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NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
DIRECTIVE FOR FIELD SPECIALIZATION COURSE

FIRST PART

Purpose

ARTICLE 1 - The purpose of this directive is to determine the procedures and principles regarding the launch, run and fee payments of Field Specialization Courses aimed to provide the scientific foundations necessary for the transfer of knowledge and experience in the scientific field of the faculty member appointed as a consultant to graduate and doctoral/art proficiency students, to achieve scientific ethics and work discipline, and the ability to monitor and evaluate current publications

Scope

ARTICLE 2 – (1) This Directive covers the provisions regarding the implementation of the specialization courses to be taught in the graduate education programs.

Basis

ARTICLE 3 - (1) This Directive is prepared on the basis of the Nevşehir Hacı Bektaş Veli University Graduate Education Regulation No. 30420 dated 13/05/2018.

Definitions

ARTICLE 4 – (1) In this Directive;

- a) ECTS: European Credit Transfer System,
- b) Advisor: A faculty member appointed to guide students enrolled in a graduate program in academic studies,
- c) Institute Director: The director of the institute affiliated to Nevşehir Hacı Bektaş Veli University,
- ç) Institute Administrative Board (EYK): The board consisting of deputy directors under the presidency of the concerned institute director and three academic members elected by the institute board for three years,
- d) Institute: The relevant institute that provides postgraduate education at Nevşehir Hacı Bektaş Veli University,
- e) Student: The registered master's, doctorate and art proficiency student who is studying at Nevşehir Hacı Bektaş Veli University and has passed the thesis stage,
- f) Senate: Senate of Nevşehir Hacı Bektaş Veli University,
- g) University Information System (UBS): The online system where students' course registrations and grade entries are made,
- ğ) University: means Nevşehir Hacı Bektaş Veli University.

SECOND PART

Procedures and Principles

Opening the Course

ARTICLE 5 – (1) A field specialization course is a theoretical course opened after graduate students with thesis and doctorate/proficiency in arts pass the thesis stage, in which a faculty member supervises the thesis. The field of specialization is opened when the request to open a course is sent to the related institute with the decision of the department of the department to the faculty member assigned to supervise the student who has passed the thesis stage, and it is decided by the EYK.

(2) A field specialization course can be offered to a faculty member for thesis

supervision undertaken in each graduate program.

(3) In case the advisor of the student at the thesis stage changes, the specialization course is opened by the new thesis advisor.

(4) The specialization course is opened in the student information system with the course code of the relevant department.

(5) The specialization course continues during the semester break and summer vacation.

(6) The obligation of the student to take this course continues until the date when the EYK decides on the graduation or dismissal of the student.

(7) Every student who goes to the thesis stage has to register for the specialization course given by his/her advisor every year and meet the attendance requirement.

(8) Specialization course is not offered for students who do not register or freeze their registration in the relevant semester.

(9) Specialization course is given as a 4 (4+0) hour theoretical course in graduate programs. The ECTS credit of the specialization course is 6 (6+0).

(10) It is essential that the faculty member does not disrupt the associate and undergraduate courses in the academic unit where he/she is employed in the implementation and conduct of the specialization course.

(11) The thesis advisor is responsible for evaluating the attendance and success status of the student taking the specialty course and entering the student information system as "Successful" or "Unsuccessful" until the end of the entry date of the final exam grades of the relevant semester in the academic calendar. Specialization courses are not included in the exam programs.

(12) In the event that the grade entry for the specialization course is not entered into the student information system by the thesis advisor within this specified period, the thesis advisor is obliged to submit a petition to the Head of the Department to be given to the institute so that the relevant entry can be made. The Head of the Department should immediately send the petition to the institute with a cover letter.

(13) Specialization courses are not offered in non-thesis master's programs.

(14) Specialization courses are not offered for second thesis advisors.

Fee Payments for Field Specialized Courses

Article 6 – (1) Fees are paid for a maximum of 2 (two) specialization courses, regardless of the number of students enrolled in the course, for thesis advisors conducted in the same or different level graduate programs.

(2) A maximum of 2 (two) specialization courses can be shown in the weekly course schedule and course load in the fee-based course load schedule.

(3) The specialization course is charged in a way that includes the semester break (semester) and summer semester, regardless of the academic semesters stipulated in the academic calendar.

(4) No additional tuition fee is paid for the specialization course held after the end of the working day on weekends, public holidays, public holidays and normal working days.

(5) No additional course fee is paid for the specialization course on the dates when the thesis advisor is on leave.

(6) When the thesis advisor submits the make-up lesson petition to the head of the department with an official document (assignment letter, report, etc.) in the annex for the dates when he is on leave of absence in the country or abroad, and when the situation is deemed appropriate by the EYK, the course is compensated and the course is completed. The specialization course may be charged until the end of the following month.

(7) No additional tuition fee is paid for the specialization course to the faculty members who are assigned for more than 6 (six) months at home or abroad.

(8) Faculty members who are not in the staff of Nevşehir Hacı Bektaş Veli University are not paid additional tuition for the specialization course. However, the faculty members whose staff is at a different university and who are administrative staff at Nevşehir Hacı Bektaş Veli University or who are assigned to teach undergraduate or graduate courses and/or faculty members whose staff is at Nevşehir Hacı Bektaş Veli University and who are administrative staff at different universities, are offered a specialization course. Specialized course fee is paid, provided that it occurs at Nevşehir Hacı Bektaş Veli University on the days and times specified in the course schedule.

THIRD PART
Other Provisions

Force

ARTICLE 7 - (1) This directive enters into force on the date it is accepted by the Nevşehir Hacı Bektaş Veli University Senate.

Executive

ARTICLE 8 - (1) This directive is implemented by the Institute Administrative Board and executed by the Institute Director.

Senate Resolution Passed the Directive;	
Date	Number
24.06.2021	2021.18.122