IŞIK UNIVERSITY
PROGRAMME DESIGNATION, APPROVAL AND UPDATING DIRECTIVE

SECTION ONE
Purpose, Scope, Basis, Definitions

Purpose

ARTICLE 1 – (1) The purpose of the present Directive is to define the procedures and principles related to opening of a new associate, undergraduate or postgraduate level programme, updating an existing programme at Işık University's academic units.

Scope

ARTICLE 2 – (1) The present Directive consists of the provisions about the duties, authorizations, and responsibilities related to taking the opinions of involved parties at the stage of designation of a new programme or updating an existing programme at Işık University's Vocational Schools of Higher Education that provide associate level education and Faculties providing education at undergraduate level; determination of educational purposes and outputs of the programme; matching the outputs with the TYYÇ; determination and updating of the programme's curriculum; determination and updating of learning outputs of the courses in the curriculum, and their matching with the programme outputs; creation of the programme's information package; and the intrainstitutional and extrainstitutional approval procedures.

Basis

ARTICLE 3 - (1) The present Directive has been prepared on the basis of the Law of Higher Education No: 2547 and the Doctorate/Proficiency in Arts Programme Opening Criteria, Postgraduate Programme Opening Criteria announced by the Council of Higher Education; Higher Education Quality Assurance and Higher Education Quality Council Directive; the Corporate External Assessment Criteria published by the Higher Education Quality council; Işık University's Postgraduate Education Directive; Işık University's Associate and Undergraduate Education and Examination Directive; and Işık University's Lateral Transfer, Double Major, Minor and Credit Transfer Directive.

Definitions

ARTICLE 4 – (1) Definitions of some of the terms used in the present Directive are as follows:
(a) Unit: A Faculty, Institution or Vocational School of Higher Education at Işık University,
(b) Unit Manager: The dean for Faculties and the Principal for Institutions and Vocational Schools of Higher Education
(c) TTYÇ: The Turkish Higher Education Qualifications Framework,
(d) TYYÇ Field Qualifications: The qualifications of the programme in its field as defined as per the resolution of the Council of Higher Education's (YÖK) 13.01.2011 dated General Board,
(e) ECTS: The European Credit Transfer and Accumulation System,
(f) Commission: The Educational Programmes Commission at Işık University,
(g) Curriculum: The academic programme listing as pr the academic terms the compulsory and elective courses that a student must take to graduate from the programme that he/she is registered,
(h) ÇAP: The Double Major Programme that a student attends in order to receive an associate or undergraduate diploma in addition to his/her primary major,
(i) YAP: The minor programme that a student attends so as to receive a Minor Certificate in addition to his/her primary major,
(j) Coordinator: Işık University's Quality Coordinator,
(k) File: The simulation of the programme in Işık University's e-campus system, where all the documents related with the newly opening programme are maintained in English and Turkish,

(l) Guide: Işık University's Programme Training Objectives, Programme Outputs, Course Learning Outputs and Course Profile Preparation Guide,
(m) Rector: The Rector of Işık University,
(n) Vice-Rector: The Vice-Rectors of Işık University,
(o) General Secretary: The General Secretary of Işık University,
(p) Advisory Committee: The Advisory Committee of Işık University,
(q) Senate: The Senate of Işık University,
(r) University: Işık University,
(s) YÖK: The Council of Higher Education.

SECTION TWO
New Programme Opening Proposal, Approval, Authorization of the Related Unit

Proposal and Authorization

ARTICLE 5 – (1) The new programme opening proposal shall be submitted by the Unit Manager to the Rectorate by filling the New Programme Opening Proposal Form (Form-1).

ARTICLE 6 – (1) A proposal that is considered convenient by the Rector shall be evaluated in the Senate in terms of the University's vision, mission, and targets.

(2) If the proposal is considered convenient, the Senate shall assign the Unit that will carry out the programme, for that Unit to carry out the preparations of the programme.

SECTION THREE
Involved Parties of the Programme, Determination of the Mission, and Vision

Internal Parties of the Programme

ARTICLE 7 – (1) The internal parties that will be in charge until the programme is officially opened and the academicians are assigned, are as follows:
(a) The Unit Manager, who will carry out the programme,
(b) For postgraduate programmes, the head of department that the programme will be established under; for undergraduate programmes, if the programme will be established under an existing department, the head of the related unit;
(c) If the programme will be established under a new department, 2 lecturers to be assigned by the Unit Manager among the academicians specialised in a similar field to the programme's subject ;3 lecturers, if otherwise.

(2) After the opening of the programme, the internal parties shall be updated as follows:
(a) The lecturers of the programme,
(b) The student representative, if available.

External Parties of the Programme

ARTICLE 8 – (1) The external parties of the programme shall be formed by a minimum of three people, each of whom shall be elected from a different group among the following:
(a) Performers of the related occupation,
(b) Potential employers of the graduates of the programme,
(c) Academicians specialised in the related field
(d) The representative of a related professional organization, if any.

(2) The external parties shall be defined by the internal parties in the first meeting and recorded through the External Party Definition Form (Form-2).

The Programme's Advisory Committee

ARTICLE 9 – (1) The programme's advisory committee shall be formed by internal and external parties. The manager of the unit that will execute the programme shall preside at the Advisory Committee.

(2) Upon convocation of the president, the Advisory Committee shall gather with absolute majority and shall decide by majority of votes.

(3) The first meeting of the Advisory Committee shall be held with full participation and the committee shall decide by unanimous vote.

(4) The meetings and resolutions of the Advisory Committee shall be recorded by a reporter assigned by the president during the meeting, and the meeting minutes shall be signed.

Determination of the Mission and Vision

ARTICLE 10 – (1) A meeting of internal parties shall be held at a time determined by the unit manager who will execute the programme.

(2) In the meeting of internal parties, the mission and vision statements of the programme shall be created, which shall comply with the University's strategic plan and the related national and international norms.

(3) The vision and mission statements shall be included in the File via (Form-3).

SECTION FOUR
Definition of the Programme's Training Objectives

The Programme's Training Objectives

ARTICLE 11 – (1) The programme's training objectives shall state the following:
(a) The method that the programme will use to achieve its educational mission and to meet the requirements of involved parties,
(b) Definition of the targets that the programme's graduates will be expected to achieve in a couple of years after graduation (2-3 years for associate programmes; 4-5 years for undergraduate programmes),
(c) The training objectives shall be clear, general, and measurable.

(2) The programme's training objectives shall be compatible with its mission and vision.

(3) The programme's training objectives shall be stated duly to the principles defined on the Guide.

Determination of the Programme's Training Objectives

ARTICLE 12 – (1) The programme's advisory committee shall hold its first meeting with the agenda of determining the programme's training objectives.

(2) Prior to the first meeting of the advisory committee, the President shall perform a preliminary study with internal parties and prepares their recommendations on the training objectives.

(3) The training objectives determined in the first meeting of the advisory committee shall be included in the file via Form-4.

SECTION FIVE
Determination of Programme Outputs

Programme Outputs

ARTICLE 13 – (1) Programme Outputs shall consist of statements that;
(a) Define the knowledge, skills, and competences that the students of the programme are expected to achieve after graduation,
(b) Have the qualification to enable the graduates to achieve the programme's objectives,
(c) Comply with the national and international standards, as well as with the recommendations of accreditation agencies,
(d) Prioritise the student-centred education,
(e) Cover the field competences of the TYYÇ,
(f) Are clear, observable, and measurable.

Determination of Programme Outputs

ARTICLE 14 – (1) Programme outputs shall be determined in meetings of internal parties.

(2) Programme outputs shall be stated duly to the Guide.

(3) Together with the determined programme outputs, the following shall be prepared:
(a) A Programme Output – Training Objective matrix to show which programme output is for which training objectives,
(b) A Programme Output – Field Competence matrix to show which programme output is for which TYYÇ field competence.

(4) The programme outputs and the two matrices shall be processed on Form-5 and included in the programme file.

SECTION SIX
New Course Design

General principles on course design

ARTICLE 15 – A course design shall be made by combining the following elements and converting them into a course profile:
(a) Code and title,
(b) Catalogue definition,
(c) ECTS credit,
(d) Load components,
(e) Learning outputs.

(2) The ECTS credit of a course shall be calculated by defining the estimated time that a student shall spend before and during the course as well as for all theoretical and applied studies afterwards so as to achieve the target competences, and dividing the calculated total time by 25.

(3) All the data of the course shall be prepared both in Turkish and in English.

Course Learning Outputs

ARTICLE 16 – (1) Course learning outputs are measurable, observable, open and clear statements that define the knowledge, skills, and competences that a student is expected to achieve after completing the course.

(2) In determination of a course's learning outputs, the student-oriented education shall be targeted.

(3) Learning outputs shall be prepared duly to the Guide.

SECTION SEVEN
Creation of Programme's Curriculum

General principles on curriculum creation

Level	Duration (years)	Total ECTS	Total workload (hours)
Associate	2	120	3000
Undergraduate	4	240	6000
Master's degree (non-thesis)	1.5	90	2250
Master's degree (with thesis)	1.5 – 2	120	3000
Doctorate	4	240	6000

ARTICLE 17 – (1) With regard to the level of programmes; the duration, total ECTS credit and the student's total workload based on this credit shall be organized in a way that 1 ECTS will be equivalent to 25 hours, as shown on the below table.

(2) The total ECTS credits of the courses given in one academic year shall be 60, and the total ECTS credits of one semester shall be between 29-31.

(3) Each course in the curriculum shall support at least one of the programme's outputs.

(4) The curriculum shall consist of all educational components that create workload for the student, such as compulsory and elective courses, laboratory and studio studies, internship, graduation project, term project, thesis study, etc.

(5) The information of curriculum courses that will be created for the first time shall be defined as stated on the Guide. Existing courses shall be included in the curriculum as they are.

(6) In the event that a new course is projected to enable the programme outputs, the newly designed course(s) shall offer an observable difference than the existing course(s) in terms of content and/or learning outputs.

(7) The programme's code shall be determined by the Commission.

(8) In designation of undergraduate and postgraduate level curriculums, the courses supported with projects shall be included with the aim that the students achieve the research competency.

(9) The ECTS credits of project-based courses such as graduation project, term project and thesis study shall be determined according to the actual workload.

(10) 4-week internship shall be valued as 1 ECTS.

Compulsory Common Courses

ARTICLE 18 – (1) The general compulsory courses at the University, their numbers, and the programmes that they are valid for are given in the below table. Each curriculum shall include the related course given in this table.

Course	Programme	Number	ECTS per course
Ataturk's Principles and History of Turkish Revolution	Associate/Undergraduate	2	2
Turkish	Associate/Undergraduate	2	2
Computer Literacy	Undergraduate	1	1
Ethics	Associate/Undergraduate	1	1
English	Undergraduate programmes in Turkish	4	4
English	Undergraduate programmes in English	2	5
English	Associate programmes conducted in Turkish	2	4
Occupational Health Safety	Related programmes	2	2

Elective courses

ARTICLE 19 – (1) Elective courses are defined in two categories, which are Area Elective Courses and General Elective Courses.

(2) Undergraduate curriculums shall include a minimum of 5 Area Elective and 5 General Elective courses. The maximum total number of courses in two categories shall be 12.

(3) Associate curriculums shall include 2 Area Elective and 2 General Elective courses.

(4) The elective courses that may be included for each available elective course spot in the curriculum shall be determined.

(5) The Area Compulsory and Area Elective courses shall have the qualification to provide the students with the knowledge, skills, and competences in the field as defined in programme outputs.

Courses' places in the curriculum

ARTICLE 20 – (1) While planning the courses for a certain grade or semester, the knowledge and skills that a student is expected to have achieved until the related semester, shall be considered. The knowledge and skills that are expected to have been achieved by students can as well be provided through a precondition establishment.

(2) The internship course shall be included in the first semester following the level that a student is expected to serve internship under normal circumstances.

Matching of Course Learning Outputs with Programme Outputs

ARTICLE 21 – (1) The relation of all courses' learning outputs with all programme outputs shall be defined by filling the below sample Course Outputs – Programme Outputs matrix. In the below sample matrix; the ECON2244.Ç-3 abbreviation refers to the third output of the ECON2244 course and the PÇ-4 abbreviation refers to the fourth output of the programme. The cells may include one of the numbers among 0.5 or 1. In this context, 0.5 refers to partial contribution and 1 refers to full contribution.

	PÇ-1	PÇ-2	…	PÇ-12
ECON2244.Ç-1		0.5		1
ECON2244.Ç-2	1			
BİTE1201.Ç-1			0.5	
GS-1	0.5		0.5	
AS-1		1		0.5

(2) For elective course groups, the programme output contributions shall be given for the whole group.

(3) The matrix cannot include any empty row.

(4) The Course Output – Programme Output matrix shall be written in the Curriculum segmented per semesters; the newly defined course profiles and courses of elective course groups shall be written in Form-6, and included in the course file.

Resolution on Programme Proposal

ARTICLE 22 – (1) The completed file of a new programme shall be negotiated in the Unit's board and submitted to the Commission. If a proposal is considered convenient, the Commission shall submit it to the Rectorate with its advice on the programme's code. The decision on opening the programme shall be taken by the Senate.

(2) Once a proposal is approved by the Senate, it shall be submitted to the YÖK together with the additional documents and annexes requested by the YÖK.

(3) Upon examining the proposal, the Commission may return the proposal to the related Unit for revision.

SECTION NINE
Double Major and Minor Programmes

Creation of Double Major (ÇAP) and Minor (YAP) Programmes' Curriculums

ARTICLE 23 – (1) The ÇAP and YAP curriculums shall be prepared in accordance with the principles defined on Işık University's Lateral Transfer, Double Major, Minor and Credit Transfer Directive; evaluated by the Commission upon proposal of the related Units; and accepted by the Senate.

(2) The ÇAP proposal file shall consists of the ÇAP curriculum, ÇAP Course Output-Programme Output matrix and the course profiles.

SECTION TEN
Continuous Monitoring and Updating of Programmes

The Approval Chain for Updates

ARTICLE 24 – (1) The updates of a programme shall be decided by an approval chain consisting of the Department, Unit, Commission and Senate.

(2) The final decision board for each update is given in the below table.

Update	Final decision board
Training objectives	Senate
Programme outputs	Senate
Curriculum	Senate
Course profile updates that affect the programme output-course output matrix	Senate
Course profile updates that do not affect the programme output-course output matrix	Unit
Course schedule updates that do not affect the course profile	Department

Monitoring of Training Objectives Achieving Level

ARTICLE 25 – (1) The training objectives achieving level shall be measured in the end of each academic year.

(2) The method of measurement shall be determined by the executor of the programme.

(3) In measurement of associate level, students graduated 2-3 years ago, and, in measurement of undergraduate level, students graduated 4-5 years ago shall be sampled.

Updating of Training Objectives

ARTICLE 26 – (1) The Advisory Committee shall gather every 2 years for associate degree, and every 4 years for undergraduate degree, with the objective to review the training objectives and measurements.

(2) Any modification proposed on training objectives shall be negotiated and decided using the same method used in the first creation of objectives.

Monitoring of Programme Outputs Achieving Level

ARTICLE 27 – (1) The achievement level of each output shall be measured in the end of each academic year.

(2) Programme outputs shall be measured with at least two different methods, being one of them the Output Based Evaluation System. The methods shall be determined by the executor of the programme.

(3) In measurement of programme outputs, students graduated in the same year that the measurement is made, shall be sampled.

(4) Measurement results shall be reviewed in the meeting of internal parties and reported with the suggestions.

Updating of Programme Outputs

ARTICLE 28 – (1) Programme outputs shall be reviewed every 2 years for associate programmes and every 4 years for undergraduate programmes.

(2) Programme outputs shall be updated in following cases:
(a) If the training objective achievement level has remained below the expectations,
(b) If the training objectives have been updated,
(c) If the national and international competency expectations accepted as input to programme outputs have changed.

(3) The achievement level of programme outputs shall not be grounds for changing the outputs.

Monitoring of Course Outputs Achieving Level

ARTICLE 29 – (1) The achievement level of each course output shall be measured in the end of each academic year.

(2) Course outputs shall be measured with at least two different methods, being one of them the Output Based Evaluation System. The methods shall be determined by the executor of the programme.

(3) Measurement of courses with multiple branches and courses opened in more than one semester shall be made over all branches and semesters, and with comparison of all branches separately.

(4) Measurement results shall be reviewed in the meeting of internal parties and reported with the suggestions.

ARTICLE 30 – (1) In the end of each semester that the course has been given, the lecturer of the course shall prepare a course evaluation report that evaluates the course output achievement level, the courses schedule and offers improvement suggestions, and shall submit the report to the related department.

(2) The evaluation report for courses with multiple branches shall be prepared by the coordinator of the course.

Updating of Courses

ARTICLE 31 – (1) The course profiles and course output achievement levels shall be evaluated by the related unit's board in the end of each academic year and the evaluation results shall be reported together with suggestions.

(2) Course profiles and outputs shall be updated in following cases:
(a) If in any programmes contributed by the course has any change on its programme outputs related with the course,
(b) If there's any update on the fund of knowledge occurred in the area related with the course's content, which shall be reflected to the course.

(3) The course output achievement levels' remaining below expectations, shall not be grounds for updating the course outputs.

(4) The course evaluation reports, and course output achievement levels shall be negotiated in the unit's board in the end of each academic year. The heads of other departments that compulsorily include the course in their curriculum shall participate in the related part of the meeting as a guest. Modification suggestions shall be negotiated and decided in the Unit's board.

Updating of Curriculums

ARTICLE 32 – (1) Curriculums shall be updated in following cases:
(a) Modifications on programme outputs,
(b) Modifications on compulsory courses in the curriculum that may affect the course's credit and/or programme outputs,
(c) Compulsory modifications on national or international training standards and requirements.

(2) Updating of curriculums shall be made via determining the principles on the adaptation of students, whose curriculum has been updated.

ARTICLE 33 – (1) It is essential that a student shall continue his/her education with the curriculum that he/she had been subject to in the first place.

(2) In the event that a student's curriculum has been modified either compulsorily or upon the student's request, the adaptation of already passed courses to the new curriculum shall be performed by the related Unit.

Updating of Curriculums in Double Major and Minor Programmes

ARTICLE 34 – (1) In the event that the curriculum of primary or secondary major has been updated, the related ÇAP and YAP curriculums shall be updated, as well.

(2) The executive head of department of the secondary major shall be invited to the meetings, in which ÇAP and YAP curriculum updates are negotiated.

SECTION ELEVEN
Effective Date and Execution

Effective Date
ARTICLE 35 – (1) The present Directive shall be effective as of the date of its approval by the Senate.

Execution
ARTICLE 36 – (1) The provisions of the present Directive shall be executed by the Rector.

Senate: 15.10.2019, No: 322, Effective date: 15.10.2019