

SELÇUK UNIVERSITY GRADUATE EDUCATION INSTITUTES DIRECTIVE ON OPENING, UPDATING, TRANSFERRING, AND CLOSING COURSES IN GRADUATE PROGRAMS

Purpose and Scope

ARTICLE 1 – (1) This directive covers the procedures and principles regarding the opening, updating, transferring, and closing of courses in the graduate programs within the Graduate Education Institutes of Selçuk University.

Basis

ARTICLE 2 – (1) This directive has been prepared based on the provisions of the Regulation on the Organization and Functioning of Graduate Education Institutes and the Selçuk University Graduate Education Regulation.

Definitions

ARTICLE 3 – (1) The following terms used in this directive shall be understood as follows:

- a) Academic Unit: Graduate Education Institutes,
- b) ECTS: The European Credit Transfer System, which allows students to transfer course credits and grades that they have taken and succeeded in domestic and abroad from one higher education institution to another,
- c) Department: The main branch of science/art within the institute,
- ç) Course: The compulsory / elective teaching activity assigned a course code; internship, thesis and all kinds of similar teaching activities in the curriculum that the student must achieve in order to graduate from the diploma program he / she is enrolled in,
- d) EAB/main art branch: The relevant institute's main science/main art branch,
- e) EAB/main art branch head: The relevant EAB/main art branch head,
- f) Department Administration: The administrative unit consisting of the department head and vice heads,
- g) EAB/major department board: The board consisting of the head of the EAB / department of art, vice presidents and heads of science branches; in an EAB / department of art with a single science or art branch, the board consisting of all faculty members in that EAB / department of art under the chairmanship of the head of the EAB / department of art,
- ğ) Institute Director: The Director of the Graduate Education Institute.
- h) Institute: The institutes affiliated with Selçuk University that provide graduate-level education and training,
- ı) Institute Board: The board chaired by the director of the institute, composed of vice directors and the heads of departments with educational programs in the institute,
- i) Institute Administrative Board: The board chaired by the institute director, consisting of the vice directors and three faculty members elected for a three-year term by the institute board from among six candidates nominated by the director,
- j) Workload: The total time students are expected to spend before, during, and after class for all theoretical and practical activities required to achieve the intended learning outcomes,
- k) Credit: The workload corresponding to one hour of weekly theoretical instruction or two hours of practice/laboratory work,
- l) Curriculum: The instructional program comprising the courses and other requirements that must be fulfilled to complete and graduate from a degree program,
- m) Program: Graduate education activities conducted within a department in accordance with a defined curriculum leading to a degree,
- n) Faculty Member: Assistant professors, associate professors, and professors working in the relevant field at the university,

- o) Senate: The Senate of Selcuk University,
- ö) System: Selcuk University's Information Management System,
- p) University: Refers to Selcuk University.

Opening New Course

ARTICLE 4 – (1)

- a) A faculty member can open course maximum of 21 credits in a master's program with thesis and a maximum of 21 credits in a doctoral program. In cases where the faculty member is part of an interdisciplinary Department/Art Major, they may propose to offer a total of up to 15 credits of courses for the thesis-based master's and doctoral programs of the relevant Department/Art Major. However, within the thesis-based master's and doctoral programs under the Institute of Science, a faculty member may propose to offer a maximum of 4 (four) new courses in the course pool per semester. If the faculty member is affiliated with an interdisciplinary Department, they also may additionally propose to offer up to 4 (four) courses in total for the thesis-based master's and doctoral programs of that department.
- b) Before proposing a new course, the faculty member intending to offer the course and the Head of the Department/Art Major must check through the Institute's automation system whether a similar course already exists in the course pool of the relevant graduate program
- c) The name of a new course offered to open (except for the compulsory course on Scientific Research Techniques and Research and Publication Ethics), its aims, content and learning objectives must be different from the courses of the relevant department in the existing Graduate School graduate curriculum, and the rationale for opening this course and its contribution to the program must be clearly stated.
- ç) The content of the new proposed course should be above the undergraduate level and should include advanced knowledge based on the basic knowledge acquired in undergraduate courses and based on recent research.
- d) The newly proposed course must be directly related to the field of study of the respective Department/Art
- e) The name of the proposed new course must be short, clear and reflect its content.
- f) In a new course proposal, the national credits of a course should not be more than three credits and 6 ECTS.
- g) For a new course proposal, the relevant faculty member must apply to the Head of the Department/Division of Arts and Sciences by filling out the Course Opening Request Forms in Turkish and English, which are available on the Institute's web page and prepared according to the Bologna Process Principles. Course proposals for which the Course Offering Request Forms are not properly prepared during the application process will not be considered by the Department/Art Major Chairs or the Institute Directorate
- ğ) The relevant forms for a new course proposal must be submitted to the Institute Directorate within the timeline specified by the Institute, together with the Department/Art Major Council Decision.
- h) If the academic board of the department decides, by unanimous vote or majority, not to offer the course, the justification for this decision must be submitted to the Institute in writing.
- ı) The process of introducing a new course in the graduate programs within our Institutes is carried out based on the request of the faculty member who intends to offer the course, the recommendation of the relevant Department/Art Major Council, and the approval of the Institute Council
- i) For newly approved courses to become active, the course information required by the Bologna system must be fully entered into the university's Student Information System by the instructor who will offer the course, prior to the start date of course registration.

Opening a Semester Course

ARTICLE 5 – (1)

- a) Graduate education and training programs at the University are organized on a semester basis. A maximum of three courses or nine credit courses can be offered in each semester, including master's degree with thesis, master's degree with thesis, second education and doctoral programs.
- b) Prerequisite and compulsory courses can be offered in both semesters.

A student cannot take more than nine credits from the same faculty member in a program. However, the credits of Research Topics for Thesis I and II courses given to doctoral students of the Graduate School of Health Sciences are not included in the limit of nine credits.

c) For a graduate program, an education and training plan consisting of compulsory and/or elective courses is prepared by the relevant Department/Division of Arts and Sciences Board.

ç) Courses in graduate programs are taught in Turkish. However, courses offered for students of international joint graduate programs, graduate programs that provide education and training in a foreign language and international exchange programs can be offered in a foreign language.

Course Updates

ARTICLE 6 – (1)

If there is a need to change the weekly theoretical/practical hours, national credit value, or ECTS value of a course, the proposal can be updated within the specified date range in the academic calendar, provided that it is submitted with the proposal of the Department/Art Council and the approval of the Institute Council/Institute Executive Board.

Transferring a course

ARTICLE 7 – (1)

a) In cases where a faculty member leaves the university due to retirement, death, resignation, transfer to another institution, or other reasons, the courses assigned to them shall be transferred to another faculty member within the Department/Art upon the proposal of the department council and the approval of the institute administrative board. The course transfer procedures must comply with Article 4 (a).

b) In cases where a faculty member is unable to perform their duties due to any legal reason, in order to prevent any disruption to the educational process, the course currently being taught shall be transferred to another faculty member within the Department/Art director. This transfer shall be proposed by the Department/Art Director Council and approved by the Institute Administrative Board, and must be placed on the agenda and resolved at the first council meeting following the justification.

c) Except for the situations specified in sub-articles (a) and (b), course transfer procedures shall be carried out within the period(s) specified in the academic calendar.

Course Closure

ARTICLE 8 – (1)

a) The closure of an existing course in graduate programs is carried out upon the recommendation of the relevant Department/Division Board and the approval of the Institute Board / Institute Administrative Board

b) If a course registered in the institute is not offered for four consecutive years in master's programs or six consecutive years in doctoral programs, it shall be closed upon the proposal of the Department/Division Board and the approval of the Institute Board / Institute Administrative Board. Courses in the pool of the relevant program due to the lack of students enrolled in an active program and/or the loss of faculty member qualification (title / number) are excluded from the scope of this article.

c) In cases of health conditions, domestic inter-institutional and long-term assignments abroad, retirement, death, resignation, transfer to another institution and other reasons, the course(s) given by the faculty member are closed with the recommendation of the relevant Department / Art director and the approval of the Institute Board / Institute Administrative Board.

ç) Faculty members shall submit the courses they wish to remove from the curriculum, along with their justifications, to the Chair of the relevant Department / Art Division.

d) The final list of courses to be removed from the curriculum, along with their justifications, shall be entered into the Course Opening/Updating/Transfer/Closure Form available on the Institute's website by the Department Chair and submitted to the Institute Directorate within the period(s) specified in the Academic Calendar, together with the Department / Art Division Board Decision.

- e) The number of programs/students that will be affected by this process on the system is decisive in making the course closure decision.
- f) In the following cases, the existing course must be closed and a new course with a different code must be opened:
- aa) Change in the course objective,
- bb) Fundamental changes in course content and learning outcomes.

General Principles

ARTICLE 9 – (1)

For the processes of opening a new course, updating, transferring, or closing an existing course, it is mandatory to enter and/or update the Bologna course content. The responsibility belongs to the instructor and the head of the department.

Cases Not Covered by Provisions

MADDE 10 – (1)

In cases not covered by this guideline, the provisions of the Higher Education Institutions Graduate Education and Training Regulation, the Selçuk University Graduate Education and Training Regulation, and other relevant legislation, guidelines, procedures, and Senate decisions shall apply.

Transitional Provisions

TEMPORARY ARTICLE 1- (1)

Faculty members working within the Graduate Education Institutes of Selçuk University are obligated to reduce the number of courses/credits they are assigned in graduate programs to the number specified in Article 4(a) before the start of the academic year following the date these guidelines come into effect.

Execution

ARTICLE 11 – (1)

a) Bu yönerge, 2025-2026 eğitim öğretim yılı başından geçerli olmak üzere Selçuk Üniversitesi Senatosu tarafından kabul edildiği tarihte yürürlüğe girer.

Yürütme

ARTICLE 12- (1)

This directive shall be implemented by the Rector of Selçuk University.

ANNEXES:

1. Course Opening/Update/Transfer/Closure Form
2. Course Description Form (Turkish)
3. Course Description Form (English)

COURSE OPEN/UPDATE/TRANSFER/CLOSE FORM

ACADEMIC BOARD DECISION

Based on the requests of the faculty members whose information is listed below, the requests to open/update/transfer/close postgraduate courses for the [202...-202...] academic year [.....] semester were discussed at the Academic Board Meeting dated; it was decided unanimity /majority of votes to accept/reject them as listed.

COURSE OPEN/UPDATE/TRANSFER/CLOSE LIST

Supervisor name-surname	Request type	Name of Course	Code of Course	M.S /PhD	Reasoned Explanation

Course Description Form

Course Code		Course Name	
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Semester	Weekly Course Hours		Course			
	Theory	Application	Credit	ECTS	Type	Language
					MANDATORY () ELECTIVE ()	

ASSESSMENT CRITERIA

IN SEMESTER	Evaluation Type	Quantity	%
	Midterm Exam		
	Quiz		
	Homework		
	Project		
	Report		
	Other (.....)		
FINAL EXAM			
RECOMMENDED REQUIREMENT	PRE-		
COURSE CONTENT			
COURSE OBJECTIVES			
LEARNING OUTCOMES			
TEXTBOOK			
ADDITIONAL RESOURCES			
REQUIRED INSTRUMENTS AND MATERIALS			

WEEKLY SCHEDULE

WEEK	TOPICS
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

NO	CONTRIBUTION TO PROGRAM OUTPUTS	3	2	1
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

1:No Contribution. 2:Partially contribution. 3:Fully contribution.

ECTS/ WORKLOAD TABLE

Efforts required for the course	Number	Time (hour)	Total workload (hour)
Lecture hours (Including exam week, 16x total lecture hours)			
Study hours of student out of lecture hours			
Homework			
Preparing Presentations/Seminar			
Midterm Exam			
Course Applications			

Laboratory			
Project			
Final Exam			
Total workload			
ECTS credit of course			

Lecturer:

Signature:

Date: