

**T.R.**  
**NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY**  
**DIRECTIVE *for* MAKE-UP CLASSES**

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**FIRST PART**  
**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1-** (1) The purpose of this Directive is to determine the application principles of make-up classes to be conducted by the academic units of Nevşehir Hacı Bektaş Veli University.

**Scope**

**ARTICLE 2-** (1) This directive contains the necessary procedures and principles for the implementation of make-up classes to be conducted in the academic units of Nevşehir Hacı Bektaş Veli University.

**Basis**

**ARTICLE 3-** (1) This Directive has been prepared based on the following legislation: Law No. 2914 dated 16.09.2005 on the Principles to be Followed in Determination of Course Load and Payment of Additional Course Fees and Nevşehir Hacı Bektaş Veli University Directive of Undergraduate and Graduate Degree Education.

**Definitions**

**ARTICLE 4-** (1) In this Directive following expressions are used:

- a) Head of the Department: Heads of the departments affiliated to Nevşehir Hacı Bektaş Veli University
- b) Dean: Deans of the faculties affiliated to Nevşehir Hacı Bektaş Veli University
- c) Director: Directors of the Colleges and Vocational Colleges affiliated to Nevşehir Hacı Bektaş Veli University,
- ç) Lecturer: Academic staff responsible for teaching,
- d) Rector: Rector of Nevşehir Hacı Bektaş Veli University,
- e) Senate: Senate of Nevşehir Hacı Bektaş Veli University,
- f) Make-up Class: The course that can not be held on the date and time indicated in the weekly schedule and will be held later,
- g) University: Nevşehir Hacı Bektaş Veli University.

## **SECOND PART**

### **Conditions That Require Make-Up Class and Planning**

#### **Conditions Requiring Make-Up Class**

**ARTICLE 5-** (1) In case the lecturers cannot fulfill their obligations due to reasons such as temporary assignment, medical release, they make compensatory lessons.

#### **Scheduling the Make-Up Class**

**ARTICLE 6-** (1) Issues related to the scheduling of the make-up class are as follows:

- a) Except for emergencies, lecturers may express their excuses at least 1 (one) week in advance. The lecturers may schedule their make-up classes after the end of their excuse. The make-up classes can be held between the start and end dates of the semesters in the relevant academic year.
- b) If the excuse of the lecturer exceeds 3 (three) weeks, another academic staff is assigned by the Head of the Department.
- c) If deemed necessary, make-up classes can be held on weekends with the decision of the Board of Directors of the relevant unit.
- ç) The Lecturer who will conduct the make-up class, must pay attention to not to conflict with the other classes of the students.

## **THIRD PART**

### **Principles of Make-Up Class Workflow Process**

#### **Workflow Process of the Make-up Class**

**ARTICLE 7-** (1) Workflow Process of the Make-up Class are as follows:

- a) The instructor who will conduct the make-up class is obliged to fill out the “Class Make-up Form” in the appendix before the beginning of excuse. This form must be present to the attention of the Head of the Department with the annexes stating the status of his/her excuse.
- b) The Head of the Department is responsible for checking the suitability of the excuse and the request for make-up class.
- c) If the excuse or make-up class plan is not deemed appropriate, the decision is notified to the relevant lecturer in an official reasoned letter. Requests deemed appropriate by the head of the department are sent to the relevant Dean/Directorate.
- ç) After the make-up class requests are discussed at the relevant board of directors, a copy of the decision is sent to the relevant head of department and the accrual unit.

- d) In the case of holding a make-up class during the week for which an excuse is given, the regular process is continued in the payment of the lesson fee. If the make-up class is held in the following weeks, an additional course fee is paid according to the week in which the make-up class is held. In the case of exceeding the weekly limits stipulated by the law, no additional course fee is paid for the exceeding part, even if the make-up class is held. In the case of make-up class is given by another lecturer instead of the relevant lecturer, additional course fee is paid to the lecturer who actually teaches.
- e) The relevant lecturer and head of the department are responsible for the announcement of the date and time of the make-up class to the students.

## **FOURTH PART**

### **Final Provisions**

#### **Force**

**ARTICLE 8 –** (1) This Directive enters into force from the date of its adoption by the Senate.

#### **Executive**

**ARTICLE 9-** (1) The provisions of this Directive are executed by the Rector.