

T.R.
NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
DIRECTIVE FOR THE JOINT ELECTIVE COURSES COORDINATORSHIP
AND THE IMPLEMENTATION OF THE JOINT ELECTIVE COURSES

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this Directive is to frame the procedures and principles regarding Nevşehir Hacı Bektaş Veli University Joint and Elective Courses Coordinatorship and the joint elective courses.

Scope

ARTICLE 2 - (1) This directive encompasses the procedures and principles of the Joint Elective Courses Coordinatorship within Nevşehir Hacı Bektaş Veli University.

Basis

ARTICLE 3 – (1) This directive was prepared in accordance with the 14. Article of the Higher Education Law, dated 04.11.1981 and numbered 2547, and the 5. article of the Regulation of the Academic Organization at Universities, promulgated in the Official Gazette, dated 18.02.1982 and numbered 17609.

Definitions

ARTICLE 4 – (1) The expressions in this directive mean as:

- a) ECTS: European Credit Transfer System,
- b) Unit: Institute, faculty, schools and vocational schools affiliated with Nevşehir Hacı Bektaş Veli University,
- c) Unit Coordinator: The person who conducts joint elective course activities at the academic units together with the Joint Elective Courses Coordinator,
- d) Coordinator: Joint Elective Courses Coordinator,
- e) Coordinatorship: Joint Elective Courses Coordinatorship,
- f) Joint Elective Courses Pool: The pool of all the joint elective undergraduate courses at Damat İbrahim Paşa Campus of the University,
- g) Joint Elective Courses/ JEC: Courses including all kinds of popular and contemporary matters and contributing self-change and development such as art, general culture, literature, foreign languages, history, sport, health, environment, computer programs, science and technology, self-improvement, social responsibility, voluntary work, economy, education, psychology, entrepreneurship, law, and values education.
- h) Registrar's Office: Registrar's Office of Nevşehir Hacı Bektaş Veli University,
- i) Rector: The Rector of Nevşehir Hacı Bektaş Veli University,
- j) Senate: The Senate of Nevşehir Hacı Bektaş Veli University,
- k) University: Nevşehir Hacı Bektaş Veli University.

PART TWO

Activity Areas of the Joint Elective Courses Coordinatorship and Duties of the University JEC Coordinator

The Purpose of the Joint Elective Courses Coordinatorship

Article 5- (1) The purpose of the Coordinatorship is to get proposals for the course from the related units for the joint elective courses pool at Damat İbrahim Paşa Campus of the University, to select, plan and open the recommended courses, and to organize all the work related to these tasks.

Activity Areas of the Joint Elective Courses Coordinatorship and Duties of the University JEC Coordinator

ARTICLE 6- (1) The Coordinatorship does a preliminary evaluation of the courses proposed by the units. The Coordinatorship sends the appropriate courses to the ECTS-DE Coordinatorship for ECTS controls and then to the Bologna Cooperation Commission for the evaluation. At the end of this process, the Coordinatorship sends the selected course list to the Registrar's Office in order to be presented to the Senate.

(2) The Coordinatorship does the preliminary evaluation for the JEC with regard to the content, weekly detailed course content, instruction methods and techniques, course book/secondary sources, course materials and assessment techniques for the proposed course.

(3) The Coordinatorship announces the selected joint elective courses (with their information catalogue) online before the course registration period for each semester, which is announced in the academic calendar of the University.

(4) The Coordinatorship works in coordination with the division and department units in the launch, sectionalisation, quotation, and location of the courses.

(5) The Coordinatorship works in cooperation with the department and program units in the organization of educational and activity programs, the appointment of the lecturers, the measures for the material supply and physical facilities to be used in the most effective way.

(6) The content of the JEC is prepared by the lecturer and proposed by the academic unit. The course contents are controlled by the Coordinatorship and Bologna Coordination Commission. Upon the Senate confirmation, the content information is placed in the University course catalogue.

(7) The Coordinatorship is responsible for the activities to be conducted in a good order and an efficient way and for the sources to be used effectively. The lecturers are supervised and evaluated by the Coordinatorship.

(8) The appointments of the lecturers for the JEC are made in accordance with the Coordinator's demand from the academic units offering the course, propositions to the Coordinatorship by the academic units, and by the Coordinatorship proposition to the Senate and confirmation by the Senate.

(9) After the confirmation by the Senate the JEC is placed on the University catalogue by the Registrar's Office, so that the students can choose the JEC.

(10) The Coordinatorship updates the website.

(11) The Coordinatorship supervises the implementation of the decisions taken and strategies used. (12) The Coordinatorship can increase the student quota of JEC if needed.

PART THREE

Administrative Bodies and Duties

Administrative Bodies

ARTICLE 7- (1) The Coordinatorship is comprised of the Coordinator, Vice Coordinators, Unit Coordinators and Secretariat.

Coordinator and Vice Coordinators

ARTICLE 8- (1) The Coordinator is assigned to this post by the Rector for 2(two) years among the Faculty of Education staff. The Coordinator works at this post under Vice Rector in charge of educational matters. Upon the Coordinator's proposition, 2 (two) instructors are assigned as Vice Coordinators by the Rector. When the Coordinator's work term expires, vice coordinators' work term expires, too. When the Coordinator is off duty, one of the vice coordinators represents him/her.

Secretariat

ARTICLE 9- (1) The Secretariat of the Coordinatorship is run by the related department manager of the Registrar's Office.

Unit Coordinator

ARTICLE 10- (1) The Unit Coordinator runs the JEC activities in his/her unit in cooperation with the University JEC Coordinator. The Unit Coordinator runs the tasks given to the University JEC Coordinator by this directive at her/his own unit.

(2) At the academic units at which the joint elective courses are chosen, Unit Coordinatorship is run by an administrative staff responsible of student affairs or by any available staff.

PART FOUR

Opening the Joint Elective Courses

Qualities of the Joint Elective Courses to be Opened and Implementation

ARTICLE 11- (1) JECs are two-hour theoretical courses and have the joint elective course codes. For the offered courses a JEC pool is made within the University.

(2) JEC are to be put on the 3. Year fall and spring semester course plans of all the Bachelor's programs at Damat İbrahim Paşa Campus. Course codes as OSD MMF 301 and OSD MMF 302 are attained to these courses.

(3) The content of an offered course is prepared in a standard course catalogue format and placed in the catalogue by the instructor concerned. In the course catalogue the name,

semesters, prerequisites -if any, instruction format, aim, learning outcomes, resources, weekly subjects, assessment and evaluation methods, workload and ECTS calculation of the course offered are to be presented. Course Catalogue is prepared in Turkish and English separately. The Content of the Course Catalogue is controlled by the JEC Coordinatorship.

(4) In the JEC pool, courses with the same name or with a different name but with total or huge content similarities are not recommended. However, if a big number of students is interested in a specific course, more than one section can be offered for that course.

(5) In an academic year, instructors can open 2 (two) JEC utmost.

(6) The student quota is offered by the instructor opening the course. In order for a course to be opened, at least 10 (ten) students have to choose the course.

(7) The qualities needed for a course to be in the JEC pool are;

a) JEC should address the gains in social, cultural and art activities, sport and health activities, environmental conscience, dissemination of science, development of historic culture, communication skills, foreign language skills.

b) JEC should focus on students' common interests suitable for interdisciplinary studies, rather than the deep teaching of a specific subject.

c) A course that is in the compulsory or elective in an academic unit's plan cannot be a JEC.

(8) Enrolment in a JEC is as explained below;

a) The students enrol in a JEC upon they examine the JEC content. Enrolments are confirmed by the student advisors. In the add-drop period, changes can be made by the advisors.

b) The students can choose only one course among the JECs added to the program plans by the units.

(9) Evaluations for JECs are made by the articles of Nevşehir Hacı Bektaş Veli University Directive of Associate and Bachelor's Degree Education. The grades resulting from the evaluations are included in students' averages and grade point averages.

(10) The students can retake the joint elective course they fail or they can choose another joint elective course.

(11) JECs must be on the same day and time in all the units offering these courses. As long as the Senate doesn't change the day or time, joint elective courses are on Wednesdays, between 15.00-17.00. The students of the evening programs take the same courses with the regular students; no separate JEC is offered to evening program students.

(12) Student workload for the JEC is planned to be 90 hours in a week (3 ECTS), and the classes is to be two-hours a week.

(13) JEC classes are held in the classrooms, halls or other areas provided by the faculty or the schools offering the course. Appointments are made by the concerned academic units and fees are regulated and paid by the unit the course instructor is affiliated with. Administrative responsibility of the course is on the concerned faculty or school. The whereabouts of the courses opened by the instructors working at the academic units off Damat İbrahim Paşa

Campus are coordinated by the coordinator. In this case, unless otherwise agreed, instructor fee payments are made by the academic unit the instructor is affiliated with.

Course confirmation

ARTICLE 12- (1) The JECs proposed by the instructors are first confirmed in the concerned Division Council with which the instructors are affiliated. After the council confirmation, they are sent to the Coordinatorship by the dean's office, school directorates, departmental headships of the Rectorate departments until the last day of May.

(2) The proposed JECS are evaluated by the Coordinatorship with regard to their content and format and decided to be appropriate or not. The courses decided to be placed in the pool are sent to the Rectorate Bologna Coordination Commission (BCC).

(3) At their meeting either in June or July, the Senate make decisions on the joint elective courses that are proposed by the Coordinatorship together with the student quotas and affirmed by Bologna Coordination Commission.

(4) The Coordinatorship sends the lists, catalogues, and other information –if any- of the courses proposed for the JEC pool and affirmed by the Senate to the Registrar's Office, in order to be announced to the students.

(5) If any changes are to be made in the content of a course that is accepted in the JEC pool, the procedures are implemented the same as a new course proposal.

(6) The Coordinatorship is notified whether the instructor proposing the course will teach the course in the pool in the following academic year. The Coordinatorship will remove the Courses not notified from the list with the assumption that the instructor will not teach the course and if the course wasn't opened in the previous year, the Coordinatorship will notify the Registrar's Office to remove the Course from the University catalogue.

(7) The Students cannot take a joint elective course that is already on their own degree program.

(8) The Students cannot retake the same JEC that he takes in previous year.

(9) First or second year students cannot choose a JEC.

PART FIVE

Miscellaneous and Final Provisions

Miscellaneous provisions

ARTICLE 13- (1) Midterm and final exams for the JECs are held in the day and time of the course in accordance with the midterm and final exam weeks in the academic calendar. If the course day is a public holiday, the exam date and time is determined and announced by the Coordinatorship. At the time and date of JEC exams, no other exams are held.

ARTICLE 14- (1) Academic, administrative and technical personnel need of the Coordinatorship is met by the appointments made by the Rector in accordance with the 13. Article of Higher Education Law, numbered 2547.

Non provisional situations

ARTICLE 15- (1) Under the situations which have no provisions in this directive, the articles of Nevşehir Hacı Bektaş Veli University Directive of Associate and Bachelor's Degree Education, and the related Senate decision will be in effect.

Validity

ARTICLE 16- (1) This directive goes into effect as approved by Nevşehir Hacı Bektaş Veli University Senate.

Annulled regulations

ARTICLE 17- (1) As this directive goes into effect, "Directive of the Joint Elective Courses" dated 06.10.2017 is repealed.

Implementation

ARTICLE 18- (1) The articles in this directive are implemented by Nevşehir Hacı Bektaş Veli University Rector.