

T.R. Nevşehir Hacı Bektaş Veli University
Common Elective Course Rules and Regulations

PART ONE

Aim, Scope, Basis and Definitions of Terms

Aim and Scope

ARTICLE 1 – The aim of this document is to regulate the procedures and principles of elective courses, and it comprises elective courses and the conduct of undergraduate education, examinations and assessment on elective courses offered at Nevşehir Hacı Bektaş Veli University.

Basis

ARTICLE 2 – This document has been drawn up based on Article 14, of the Higher Education Act 2547 dated 4 November 1983 and the rules and regulations of Nevşehir Hacı Bektaş Veli University undergraduate education, examinations and assessment.

Definitions of Terms

ARTICLE 3 – Wherever the following terms appear in this document, they shall be taken to refer to:

- i. The University: Nevşehir Hacı Bektaş Veli University,
- ii. The Senate: Nevşehir Hacı Bektaş Veli University Senate,
- iii. The Academic unit boards: It refers to the departmental and faculty / school boards responsible for academic review and approval of the courses proposed as elective courses.
- v. The common elective courses (CEC): It refers to the courses that support students' personal development and competencies relevant to their interests and skills (e.g. history, culture, art, national and spiritual value education, sports, health and community service practices, environmental awareness, science and technology).
- v. BCC: Nevşehir Hacı Bektaş Veli University Bologna Coordination Commission.
- vi. The coordinator: It refers to the academic member who is assigned by the Rector and responsible for organizing and coordinating elective courses.

PART TWO

Course Opening, Registration, Assessment and Evaluation, and Repeat Principles

Course Opening

ARTICLE 4 – Elective course opening

- i. CEC, It is opened within the undergraduate programs of the units in Damat İbrahim Paşa Campus.
- ii. Departments with permanent academic members determine at least two courses with the requests of the academic members, which are related to their own fields to be opened in the next academic year, but the courses also should fit for the needs and interests of the students in other departments. Departments that cannot open a course report their reasons to the relevant boards and commission.

- iii. CEC requests from the departments are passed through the departments and faculty / school boards, and the Dean's Office / directorates notify the Student Affairs Office of the upper limit of the quota of CEC and the academic members who offer to teach the courses until the end of May.
- iv. Faculties / schools do not plan any further courses during the hours of CECs in the event that the CEC opening requests of academic members cannot be met due to the insufficient students, these hours are reserved only for CECs.
- v. To open a CEC, the number of students cannot be less than 10.
- vi. If the CEC is opened in more than one branch, the academic staff of each branch must be different.
- vii. CECs are opened in V and VI semesters for each program. The students enrolled in 2017-2018 Fall semester must have taken and succeeded one of the CECs in these semesters in order to graduate. The students enrolled before the 2017-2018 Fall semester can take 2 CECs upon their request and with the approval of their advisor. In order to take 4 CECs, the decision of the department board is required.
- viii. The student workload of each CEC is planned as 90 hours (3 ECTS), and the lessons are planned as 2 theoretical hours per week.
- ix. CEC is shown as "Common Elective Course-I", "Common Elective Course-II" in the education and training plans of the programs.
- x. In the CEC coding process, the first three letters of the code are designated as CEC, and the next three letters as the abbreviation of the diploma program. (For example: CEC-İŞL312)
- xi. A diploma program cannot open compulsory or elective courses as CEC in the same semester.
- xii. The CEC becomes final after the review of the BCC and the approval of the Senate.
- xiii. After the Senate's approval, CEC is placed in the university information system so that the students can choose.
- xiv. CEC must be at the same time and on the same day of the week for all units. Unless the time and the day are changed by the Senate, it is between 15.00 and 17.00 on Wednesdays. Evening education students take the same courses with regular education students, and no separate CECs are opened for evening education students.
- xv. CEC is given in classrooms or other areas provided by the faculties and schools offering the course. The academic staff assignments are made by the relevant academic units, and the tuition fees are arranged and paid by the unit where the academic member is affiliated. The administrative responsibility of the course lies with the relevant faculty or school.

The coordinator organizes where the courses are held at Damat İbrahim Paşa Campus by the academic staff of the units outside the Damat İbrahim Paşa Campus. In this case, unless an opposite decision is taken by the university administrative board, the tuition fee is paid by the unit where the academic member is affiliated.

ARTICLE 5 –Common Elective Course Registration

- i. The student chooses one of the CECs in the V and VI semesters.

ii. Undergraduate students of the units in Damat İbrahim Paşa Campus, who have registered in and after 2017-2018 Fall semester, must take two CECs during their education. Those students who do not have the opportunity to choose a course from their own diploma program to complete their graduation credit can take up to four courses in the same semester with the decision of the department committee.

iii. **Students cannot enroll in a CEC opened by their department. Öğrenciler kendi bölümünce açılan OSD'ye kayıt yaptıramaz.**

ARTICLE 6 – Assessment and Evaluation of CECs

i. CEC midterm and final exams are held in accordance with the academic calendar during the midterm and final week at the time and on the day of the course. If the day of the lesson is a public holiday, the date and time of the exam are announced by the coordinator. No other exams are held at the time of the CEC exams.

ARTICLE 7 – Repeating a CEC

i. Students do not have to repeat the CEC which they failed. Another CEC can be taken in place of the failed one.

PART THREE

Other Provisions

Other Provisions

ARTICLE 8 – The provisions of Nevşehir Hacı Bektaş Veli University Associate and Undergraduate Education and Training Rules and Regulations are applied for matters not specified in this document.

Validity

ARTICLE 9 – This regulation is effective as of the date of its publication in the Official Gazette and is to be implemented as of the beginning of the 2015-2016 academic year

This document is effective as of the date it is accepted by the Senate.

Implementation

ARTICLE 10 – The provisions of this document are executed by the Rector of Nevşehir Hacı Bektaş Veli University.