information for each course are available on Planning's website.

(2) University elective courses may be opened in Fall and Spring semesters and in the summer term.

(3) The content of a proposed elective course is prepared by the relevant instructor in the standard course information package format. The course information package must include at minimum: course name; semester; prerequisites if any; mode of delivery; purpose; learning outcomes; content; resources; weekly topics; assessment system; workload and ECTS calculation. Course information packages are prepared separately in Turkish and English. In line with each course's information package, course descriptions including midterm exam, final exam, weekly topics, course resources and assessment system must be uploaded to EBS no later than the beginning of the term. If the elective course instructor changes (other than proposing and accepting a new course information package by the education commission), the information in the announced course information package remains valid.

(4) Courses that have the same title as a course in the pool or as a compulsory/elective course opened in any University unit—or even if the title is different, whose content is fully or partially (at least 50%) the same—cannot be proposed to the University elective course pool. The relevant Faculty Education Commission decides on whether proposed courses are wholly or partially similar.

(5) In opened elective courses, exams (midterm, final and make-up exams) are held on the days and times announced by Planning during midterm and final exam weeks in accordance with the academic calendar.

CHAPTER FOUR

Miscellaneous and Final Provisions

ARTICLE 9 – Other matters

(1) In matters not specified in these Procedures and Principles, provisions of the relevant units' education–training and examination regulations apply.

ARTICLE 10 – Entry into force

(1) These Procedures and Principles enter into force on 14/01/2020, the date they were adopted by the Istanbul Aydın University Senate.

ARTICLE 11 – Execution

(1) The provisions of these Procedures and Principles are executed by the Rector of Istanbul Aydın University.