

NEVSEHİR HACİ BEKTAS VELİ ÜNİVERSİTY
EUROPEAN CREDIT TRANSFER SYSTEM (ECTS) APPLICATION

DIRECTIVE

FİRST PART

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this Directive, member of the European Union, the candidate countries and in higher education institutions in the Republic of Turkey, Nevsehir Haci Bektas Veli University to facilitate the mobility of students, the education students received at our university in other countries to ensure its recognition, compatible, transparent, highly competitive, providing sustainable development to create a higher education environment, to determine the application procedures and principles required to establish the European Higher Education Area (EHEA), where a student-centered and workload-based education model can be applied.

Scope

ARTICLE 2- (1) As part of the bologna process, this directive, in line with the regulations of "European Credit Transfer System, ECTS (European Credit Transfer System - ECTS)" and the Diploma Supplement, which is mandatory to be given to each graduate student without the need for separate request, it covers the provisions regarding the preparation of the information package containing the general information and course descriptions of the associate degree, undergraduate and graduate programs.

Basis

ARTICLE 3- (1) This Directive, prepared on the basis of in the Official Gazete dated 18/07/2012 and numbered 28357 published and put into effect and Nevsehir Haci Bektas Veli University Associate Degree and Undergraduate Degree; The Education and Training Regulation has been prepared based on the relevant articles of the Nevsehir Haci Bektas Veli University Postgraduate Education and Examination Regulation, and the provisions determined in the Handbook for Erasmus + Higher Education Institutions by the European Union Education and Youth Programs Center (National Agency).

Definitions

ARTICLE 4- (1) Mentioned in this Directive,

- a) ECTS Information Package: It refers to all courses of departments and programs that a student who wants to benefit from student mobility may need, which is prepared by universities at the central level and with the participation of relevant persons at the level of faculties, departments and programs and it also refers to an information sharing system that includes the content of the courses, course learning outcomes, the processing of the courses, ECTS credits and other necessary information and can be accessed electronically.
- b) ECTS Credit: Refers to the numerical value expressing the entire workload required for the student to successfully complete each course in education and training programs. The required workload consists of theoretical courses, practice, seminars, individual study, exams, assignments, library studies, projects, internships, graduation thesis.

- c) European Credit Transfer System (ECTS): It refers to the academic equivalence system that enables students to be recognized by transferring the course credits they have taken and succeeded at home and abroad from one Higher Education institution to another.
- ç) BEK: Refers to the Bologna Coordination Commission.
- d) Unit Coordinator: Refers to the lecturer assigned to connect with the students and academic staff in the unit.
- e) Unit: This term refers to the relevant Faculty, Institute, College, Vocational School of the University.
- f) Institutional Coordinator: Refers to the lecturer in charge of fulfilling the commitments of the institution against ECTS principles and functioning.
- g) Student Workload: It refers to all practical work, seminars, field studies, individual studies, exams, and all work in and out of class hours in order to reach the targeted learning outcomes of the student.
- ğ) Rector: Refers to the Rector of Nevsehir Haci Bektas Veli University.
- h) Senate: Refers to the Senate of Nevsehir Haci Bektas Veli University.
- ı) University: Refers to Nevsehir Haci Bektas Veli University.
- i) YÖK: Refers to the Higher Education Council.

Duties of the ECTS Institutional Coordinator

ARTICLE 5- (1)

- a) An ECTS Institutional coordinator is appointed by the Rector for a period of 3 years among the lecturers.
- b) Institution coordinator ensures that the institution fulfills its commitments against ECTS principles and functioning.
- c) Checks the ECTS Information Package at the beginning of each semester and helps the units to solve the problem by contacting the problematic units.
- d) Takes measures to facilitate the practical implementation of ECTS.
- e) When requested, it provides training to the units on ECTS / ECTS principles and its operation and the preparation processes of the ECTS Information Package.
- f) It cooperates with the unit coordinators to inform students about ECTS / ECTS.
- g) Supports units for programs to be accredited in accreditation processes.
- h) Coordinator of the institution works in harmony with the president and members of BEK, and may request documents and information from the commission when necessary.

Duties of the Unit Coordinator

ARTICLE 6- (1)

- a) Unit coordinator informs the students about ECTS and ECTS Information Package.
- b) Participates in ECTS meetings organized by the institution coordinator and shares the meeting results with the lecturers in the unit.

Duties of the Head of Department

ARTICLE 7- (1)

- a) Fills / updates the information about the program (Turkish-English) completely in the ECTS automation system.
- b) At the beginning of each academic semester, it controls and updates the courses in the ECTS automation system and the courses in the University Information System.
- c) At the beginning of each academic semester, he assigns the lecturers to attend each course in the ECTS automation syst

Duties for Instructors

ARTICLE 8- (1)

- a) Checks the courses assigned at the beginning of each academic semester and the courses assigned in the ECTS Automation system. If there is a problem, he informs the head of the relevant department. Head of department makes corrections. If there is no problem, the sections related to the courses assigned in the ECTS Automation system completely fill in (Turkish-English).
- b) It informs the students about the ECTS forms at the beginning of each semes

SECOND PART

European Credit Transfer System Application and Crediting Principles

ARTICLE 9 - (1)

- a) The provisions of this Directive; It is applied in the Course Information Package, Transcript and Diploma Supplement organized to document the academic achievements of the students who Associate, undergraduate and graduate programs in studying the citizens of the Republic of Turkey and foreign students.
- b) In ECTS credits, one-semester education of the institutions that provide education on a semester basis is equivalent to 30 (thirty) ECTS credits.
- c) The equivalent of approximately 30 (thirty) hours of student work is 1 (one) ECTS credit.
- d) In determining the ECTS credit of a course, a calculation is made by taking into account the workload that a student has to undertake to provide the learning outcomes defined in the Course Information Package.
- e) ECTS credit calculated by calculation of a course is given as a whole number.
- f) The ECTS credits calculated for the diploma program are submitted to the University Senate with the decision of the relevant unit board. Without opening any associate or undergraduate program, ECTS forms are prepared electronically and sent to the University Student Office together with the program opening file. It is submitted for the approval of the BEK and the approved files are discussed in the Senate. In graduate programs, ECTS forms are entered into the ECTS information system within 1 (one) month after the acceptance of the program by YÖK.
- g) The courses taken by a student outside the institution within the scope of the exchange program are shown in the transcript with their codes, names and ECTS.
- h) Students who are sent abroad, for the semester they attend, instead of the courses they have to take from their department / program, they are considered responsible for the courses they take at the university they attend. The selection of these courses is made

within the knowledge of the student advisors, and is finalized with the proposal of the department / program and the approval of the board of directors of the relevant unit.

ARTICLE 10- (1)

- a) The University recognizes the ECTS credits of the students admitted to its programs from higher education institutions in Turkey or abroad within the scope of the “Nevsehir Haci Bektas Veli University Exemption and Adaptation Procedures Directive”.

THIRD PART

Other Provisions

Cases With No Provisions

ARTICLE 11- (1) In cases where there is no provision in this directive; action is taken according to the following provisions:

Nevsehir Haci Bektas Veli University Associate Degree and Undergraduate Education-Training Regulation,

Related articles of Nevsehir Haci Bektas Veli University Postgraduate Education and Examination Regulation,

The provisions in the "Handbook for Erasmus + Higher Education Institutions" prepared for each academic year by the Center for European Union Education and Youth Programs (National Agency)

Force

ARTICLE 12- (1) This Directive comes into force as of the date it is accepted by the Senate of Nevsehir Haci Bektas Veli University.

Executive

ARTICLE 13- (1) Rector of Nevsehir Haci Bektas Veli University enforces the provisions of this Directive.

Senato's Decision Accepting The Directive	
DATE	NUMBER
10.12.2020	2020.35.167.