

**MARMARA UNIVERSITY**  
**EDUCATION-TEACHING PROGRAMS IMPLEMENTATION GUIDELINE**  
**Senate: July 08, 2013 / 316-3-F**

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

**Purpose**

**ARTICLE 1** – (1) This guideline has been prepared to determine and regulate the issues related to associate degree, undergraduate and graduate programs affiliated to Marmara University and the courses, course catalogs and curricula in these programs.

**Scope**

**ARTICLE 2** – (1) This guideline covers all regulations regarding the education programs to be opened or currently in effect in units affiliated to Marmara University and the courses to be included in these programs.

**Base**

**ARTICLE 3** – (1) This guideline; It has been prepared based on the Higher Education Law No. 2547, the Marmara University Associate and Undergraduate Education-Teaching and Examination Regulation and the Marmara University Postgraduate Education-Teaching and Examination Regulation.

**Definitions**

**ARTICLE 4** – (1) The terms used in this Directive;

- a) Accreditation: A quality certification process conducted by a national/international organization to document that certain standards have been met in an educational institution or educational program,
- b) Department/Main Art Department Head: The department/main art department head of the relevant institute,
- c) Unit: Faculty, college, vocational school and institute affiliated to Marmara University,
- ç) Unit Board: Faculty board in faculties affiliated to Marmara University, college board in colleges and vocational schools and institute board in institutes,
- d) Unit Manager: Dean in faculties affiliated to Marmara University; in colleges, vocational schools and institutes, the director,
- e) Unit Management Board: In faculties affiliated with Marmara University, the faculty management board; in colleges and vocational schools, the school management board and in institutes, the institute management board,
- f) Course: Theoretical and/or applied teaching activity, practice, internship, thesis and all kinds of similar teaching activities in the curriculum, assigned a course code, which the student must successfully complete in order to graduate from a program,
- g) Course pool: A course group consisting of courses with equal course hours and credits,
- ğ) Course monitoring program (Syllabus): For a course; the purpose of the course, learning outcomes, the table showing the relationship between learning outcomes and program outcomes, the content of the theoretical and practical parts, the weekly day and hour (chart), the credit, the distribution of course topics by week, the resources and tools of the course, teaching techniques and methods, the office, communication and student meeting hour information of the teaching staff, the measurement and evaluation tools of the course and all of their contributions to the student workload,
- h) Course Catalog: All of the elements and details such as the course code, name, theoretical and practical hours, credit, the semester/year it will be taught, whether it is compulsory or elective, the

prerequisite status, the responsible teaching staff, the language it will be taught, the content, purpose, program outcomes, teaching techniques, weekly course contents, and evaluation tools related to a course,

- i) Credit: The credit range determined by the Council of Higher Education for the diploma level and field in which the relevant program is located according to the Turkish Higher Education Qualifications Framework, and the European Credit Transfer and Accumulation System (ECTS) value determined by taking into account the workload of students and the theoretical and practical course hours of the relevant course,
- i) Curriculum (Curriculum): All the course curriculum and details that make up a program,
- j) Curriculum Committee: The committee consisting of faculty members assigned to assist and make recommendations to the Senate on issues related to education and training, and whose secretariat is carried out by the Student Affairs Department,
- k) ÖBYS: Student Information Management System,
- l) Student workload: All the course participation, course-related practices, joint and individual studies before the course, preparation for mid-term and final exams, homework, projects and other activities that must be done in order to achieve the learning outcomes of a course,
- m) Prerequisite course: A course that ties registration to a prerequisite course to a certain prerequisite,
- n) Prerequisite course: A course whose registration depends on the success and/or taking of one or more prerequisite courses,
- o) Stakeholder: Students who have graduated from a program and the environment that this program is directly or indirectly related to,
- ö) Program: A faculty, college, vocational school affiliated to Marmara University education and training activities carried out in colleges or institutes, which will earn the student an associate, bachelor's, master's, doctorate or art proficiency degree when completed,
- p) Program achievement: The knowledge, skills and competencies that a student who graduates from a program will gain,
- r) Rector: The Rector of Marmara University,
- s) Elective course: Courses that must be taken in a certain number from a pool of elective courses in a program, and are selected optionally,
- ş) Senate: The Senate of Marmara University,
- t) TYYÇ: Turkish Higher Education Qualifications Framework,
- u) University Board of Directors: Marmara University Board of Directors,
- ü) YÖK: Council of Higher Education,
- v) Orientation/Specialization(Option): A group of courses aimed at specialization in a certain field in an undergraduate program and the regulations related to this.

## **CHAPTER TWO**

### **Provisions Regarding the Curriculum**

#### **Program outcomes**

**ARTICLE 5** – (1) Program outcomes (program outcomes/key learning outcomes) are prepared for each program, which express the knowledge, skills, competencies and qualifications to be obtained upon graduation from that program.

(2) Program outcomes for a program are prepared by considering the following:

- a) Each program outcome is organized by taking into account the educational outcomes determined by TYYÇ and other national/international institutions and organizations, if any, for the field.
- b) Program outcomes are expressed in 10 to 15 items. Each item consists of a single sentence.
- c) Program outcomes are realistic and achievable. They are expressed as clear, observable and

measurable.

ç) There is a single verb in the sentences formed while preparing program outcomes, and instead of verbs expressing mental processes (knowing, learning, understanding, grasping, etc.), concrete, observable and measurable verbs (saying, writing, telling, solving, etc.) are used.

d) Program outcomes are prepared in Turkish and English. In cases where the language of instruction is not Turkish or English, program outcomes are also prepared in the relevant language of instruction.

(3) Program outcomes are determined by the Department Board in faculties and colleges/vocational schools, and by the Department/Main Art Branch Head in institutes, and are finalized by the unit board and approved by the Senate. In faculties where the programs are not directly conducted by the Department or where a single program is conducted, program outcomes are determined by the Faculty Board.

### **Program duration and semesters**

**ARTICLE 6** – (1) Associate degree programs are planned as 2 years; undergraduate programs as 4 years; undergraduate programs that grant a master's degree together with a bachelor's degree are planned as 5 or 6 years. Foreign language preparation is excluded from these periods.

(2) In postgraduate programs, thesis master's programs are planned as 4 semesters; non-thesis master's programs as 2 semesters; master's degree doctorate and art proficiency programs are planned as 8 semesters; bachelor's degree doctorate and art proficiency programs are planned as 10 semesters. Foreign language preparation and scientific preparation are excluded from these periods.

(3) The courses to be taught in each semester in a program are planned in accordance with the flow of education and training, taking into account program achievements and student workload.

(4) In postgraduate programs, courses are placed only in the first 4 semesters of the program in undergraduate doctorate and art proficiency programs, and only in the first 2 semesters of the program in other postgraduate programs.

(5) In units providing education on a semester basis, they are planned to require 750 hours of student workload each semester, and in units providing education on a yearly basis, they are planned to require 1500 hours of student workload each year.

### **Language of instruction and foreign language preparation**

**ARTICLE 7** – (1) The language of instruction of the program is determined.

(2) If the instruction is given in a foreign language, it is determined that it will be given completely or partially (at least 30% in terms of credits and hours) in the foreign language.

(3) It is decided whether a compulsory foreign language preparatory class will be implemented. It is taken into account that the first year cannot be started without completing the compulsory foreign language preparatory class or documenting foreign language proficiency.

### **Curriculum elements**

**ARTICLE 8** – (1) The following elements of the curriculum shall be specified:

a) Total number of courses,

1) Total number of compulsory courses and percentage,

2) Total number of elective courses and percentage,

b) Average weekly course hours per semester/year,

1) Average weekly theoretical course hours per semester/year and percentage,

2) Average weekly practical course hours per semester/year and percentage,

3) Average weekly course hours per semester/year,

- 4) Average weekly compulsory course hours per semester/year and percentage,
- 5) Average weekly elective course hours per semester/year and percentage,
- c) Total credits,
  - 1) Total credits and percentages of compulsory courses,
  - 2) Total credits and percentages of elective courses,

- ç) Average number of courses per semester/year,
- d) Average weekly course hours per semester/year,
- e) Average credits per semester/year.

(2) It is stated whether there is an orientation/specialization application in undergraduate programs.

### **Criteria regarding curriculum elements**

**ARTICLE 9** – (1) The curriculum of an associate degree program must comply with the following criteria:

- a) The total number of courses in the program must be between 22 and 34. (The average number of courses per semester is between 5.5 and 8.5.) The upper limit for the number of courses for programs in the health field is 38, and the upper limit for the average number of courses per semester is 9.5.
- b) The average total weekly course hours must be between 18 and 25. The average total weekly course hour upper limit for programs in the health field is 28.
- c) The total number of elective courses is at least 15 percent and at most 40 percent of the total course hours. (Total compulsory course hours are at least 60 percent and at most 85 percent of total course hours.)
- ç) Total elective course credits are at least 15 percent and at most 40 percent of total course credits. (Total compulsory course credits are at least 6 percent of total course credits. 0, maximum 85 percent.)
- d) At least 1 of the elective courses is taken from the university elective course pool formed by the contributions of all units. The university elective course pool includes at least 3 credits.
- e) The curriculum includes a 1-credit Community Service Practices course with zero theoretical and two practical hours. The hours and credits of this course may be changed upon the recommendation of the Council of Higher Education.
- f) Internship practices may be organized during the summer months and/or during the semester break, or during the semester. Internship practices during the semester may be carried out part-time. Prerequisite course(s) may be defined for the internship practice and/or the internship practice may be the prerequisite of one or more courses.
- g) The total credits of each semester is 30.

(2) The curriculum of an undergraduate program must meet the following criteria:

- a) Total number of courses; for four-year programs, it should be between 40 and 60, for five-year programs, it should be between 50 and 75, and for six-year programs, it should be between 60 and 90. (The average number of courses per semester is between 5 and 7.5.) For programs in the field of health, sports and arts, the average number of courses per semester is a maximum of 8.5.
- b) The total weekly course hours should be between 18 and 25. The maximum total weekly course hours for programs in the field of health and arts is 30. The restrictions in this paragraph do not apply to elective art design and elective workshop courses.
- c) The percentages of the total elective course hours are at least 15 and at most 40. (The percentages of the total compulsory course hours are at least 60 and at most 85.)
- ç) The percentages of the total elective course credits are at least 15 and at most 40. (Percentages of total compulsory course credits are at least 60 and at most 85.)
- d) At least 1 of the elective courses is taken from the university elective course pool created with the contribution of all units. The university elective course pool includes at least 3 credit courses.
- e) The curriculum includes a 1-credit Community Service Practices course with zero theoretical and two practical hours. The hours and credits of this course may be changed upon the

recommendation of the Council of Higher Education.

f) Internship practices can be organized during the summer months and/or during the semester break, as well as during the semester. Internship practices during the semester can be carried out part-time. Prerequisite course(s) can be defined for the internship practice and/or the internship practice can be the prerequisite of one or more courses.

g) In units that provide education according to the semester system, each semester is planned as 30 credits, and in units that provide education according to the year system, each year is planned as 60 credits.

g) In case of orientation/specialization, the following principles are observed:

1) The semester in which orientation/specialization will start, orientation/specialization groups and orientation/specialization courses are planned.

2) Orientation/specialization is not started before the fifth semester.

3) In case of orientation/specialization, each student must definitely choose an orientation/specialization group.

4) Elective orientation/specialization courses are considered as elective courses of that program, and non-elective courses are considered as compulsory courses of that program.

h) It is recommended that the curricula of the first two semesters of the departments affiliated to the same unit be at least 80 percent common.

(3) In thesis master's and doctorate/art proficiency programs, the program curriculum must comply with the following criteria in semesters other than the semesters in which thesis is prepared:

a) In the second semester of thesis master's curriculum, the Seminar course is included as 0 theoretical and 2 practical hours.

b) Total number of courses, excluding thesis; for thesis master's programs, including the seminar course, it should be between 8 and 12, for master's degree doctorate/art proficiency programs, 8 and 12, for undergraduate degree doctorate/art proficiency programs, including the seminar course, it should be between 16 and 24. (The average number of courses per semester is between 4 and 6.)

c) Total course hours; for thesis master's programs, 23 to 39 hours, for master's degree doctorate/art proficiency programs, 21 to 40 hours, for undergraduate degree doctorate/art proficiency programs, 43 to 80 hours.

ç) The total credit of each semester is 30. The credit of a semester can be between 28 and 32 if necessary, so that the annual total credit is 60.

d) There are no compulsory courses in the thesis master's and doctorate/art proficiency curricula, except for the Seminar and Term Project courses. Compulsory course pools can be included.

e) It is recommended that courses on pedagogical formation be included in doctoral/arts competency programs.

(4) The curriculum of the non-thesis master's program must meet the following criteria:

a) The Term Project course in the second semester; 0 theoretical, 1 practical hour.

b) The total number of courses, including the Term Project, must be between 11 and 14. (The average number of courses per semester is between 5.5 and 7.)

c) The total credit of each semester is 30. The credit of a semester can be between 28 and 32 if necessary, so that the annual total credit is 60.

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### **SECTION THREE**

#### **Provisions Relating to the Course**

#### **Elements related to the course**

**ARTICLE 10** – (1) The following elements related to a course in the course catalogue are determined in accordance with the format in Annex-1:

- a) Course code,
- b) Course name,

- c) Theoretical hour of the course,
- ç) Practical hour of the course,
- d) Course credit,
  
- e) Student workload calculation related to the course,
- f) Semester/year in which the course will be taught,
- g) Whether the course is compulsory, elective or orientation/specialization course; if it is an elective, orientation/specialization or compulsory pool course, which course pool it is in,
- ğ) Prerequisite courses that bind the course and minimum prerequisite letter grades,
- h) Courses that bind the course as prerequisites and minimum prerequisite letter grades, 1) The instructor responsible for the course,
- i) The language in which the course will be taught,
- j) Course description or short content,
- k) The purpose of the course,
- l) Course learning outcomes,
- m) “Program outcomes” – “course learning outcomes” matrix for the course,
- n) Resources for the course,
- o) Teaching techniques and teaching methods planned for the course, ö) Weekly course contents,
- p) Mid-term/annual assessment tools, the number of these tools and their contributions to the success grade,
- r) Mid-term/annual assessment tools, the number of these tools and their contributions to the success grade. (2) Items (f), (g), (ğ), (h), (m), (o) of paragraph 1 may differ from the items belonging to a course included in more than one curriculum.
  
- (3) If a course included in the same and/or different curriculum is opened as more than one group, the items belonging to this course;
  - a) The instructor teaching the course,
  - b) The programs in which the course is offered may differ.
  
- (4) If a course included in the same and/or different curriculum is opened as more than one group, the first and second education programs are independent of each other, and the items belonging to this course;
  - a) Weekly contents,
  - b) Student workload calculation for the course cannot be different. The mid-term/term and mid-term/year end exams for the course are held jointly for all groups, and the exams of the first and second education programs are not held jointly.
  
- (5) If a course included in the same and/or different curriculum is opened as more than one group, the first and second education programs are independent of each other, and in these courses;
  - a) Course monitoring programs are prepared jointly by the teaching staff who will teach the course,
  - b) In cases where courses are taught by more than one teaching staff, the unit manager assigns one of the teaching staff who will teach the course as the coordinator for the preparation of course monitoring programs, joint examinations and evaluations, and the announcement of examination results in accordance with the academic calendar.
- (6) Prerequisite courses can only be determined from among compulsory courses.
- (7) The maximum number of links in the prerequisite chains formed when one of more than one prerequisite course becomes the prerequisite of another is two. Exceptional cases are decided by the Senate.

### **Course code and name**

**ARTICLE 11** – (1) Course codes consist of two parts, one consisting of letters and the other of

numbers.

(2) The letter section of a course with content not directly related to the program is determined based on the content of the course rather than the program in which the course is taught.

(3) The letter section consists of at least 2 and at most 4 capital letters. Instead of the letters Ç, Ğ, İ, Ö, Ş, Ü, the letters C, G, I, O, S, U are used respectively.

(4) The relevant field expansion of the letter section of the course codes is given in Appendix-2.

(5) The number section consists of 3 or 4 digits and is determined by taking into account the following principles:

a) Fall semester courses are coded as odd numbers, and spring semester courses are coded as even numbers. It is recommended that the last digit of the number section of courses opened in both fall and spring semesters be coded as zero. The last digit of the number section of elective pool courses is given according to the period in which the course is opened more frequently.

b) The year in which the course is taught is used in the first digit of the code of the courses in the associate and undergraduate curricula.

c) If the number section is 3 digits, the second, if it is 4 digits, the second or third digit can be arranged according to the orientation/specialization or major/main art branches.

ç) The codes of the courses in the first year of the undergraduate doctorate/art proficiency program and the codes of the courses in the master's curriculum are coded with 7; The codes of the courses in the second year of the undergraduate doctorate/arts competency program and the codes of the courses in the curriculum of the graduate doctorate/arts competency program start with 8.

(6) The codes of the courses that follow each other are given consecutively. In the names of such courses; Roman numerals are used, with I in the first course and II, III in the following courses.

(7) The seminar course is coded with 700 or 7000.

(8) The same code is given to the courses with the same name in the programs of a unit.

(9) The name and code of the course are given in the language in which the course is taught.

(10) Abbreviations and parentheses are not used in course names; the first letter of each word in the course name is written in capital letters, the rest in lower case letters, with conjunctions in lower case.

(11) The words in the course name,

It is written with a single space in the text.

(12) Course name does not exceed 60 characters including spaces.

### **Course hours and credits**

**ARTICLE 12** – (1) The total weekly hours of a course in any program, excluding Term Project and thesis and similar courses in non-thesis master's programs, shall not be less than 2 or more than 5. Exceptional cases such as clinical practice and internship are decided by the Senate upon the reasoned proposal of the Unit Board administering the program.

(2) Course credits are determined by taking into account student workload. 1 credit corresponds to 25 hours of student workload.

(3) The credit of the course is integer and shall be at least 2. The credit of the Community Service Practices course is 1. Half credits may be used in doctorate/art proficiency programs, if necessary, with the decision of the Senate.

(4) The hours and credits of the courses with the same name in the programs of a unit are the same.  
Course pool

**ARTICLE 13** – (1) Theoretical course hours, practical course hours and credits of courses in a course pool shall be equal.

- (2) All elective courses shall be planned to be included in the elective course pool.
- (3) Elective courses/course pools may be grouped.
- (4) Taking a certain number of courses, including at least one course from the elective course pool, shall be required for graduation.
- (5) An elective course pool shall include at least twice as many courses as the number of courses to be taken from this pool.
- (6) In an elective course pool, at least two more courses shall be opened in the relevant semester than the number of courses to be taken from this pool. In cases where the number of courses to be taken from the pool is 1, the number of courses to be opened shall be at least 2.
- (7) In a compulsory course pool, more courses shall be opened in the relevant semester than the number of courses to be taken from this pool.
- (8) The provisions in the fifth and sixth paragraphs of this article do not apply to non-thesis master's programs.

## **CHAPTER FOUR**

### **Curriculum Arrangements**

#### **Curriculum change**

**ARTICLE 14** – (1) Curriculum change is made in small, medium or large scale arrangements.

- a) Small scale arrangement includes the following arrangement types that do not change the current curriculum and do not require an adaptation decision:
  - 1- Updating the purpose, definition or weekly content of the course and the like, 2- Correcting the course learning outcomes of the course,
  - 3- Adding a new course to an existing course pool,
  - 4- Changing the theoretical and practical hours of a course without changing the total hours.
- b) Medium-scale regulation includes the following types of regulation that require an adaptation decision:
  - 1- Changing the prerequisite courses or minimum letter grades that bind the course, 2- Changing the name of the course completely, removing the existing course and replacing it with a new course,
  - 3- Changing the language of instruction of the course, removing the existing course and replacing it with a new course,
  - 4- Changing the theoretical and practical hours of the course in a way that changes the total hours of the course, removing the existing course and replacing it with a new course,
  - 5- Removing one or more existing compulsory courses and adding the same number of compulsory courses, provided that their credits and the semester they are taught do not change,
  - 6- Mutually changing the semesters they are taught without changing the credits of compulsory courses,
  - 7- Adding a new orientation/specialization group to a curriculum that has an orientation/specialization application.
- c) Large-scale regulation includes the following types of regulation that require adaptation decisions and curriculum restructuring:
  - 1- Completely re-establishing a curriculum, 2- Adding a new course pool,
  - 3- Adding one or more compulsory courses,
  - 4- Increasing or decreasing the number of courses to be taken from an existing course pool, 5- Changing the semester in which a course is taught provided that its credits are not changed,
  - 6- Removing an existing course and replacing it with a new course as a result of changing the credits of a course,
  - 7- Converting a compulsory course to an elective and/or an elective course to a compulsory course,
  - 8- Removing one or more courses and replacing them with a different number of new courses,
  - 9- Creating an orientation/specialization group in a curriculum that does not have an



orientation/specialization application,

10- Removing the orientation/specialization application in a curriculum that has an orientation/specialization application,

11- Changing program outcomes.

(2) Large-scale regulation shall not be applied until 5 academic years after a large-scale regulation is made in a curriculum; Medium-scale arrangements will not be made until after 3 academic years.

(3) Large-scale arrangements will not be made until after 3 academic years from the date of medium-scale arrangements in a curriculum; medium-scale arrangements will not be made until after 2 academic years.

(4) No time limitation will be applied for small-scale arrangements in a curriculum.

(5) No time requirement will be sought for the implementation of curriculum changes made mandatory by legislation.

### **Curriculum change process**

**ARTICLE 15** – (1) Small-scale curriculum arrangements can be proposed throughout the year.

(2) Medium and large-scale curriculum arrangements will be proposed for the following academic year. r is made until the last working day of December of the year.

(3) Curriculum arrangement proposal is decided by the Unit Board upon the proposal of the Department Board in faculties and colleges/vocational schools, and by the Department/Main Art Branch Head in institutes, and is reported to the Rectorate. Curriculum arrangement is made with the decision of the Curriculum Committee and the approval of the Senate. In faculties where the programs are not directly carried out by the Department or where a single program is carried out, the curriculum arrangement proposal is proposed by the Faculty Board.

(4) In large-scale curriculum arrangements, a new curriculum is defined in ÖBYS. In medium-scale curriculum arrangements, the Curriculum Committee decides whether a new curriculum will be defined in ÖBYS. In small-scale curriculum arrangements, no new curriculum is defined in ÖBYS, the existing curriculum is carried out.

(5) In order to ensure that curriculum arrangements are made within the framework of the provisions in this Directive, the Curriculum Arrangements Control Form in Annex-3 is used as a supporting document.

### **Adaptation**

**ARTICLE 16** – (1) In large-scale curriculum arrangements, students who were subject to the previous curriculum will not be subject to the new curriculum.

(2) In case of medium-scale curriculum changes, the Curriculum Committee decides whether students who were subject to the previous curriculum will be subject to the new curriculum. If these students continue their education subject to the previous curriculum, no action will be taken. However, if students who were subject to the previous curriculum are subject to the new curriculum, the following decisions will be made to ensure their adaptation to the new curriculum:

a) For the courses that the student has succeeded in the previous curriculum, the courses that will be matched one-to-one in the new curriculum will be determined and counted in their place.

b) The status of the courses that the student has failed in the previous curriculum in the new curriculum will be determined. In this case, one of the following two methods will be applied; either the failed course will be considered as non-credit and no course will be taken again or a

course to which the failed course will be matched one-to-one will be taken as a repetition of the failed course (R).

c) In case a course that exists in the new curriculum is not in the previous curriculum, one of the following two methods will be applied; either the student will be exempted from this course (S) or the student will take the course.

(3) A student's adaptation to the new curriculum does not lead to a detrimental result for the student and does not affect the General Weighted Grade Point Average. When a student who is adapted to the new curriculum graduates, the graduation credits will not be less than 60 credits in one-year programs, 120 credits in two-year programs, 240 credits in four-year programs, 300 credits in five-year programs, and 360 credits in six-year programs.

## **SECTION FIVE**

### **Evaluation**

#### **Measurement and evaluation**

**ARTICLE 17** – (1) Mid-term and final exams are held to measure what is expected from students in line with the learning outcomes aimed at in a course.

(2) Measurement and evaluation tools and methods may include traditional techniques such as multiple choice tests, true-false tests, completion tests, matching tests, oral exams, open-ended written exams, short-answer exams and similar techniques, as well as observation, interview, anecdote record, checklist, rubric (graded scoring scale), portfolio (personal development file), peer evaluation, self-evaluation, performance evaluation and project/product/work evaluation.

(3) The answer key and/or evaluation criteria, which generally explain the evaluation techniques and scoring used during the evaluation of the exams, are prepared before the exam is administered. After the exam is administered, the detailed answer key and/or evaluation criteria are shared with the students.

#### **Course evaluation**

**ARTICLE 18** – (1) A course evaluation survey is organized to measure the realism and adequacy of the course learning outcomes of a course.

(2) The course evaluation survey includes the instructor teaching the course, the relevant teaching assistant, the resources related to the course, course teaching techniques and teaching methods, and evaluations related to course learning outcomes.

(3) The survey is applied to students taking the course on the dates specified in the academic calendar.

(4) The resources, teaching techniques and teaching methods of the course and the course learning outcomes are reviewed by taking the survey results into consideration. Feedback is given to the teaching staff and assistants who teach the course.

(5) Stakeholder opinions can be obtained regarding the course content and course learning outcomes of a course.

### **Program evaluation**

**ARTICLE 19** – (1) The realism and adequacy of the program outcomes planned to be achieved upon graduation from the program are measured with the participation of stakeholders.

(2) Surveys and similar measurement tools are used for this purpose.

(3) Program outcomes are revised when necessary.

## **SIXTH SECTION Miscellaneous and Final Provisions**

### **Cases not included in the provision**

**ARTICLE 20** – (1) In cases not included in this Directive, the Higher Education Law No. 2547, Marmara University Associate and Undergraduate Education-Teaching and Examination Regulation, Marmara University Postgraduate Education-Teaching and Examination Regulation, Marmara University Exam and Success Evaluation Directive and other relevant legislation provisions are applied.

### **Compliance with Article 44 of Law No. 2547**

**TEMPORARY ARTICLE 1** – (1) Within the scope of compliance with the credit regulation specified in Article 44 of Law No. 2547 (transition from national credit use to ECTS credit use), changes must be made in all program curricula. The deadline for notifying the Rectorate of curriculum changes is December 31, 2013. The new curricula of the programs will be implemented as of the 2014-2015 academic year. However, for programs that have completed their curricula by June 15, 2013, the new curricula will be implemented as of the 2013-2014 academic year.

### **Number of courses in the course pool adaptation**

**TEMPORARY ARTICLE 2** – (1) The provision of the fifth paragraph of Article 13 of this Directive may not be implemented in the curricula to be implemented as of 2013-2014. However, the relevant provision must be provided in the relevant curriculum by December 31, 2013.

### **Enforcement**

**ARTICLE 21** – (1) This Directive shall enter into force on the date of approval by the Senate.

### **Execution**

**ARTICLE 22** – (1) The Rector shall execute the provisions of this Directive.



## Ek 1 Ders İzleme Programı – 2/2

Ders Kodu	Ders Adı	Ders Türü	Ders Havuzu (varsa)	Haftalık Ders Saati		Ulusal Kredi	ECTS Kredisi	Yarıyıl
				T	U			
<b>Öğretim Dili</b>	<b>Planlanan Öğrenme Faaliyetleri ve Öğretim Yöntemleri</b>			<b>Ders Sunuş Şekli</b>				
	<Anlatım/sunum, soru-cevap, tartışma, problem çözme, örnek olay, deney/laboratuvar, gözlem, gezi, dramatizasyon, proje, ödev vb.>			<Yüzyüze, deney, soru-cevap, tartışma, örnek olay, gösterip yaptırma vb.>				
<b>Hafta</b>	<b>Tarih</b>	<b>Haftalık Ders İçerikleri</b>				<b>Kaynak No - İlgili Bölüm</b>		
1. Hafta								
2. Hafta								
3. Hafta								
4. Hafta								
5. Hafta								
6. Hafta								
7. Hafta								
8. Hafta		Arasınav						
9. Hafta								
10. Hafta								
11. Hafta								
12. Hafta								
13. Hafta								
14. Hafta								
15. Hafta								
16. Hafta		Ders çalışma haftası						
17. Hafta		Yarıyıl sonu sınavı (final)						
<b>Başarı Değerlendirme Yöntemi</b>		<b>YSSL (BDS)</b>	<b>BNAL (BDS)</b>	<b>BDKL (BDS)</b>	<b>Başarı Notu Hesabı</b>			
<b>Değerlendirme Araçları ve Katkı Oranları</b>	<b>Değerlendirme Aracı</b>	<b>Adet</b>	<b>Tarih</b>	<b>Başarı Notuna Katkısı (%)</b>	<b>Yarıyıl İçi Değerlendirme Notuna Katkısı (%)</b>			
	Yarıyıl Sonu Sınavı (Final)				0,00			
	Bütünleme Sınavı (varsa)				0,00			
	Yarıyıl İçi Değerlendirmesi			100,00	100,00			
	Arasınav							
	Kısa Sınav / Quiz							
	Proje							
	Ödev							
	Laboratuvar / Atölye							
	Sunum / Seminer / Demo							
	Araştırma / Rapor / Diğer							
Derse Katılım								
<i>Hata! Başarı notuna katkıların toplamı 100'e eşit olması gerekir. (Girdiğiniz değerlerin toplamı = 0)</i>								
<b>Öğrenci İşyükü Hesabı</b>								
<b>Araç</b>	<b>Haftalık Ort. Saat</b>	<b>Yarıyıl Top. Saat</b>	<b>Araç</b>	<b>Haftalık Ort. Saat</b>	<b>Yarıyıl Top. Saat</b>	<b>Araç</b>	<b>Haftalık Or. Saat</b>	<b>Yarıyıl Top. Saat</b>
Teorik Saat			Arasınav ve Hazırlığı			Laboratuvar / Atölye ve Hazırlığı		
Uygulama Saat			Kısa Sınav / Quiz ve Hazırlığı			Sunum / Seminer / Demo ve Hazırlığı		
Ders Öncesi/Sonrası Bireysel Çalışma			Proje ve Hazırlığı			Araştırma / Rapor / Diğer ve Hazırlığı		
Uyg. Öncesi/Sonrası Bireysel Çalışma			Ödev ve Hazırlığı			Yarıyıl Sonu Sınavı (Final) ve Hazırlığı		
<b>Toplam Öğrenci İşyükü Saati:</b>	<b>0</b>		<b>1 ECTS Kredisi = 25 Öğrenci İşyükü Saati</b>			<b>İşyükü Hesabı:</b>	Hesap Doğru	

## Ek 2 Ders Kodları Alan Açılımı – 14

### Lisans Programları - 1

No	Kod	Açıklama	Dil
1	ABT	Ambulans ve Acil Bakım Teknikerliği	TR
2	ACC	Accounting	EN
3	AKT	Aktüerya	TR
4	ALM	Alman Dili ve Edebiyatı	TR
5	AMT	Almanca Mütercim Tercümanlık	TR
6	ANT	Anestezi	TR
7	ATA	Atatürk İlkeleri ve İnkılap Tarihi	TR
8	BBY	Bilgi ve Belge Yönetimi	TR
9	BCHH	Buchhaltung	DE
10	BDY	Beslenme ve Diyetetik	TR
11	BES	Beden Eğitimi ve Spor	TR
12	BIO	Biology	EN
13	BIOE	Bioengineering	EN
14	BKB	Bilgisayar ve Kontrol Öğretmenliği - Bilgisayar	TR
15	BKT	Bilgisayar ve Kontrol Öğretmenliği - Kontrol	TR
16	BLY	Bilgisayar Teknolojisi ve Programlama	TR
17	BMY	Biyomedikal Cihaz Teknolojisi	TR
18	BNK	Bankacılık	TR
19	BOTE	Bilgisayar ve Öğretim Teknolojileri	TR
20	BSB	Beşeri ve Sosyal Bilimler	TR
21	BSE	Basic Science Elective	EN
22	BSM	Bilgisayar Mühendisliği	TR
23	BSO	Beden Eğitimi ve Spor Öğretmenliği	TR
24	BSP	Bilgisayar dersleri (temel, programlama vs)	TR
25	BSY	Bankacılık ve Sigortacılık	TR
26	BUS	Business Administration	EN
27	BWL	Betriebswirtschaftslehre	DE
28	BYL	Biyoloji	TR
29	BYS	Büro Yönetimi ve Sekreterlik	TR
30	CAS	Culture, Arts, Sports	EN
31	CCM	Computer Control Education - Computer	EN
32	CCT	Computer Control Education - Control	EN
33	CEKO	Çalışma Ekonomisi	TR
34	CHEM	Chemistry	EN
35	CNF	Canlandırma Film (Animasyon)	TR
36	COG	Coğrafya	TR
37	COMI	Communications - Informatics	EN
38	COMM	Communications	EN
39	COMP	Computer	EN
40	CSE	Computer Science Engineering	EN
41	DB	Davranış Bilimleri	TR
42	DENT	Dentistry	EN
43	DKA	Din Kültürü ve Ahlak Bilgisi Öğretmenliği	TR
44	DPR	Diş Protez	TR
45	DTC	Diş Ticaret	TR
46	EBE	Ebelik	TR
47	ECM	Econometrics	EN
48	ECON	Economics	EN
49	ECZ	Eczacılık	TR
50	EDU	Education	EN
51	EE	Electrical and Electronics Engineering	EN
52	EEM	Elektrik ve Elektronik Mühendisliği	TR
53	EGT	Eğitim	TR
54	EHB	Elektronik ve Haberleşme Öğretmenliği - Haberleşme	TR
55	EHE	Elektronik Haberleşme - Elektronik	TR
56	EKM	Ekonometri	TR
57	EKY	Elektrik	TR
58	ELK	Elektrik Eğitimi	TR
59	ELY	Elektronik	TR
60	ENVE	Environmental engineering	EN

**Ek 2 Ders Kodları Alan Açılımı – 15****Lisans Programları - 2**

No	Kod	Açıklama	Dil
61	ETE	Electronics and Telecommunications Education - Electronics	EN
62	ETT	Electronics and Telecommunications Education - Telecommunications	EN
63	EUT	Endüstri Ürünleri Tasarımı	TR
64	FIN	Finans	TR
65	FMT	Fransızca Mütercim Tercümanlık	TR
66	FNCE	Finance	EN
67	FOT	Fotoğraf	TR
68	FTR	Fizik Tedavi ve Rehabilitasyon	TR
69	FZK	Fizik	TR
70	GRF	Grafik	TR
71	GT	Geleneksel Türk El Sanatları	TR
72	GTH	Geleneksel Türk El Sanatları - Halı Kilim Eski Kumaş Desenleri	TR
73	GTT	Geleneksel Türk El Sanatları - Tezhip-Minyatür	TR
74	GZT	Gazetecilik	TR
75	HAA	Hareket Antrenman	TR
76	HAD	Hareket Antrenman Ölçme, Değerlendirme	TR
77	HAE	Uzmanlık Dalı Temel Eğitim Devresi Çalışmaları	TR
78	HAG	Hareket Antrenman Gözlem	TR
79	HAN	Hareket Antrenman Genel	TR
80	HAO	Hareket Antrenman Özel Antrenman	TR
81	HAR	Hareket Antrenman Seçimlik	TR
82	HAT	Hareket Antrenman Teknik Taktik	TR
83	HAU	Hareket Antrenman Uygulama	TR
84	HBY	Elektronik Haberleşme	TR
85	HEM	Hemşirelik	TR
86	HIT	Halkla İlişkiler ve Tanıtım	TR
87	HR	Human Resources	EN
88	HSS	Humanities and Social Sciences	EN
89	HUK	Hukuk	TR
90	HYL	Heykel	TR
91	IE	Industrial Engineering	EN
92	IFB	Fen Bilgisi Öğretmenliği	TR
93	İK	İnsan Kaynakları	TR
94	İKT	İktisat	TR
95	İLH	İlahiyat	TR
96	İLT	İletişim	TR
97	İLTB	İletişim-Bilişim	TR
98	İM	İç Mimarlık	TR
99	İMO	İlköğretim Matematik Öğretmenliği	TR
100	İMT	İngilizce Mütercim Tercümanlık	TR
101	İSB	Sosyal Bilgiler Öğretmenliği	TR
102	İSL	İşletme	TR
103	İST	İstatistik	TR
104	JRN	Journalism	EN
105	KMM	Kimya Mühendisliği	TR
106	KMY	Kimya	TR
107	KSS	Kültür Sanat Spor	TR
108	LAW	Law	EN
109	MAK	Makine Eğitimi	TR
110	MAT	Matematik	TR
111	MATH	Mathematics	EN
112	MDY	Moda Tasarımı	TR
113	ME	Mechanical Engineering	EN
114	MECH	Mechanical Education	EN
115	MED	Medicine	EN
116	MET	Metal Eğitimi	TR
117	MGT	Management and Organization	EN
118	MKM	Makine Mühendisliği	TR
119	MKT	Mekatronik	TR
120	MKY	Makine	TR

**Ek 2 Ders Kodları Alan Açılımı – 16****Lisans Programları - 3**

No	Kod	Açıklama	Dil
121	MLY	Maliye	TR
122	MRK	Marketing	EN
123	MSE	Metalurgical and Materials Science Engineering	EN
124	MTB	Matbaa Öğretmenliği	TR
125	MUH	Muhasebe	TR
126	MZK	Müzik	TR
127	MZM	Metalurji ve Malzeme Mühendisliği	TR
128	MZO	Müzik öğretmenliği	TR
129	NKY	Nicel Karar Yöntemleri	TR
130	NTE	Non-technical Elective II	EN
131	OB	Organizational Behavior	EN
132	OKL	Okul Öncesi Öğretmenliği	TR
133	OZE	Özel Eğitim	TR
134	PAZ	Pazarlama	TR
135	PDR	Rehberlik ve Psikolojik Danışmanlık	TR
136	PHYS	Physics	EN
137	PROD	Production	EN
138	PRP	Public Relations Publicity	EN
139	PSA	Psiko Sosyal Alanlar	TR
140	PSIR	Political Science and International Relations	EN
141	PSK	Psikoloji	TR
142	PSYC	Psychology	EN
143	PTL	Patoloji Laboratuvarı	TR
144	QTDS	Quantitative Methods / Decision Science	EN
145	RAD	Radyoloji	TR
146	RCHT	Recht	DE
147	RES	Resim	TR
148	RSO	Resim Öğretmenliği	TR
149	RTC	Radio Television Cinema	EN
150	RTS	Radyo Televizyon Sinema	TR
151	SBL	Siyaset Bilimi ve Uluslararası İlişkiler	TR
152	SCPO	Science Politique	FR
153	SGL	Sağlık bilimleri	TR
154	SGR	Sigortacılık	TR
155	SNF	Sınıf Öğretmenliği	TR
156	SNT	Sanat Tarihi	TR
157	SOC	Sociology	EN
158	SOS	Sosyoloji	TR
159	SPY	Sermaye Piyasası	TR
160	SR	Seramik Cam	TR
161	SRC	Seramik Cam-Cam	TR
162	SRS	Seramik Cam - Seramik	TR
163	SSA	Spor Sağlık Alanlar	TR
164	STAT	Statistics	EN
165	STV	Sinema ve Televizyon	TR
166	SUY	Su Ürünleri	TR
167	SYN	Sağlık Yönetimi	TR
168	SYT	Spor Yöneticiliği	TR
169	TAR	Tarih	TR
170	TBL	Tıbbi Laboratuvar	TR
171	TBY	Teknik Bilimler	TR
172	TDE	Türk Dili ve Edebiyatı	TR
173	TE	Technical Elective	EN
174	TEF	Teknik Eğitim - Genel	TR
175	TEFE	Technical Education - General	EN
176	TEK	Tekstil Eğitimi	TR
177	TKY	Tekstil	TR
178	TME	Güzel Sanatlar Temel Eğitim	TR
179	TMK	Temel Kültür	TR
180	TRD	Türk Dili	TR



**Ek 2 Ders Kodları Alan Açılımı – 17****Lisans Programları - 4**

No	Kod	Açıklama	Dil
181	TRZM	Turizm	TR
182	TS	Tekstil Sanatları	TR
183	TSB	Tekstil Sanatları - Baskı	TR
184	TSD	Tekstil Sanatları - Dokuma	TR
185	TSG	Tekstil Sanatları - Giyim	TR
186	TSY	Tasarım ve Basım Yayıncılık	TR
187	TTO	Türkçe öğretmenliği	TR
188	URT	Üretim	TR
189	UTY	Uygulamalı Takı Teknolojisi	TR
190	VWL	Volkswirtschaftslehre	DE
191	WI	Wirtschaftsinformatik	DE
192	YDA	Yabancı Dil - Almanca	TR
193	YDAO	Yabancı Dil Almanca Öğretmenliği	TR
194	YDAR	Yabancı Dil - Arapça	TR
195	YDF	Yabancı Dil - Fransızca	TR
196	YDFA	Yabancı Dil - Farsça	TR
197	YDFO	Yabancı Dil Fransızca Öğretmenliği	TR
198	YDI	Yabancı Dil - İngilizce	TR
199	YDIO	Yabancı Dil İngilizce Öğretmenliği	TR
200	YDIS	Yabancı Dil - İspanyolca	TR
201	YDJ	Yabancı Dil - Japonca	TR
202	YDLA	Latince	TR
203	YDRU	Yabancı Dil - Rusça	TR
204	YDx	Yabancı Dil	TR
205	YDZA	Yabancı Dil, Ortak Zorunlu - Almanca	TR
206	YDZF	Yabancı Dil, Ortak Zorunlu - Fransızca	TR
207	YDZI	Yabancı Dil, Ortak Zorunlu - İngilizce	TR
208	YDZX	Yabancı Dil, Ortak Zorunlu	TR
209	YON	Yönetim ve Organizasyon	TR
210	YYON	Yerel Yönetimler	TR

## Ek 2 Ders Kodları Alan Açılımı – 18

### Lisansüstü Programlar - 1

No	Kod	Açıklama	Dil
1	ACFN	Accounting Finance	EN
2	ADH	Adli Hemşirelik	TR
3	ADT	Adli Tıp	TR
4	ANA	Anatomi Anabilim Dalı	TR
5	ANK	Analitik Kimya	TR
6	ARB	Arap Dili ve Belagatı	TR
7	BIF	Biyofizik	TR
8	BIKE	Biyokimya (ECZ)	TR
9	BIS	Biyoistatistik	TR
10	BYLO	Biyoloji Öğretmenliği	TR
11	CBL	Çevre Bilimleri	TR
12	CEH	Cerrahi Hastalıkları Hemşireliği	TR
13	CER	Ağız-Diş-Çene Hastalıkları ve Cerrahisi	TR
14	CHE	Chemical Engineering	EN
15	CMT	Cumhuriyet Tarihi	TR
16	COGO	Coğrafya Öğretmenliği	TR
17	COH	Çocuk Sağlığı ve Hastalıkları Hemşireliği	TR
18	DAH	İç Hastalıkları Hemşireliği	TR
19	DEON	Deontoloji	TR
20	ECT	Eskiçağ Tarihi	TR
21	EDN	Elektrodiagnostik Nöroloji	TR
22	EKMF	Finansal Ekonometri	TR
23	EKMI	İstatistik	TR
24	EKMS	Sosyal Araştırmalarda İstatistik	TR
25	EKMY	Yöneylem Araştırması	TR
26	ELK	Elektrik Eğitimi	TR
27	ELT	Elektronik- Bilgisayar Eğitimi	TR
28	EM	Engineering Management	EN
29	ENDO	Endodonti	TR
30	EU	European Union Studies	EN
31	EUE	European Union - Economics	EN
32	EUL	European Union - Law	EN
33	EUP	European Union - Politics	EN
34	EYD	Eğitim Yönetimi ve Denetimi	TR
35	FAR	Farmakoloji (ECZ)	TR
36	FBT	Farmasötik Botanik	TR
37	FDB	Felsefe ve Din Bilimleri	TR
38	FIZ	Fizyoloji	TR
39	FKG	Farmakognozi	TR
40	FMB	Farmasötik Mikrobiyoloji	TR
41	FMK	Farmasötik Kimya	TR
42	FRM	Farmakoloji	TR
43	FTK	Farmasötik Teknoloji	TR
44	FZKO	Fizik Öğretmenliği	TR
45	GAST	Gastroenteroloji Anabilim Dalı	TR
46	GDF	Gayrimenkul Değerlemesi ve Finansmanı	TR
47	GEN	Tıbbi Biyoloji ve Genetik Anabilim Dalı	TR
48	GNT	Genel Türk Tarihi	TR
49	GSE	Güzel Sanatlar Enstitüsü	TR
50	HAH	Halk Sağlığı Hemşireliği	TR
51	HDS	Hadis	TR
52	HEG	Hemşirelikte Eğitim	TR
53	HEM	Hemşirelik	TR
54	HEMD	Doğum ve Kadın Hastalıkları Hemşireliği Anabilim Dalı	TR
55	HES	Hemşirelik Esasları	TR
56	HIEM	Histoloji-Embriyoloji Anabilim Dalı	TR
57	HIS	Histoloji-Embriyoloji Anabilim Dalı	TR
58	HLK	Halk Eğitimi	TR
59	HYO	Hemşirelikte Yönetim	TR
60	IAR	İstanbul Araştırmaları	TR

**Ek 2 Ders Kodları Alan Açılımı – 6/6****Lisansüstü Programlar - 2**

No	Kod	Açıklama	Dil
61	IHT	İmam Hatip Liseleri Meslek Dersleri Öğretmenliği	TR
62	IKTF	Finansal İktisat	TR
63	IKTK	Kalkınma İktisadı ve İktisadi Büyüme	TR
64	IKTP	İktisat Politikası	TR
65	IKTT	İktisat Tarihi	TR
66	IKTU	Uluslararası İktisat / Uluslararası Ticaret ve Para Yönetimi	TR
67	IKTY	Yenilik Ekonomisi ve Yönetimi	TR
68	IMM	Allerji-İmmunoloji	TR
69	ISH	İslam Hukuku	TR
70	ISMT	İslam Mezhepleri Tarihi	TR
71	ITS	İslam Tarihi ve Sanatları	TR
72	KDH	Doğum ve Kadın Hastalıkları Hemşireliği	TR
73	KLF	Klinik Farmasi	TR
74	KLM	Kelam	TR
75	KMYA	Analitik Kimya	TR
76	KMYB	Biokimya	TR
77	KMYF	Fizikokimya	TR
78	KMYI	Anorganik Kimya	TR
79	KMYO	Kimya Öğretmenliği	TR
80	KOOP	Kooperatifçilik	TR
81	KOZ	Kozmetoloji	TR
82	MATO	Matematik Öğretmenliği	TR
83	MIS	Management Information Systems	EN
84	MUFN	Muhasebe Finansman	TR
85	NFAR	Nörofarmakoloji	TR
86	NORO	Nörolojik Bilimler	TR
87	NORS	Nöroşirurji	TR
88	OCT	Ortaçağ Tarihi	TR
89	ODR	Oral Diagnoz ve Radyoloji	TR
90	ORCG	Ortadoğu Coğrafyası	TR
91	ORIK	Ortadoğu İktisadı	TR
92	ORSA	Ortadoğu Sosyolojisi ve Antropolojisi	TR
93	ORST	Ortadoğu Siyasi Tarihi ve Uluslararası İlişkileri	TR
94	ORT	Ortodonti	TR
95	ORTH	Orthodontics	EN
96	PATO	Patoloji Anabilim Dalı	TR
97	PEDI	Pedodonti	EN
98	PEDO	Pedodonti	TR
99	PERI	Periodontoloji	EN
100	PROS	Prosthodontics	EN
101	PROT	Protetik Diş tedavisi	TR
102	PSH	Psikiyatri Hemşireliği	TR
103	SGBE	Sağlık Bilimlerinde Araştırma Etiği	TR
104	SPF	Spor Fizyolojisi	TR
105	SUR	Su Ürünleri	TR
106	TARO	Tarih Öğretmenliği	TR
107	TDC	Türk Dünyası Coğrafyası	TR
108	TDEO	Türk Dili ve Edebiyatı Öğretmenliği	TR
109	TED	Diş Hastalıkları ve Tedavisi	TR
110	TEG	Teknoloji Eğitimi	TR
111	TFSR	Tefsir	TR
112	TGK	Eczacılık Temel Bilimleri - Genel Kimya	TR
113	TIB	Temel İslam Bilimleri	TR
114	TOK	Farmasötik Toksikoloji	TR
115	TRE	Eski Türk Edebiyatı	TR
116	TRY	Yeni Türk Edebiyatı	TR
117	TST	Türk Sanatı	TR
118	TSVF	Tasavvuf	TR
119	UKY	Uluslararası Kalite Yönetimi	TR
120	XYZ	Seçimlik ders / Bilimsel Hazırlık	TR
121	YKT	Yakınçağ Tarihi	TR
122	YNT	Yeniçağ Tarihi	TR

**Ek 3 Müfredat Düzenlemeleri Kontrol Formu - 20****Müfredat Düzenlemeleri Kontrol Formu  
Önlisans Programları****Meslek Yüksekokulu:****Bölüm:****Program:**

		<b>Evet</b>	<b>Hayır</b>
<b>1.</b>	Toplam ders adedi 22 ile 34 arasında mı? (sağlık programları için 22 ile 38)	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.</b>	Yarıyıl başına düşen ortalama ders adedi 5,5 ile 8,5 arasında mı? (sağlık programları için 5,5 ile 9,5)	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.</b>	Haftalık toplam ders saati 18 ile 25 arasında mı? (sağlık programları için azami 28)	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.</b>	Toplam seçimli ders saati %15 ile %40 arasında mı?	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.</b>	Toplam seçimli ders kredisi %15 ile %40 arasında mı?	<input type="checkbox"/>	<input type="checkbox"/>
<b>6.</b>	Topluma Hizmet Uygulamaları dersi bulunuyor mu?	<input type="checkbox"/>	<input type="checkbox"/>
<b>7.</b>	Her bir yarıyılın toplam kredisi 30 mü?	<input type="checkbox"/>	<input type="checkbox"/>
<b>8.</b>	Ders kodu doğru verilmiş mi? Ref. Eğitim-Öğretim Programları Uygulama Yönergesi, Madde 11.	<input type="checkbox"/>	<input type="checkbox"/>
<b>9.</b>	Ders adı doğru verilmiş ve doğru yazılmış mı? Ref. Eğitim-Öğretim Programları Uygulama Yönergesi, Madde 11.	<input type="checkbox"/>	<input type="checkbox"/>
<b>10.</b>	Dersin haftalık toplam saati 2 ile 5 arasında mı? (Dönem Projesi, tez, klinik uygulama, staj, vb. hariç)	<input type="checkbox"/>	<input type="checkbox"/>
<b>11.</b>	Dersin kredisi tamsayı mı?	<input type="checkbox"/>	<input type="checkbox"/>
<b>12.</b>	Dersin kredisi 2 ve üzeri mi?	<input type="checkbox"/>	<input type="checkbox"/>
<b>13.</b>	Bir ders havuzundaki derslerin teorik ders saatleri, uygulamalı ders saatleri ve kredileri eşit mi?	<input type="checkbox"/>	<input type="checkbox"/>
<b>14.</b>	Her seçimli ders bir seçimli ders havuzunda mı?	<input type="checkbox"/>	<input type="checkbox"/>
<b>15.</b>	Her seçimli ders havuzundan en az bir dersin alınması zorunlu kılınmış mı?	<input type="checkbox"/>	<input type="checkbox"/>
<b>16.</b>	Seçimli ders havuzlarında alınması gereken ders sayısının en az 2 katı kadar ders yer alıyor mu?	<input type="checkbox"/>	<input type="checkbox"/>
<b>17.</b>	Önkoşul dersler sadece zorunlu dersler arasından mı belirlenmiş?	<input type="checkbox"/>	<input type="checkbox"/>
<b>18.</b>	Önkoşul zincirlerindeki azami bağlantı sayısı iki mi?	<input type="checkbox"/>	<input type="checkbox"/>

### Ek 3 Müfredat Düzenlemeleri Kontrol Formu - 21

#### Müfredat Düzenlemeleri Kontrol Formu Lisans Programları

Fakülte/Yüksekokul:

Bölüm:

Program:

	Evet	Hayır
1. Toplam ders adedi; Dört yıllık programlar için 40 ile 60 (sağlık ve sanat alanındaki programlar için azami 68), Beş yıllık programlar için 50 ile 75 (sağlık ve sanat alanındaki programlar için azami 85), Altı yıllık programlar için 60 ile 90 (sağlık ve sanat alanındaki programlar için azami 102) arasında mı?	<input type="checkbox"/>	<input type="checkbox"/>
2. Yarıyıl başına düşen ortalama ders adedi 5 ile 7,5 arasında mı? (sağlık, spor ve sanat alanındaki programlar için azami 8,5)	<input type="checkbox"/>	<input type="checkbox"/>
3. Haftalık toplam ders saati ortalama 18 ile 25 arasında mı? (sağlık ve sanat programları için azami 30; seçimli sanat tasarım ve seçimli atölye dersleri hariç)	<input type="checkbox"/>	<input type="checkbox"/>
4. Toplam seçimli ders saati %15 ile %40 arasında mı?	<input type="checkbox"/>	<input type="checkbox"/>
5. Toplam seçimli ders kredisi % 15 ile % 40 arasında mı?	<input type="checkbox"/>	<input type="checkbox"/>
6. Topluma Hizmet Uygulamaları dersi bulunuyor mu?	<input type="checkbox"/>	<input type="checkbox"/>
7. Her yarıyıl 30 kredi mi? (Diş Hekimliği ve Tıp Fakültelerinde her yıl 60 kredi mi?)	<input type="checkbox"/>	<input type="checkbox"/>
8. Yönelme/uzlanım uygulanacaksa; Yönelme/uzlanımın başlayacağı yarıyıl, Yönelme /uzlanım grupları, Yönelme/uzlanım dersleri planlandı mı?	<input type="checkbox"/>	<input type="checkbox"/>
9. Yönelme/uzlanım uygulanacaksa 5. yarıyıl ve sonrasında mı başlıyor?	<input type="checkbox"/>	<input type="checkbox"/>
10. Ders kodu doğru verilmiş mi? Ref. Eğitim-Öğretim Programları Uygulama Yönergesi, Madde 11.	<input type="checkbox"/>	<input type="checkbox"/>
11. Ders adı doğru verilmiş ve doğru yazılmış mı? Ref. Eğitim-Öğretim Programları Uygulama Yönergesi, Madde 11.	<input type="checkbox"/>	<input type="checkbox"/>
12. Dersin haftalık toplam saati 2 ile 5 arasında mı? (Dönem Projesi, tez, klinik uygulama, staj, vb. hariç)	<input type="checkbox"/>	<input type="checkbox"/>
13. Dersin kredisi tamsayı mı?	<input type="checkbox"/>	<input type="checkbox"/>
14. Dersin kredisi 2 ve üzeri mi?	<input type="checkbox"/>	<input type="checkbox"/>
15. Bir ders havuzundaki derslerin teorik ders saatleri, uygulamalı ders saatleri ve kredileri eşit mi?	<input type="checkbox"/>	<input type="checkbox"/>
16. Her seçimli ders bir seçimli ders havuzunda mı?	<input type="checkbox"/>	<input type="checkbox"/>
17. Her seçimli ders havuzundan en az bir dersin alınması zorunlu kılınmış mı?	<input type="checkbox"/>	<input type="checkbox"/>
18. Seçimli ders havuzlarında alınması gereken ders sayısının en az 2 katı kadar ders yer alıyor mu?	<input type="checkbox"/>	<input type="checkbox"/>
19. Önkoşul dersler sadece zorunlu dersler arasından mı belirlenmiş?	<input type="checkbox"/>	<input type="checkbox"/>
20. Önkoşul zincirlerindeki azami bağlantı sayısı iki mi?	<input type="checkbox"/>	<input type="checkbox"/>

### Ek 3 Müfredat Düzenlemeleri Kontrol Formu - 22

## Müfredat Düzenlemeleri Kontrol Formu Tezli Yüksek Lisans Programları

Enstitü:

Anabilim/Anasanat Dalı:

Bilim/Sanat Dalı:

	Evet	Hayır
1. Dersler sadece ilk 2 yarıyıda mı?	<input type="checkbox"/>	<input type="checkbox"/>
2. İkinci yarıyıda Seminer dersi; 0 teorik, 2 uygulama saat olarak var mı?	<input type="checkbox"/>	<input type="checkbox"/>
3. Toplam ders adedi 8 ile 12 arasında mı? (tez hariç, seminer dahil)	<input type="checkbox"/>	<input type="checkbox"/>
4. Yarıyıl başına düşen ortalama ders adedi 4 ile 6 arasında mı?	<input type="checkbox"/>	<input type="checkbox"/>
5. Toplam ders saati 23 ile 39 arasında mı?	<input type="checkbox"/>	<input type="checkbox"/>
6. Her bir yarıyılın toplam kredisi 30 mu? (yıllık 60 olacak şekilde 28 - 32 olabilir)	<input type="checkbox"/>	<input type="checkbox"/>
7. Zorunlu dersler yerine zorunlu ders havuzları kullanılmış mı?	<input type="checkbox"/>	<input type="checkbox"/>
8. Ders kodu doğru verilmiş mi? Ref. Eğitim-Öğretim Programları Uygulama Yönergesi, Madde 11.	<input type="checkbox"/>	<input type="checkbox"/>
9. Ders adı doğru verilmiş ve doğru yazılmış mı? Ref. Eğitim-Öğretim Programları Uygulama Yönergesi, Madde 11.	<input type="checkbox"/>	<input type="checkbox"/>
10. Dersin haftalık toplam saati 2 ile 5 arasında mı? (Dönem Projesi, tez, klinik uygulama, staj, vb. hariç)	<input type="checkbox"/>	<input type="checkbox"/>
11. Dersin kredisi tamsayı mı?	<input type="checkbox"/>	<input type="checkbox"/>
12. Dersin kredisi 2 ve üzeri mi?	<input type="checkbox"/>	<input type="checkbox"/>
13. Bir ders havuzundaki derslerin teorik ders saatleri, uygulamalı ders saatleri ve kredileri eşit mi?	<input type="checkbox"/>	<input type="checkbox"/>
14. Her seçimsiz ders bir seçimsiz ders havuzunda mı?	<input type="checkbox"/>	<input type="checkbox"/>
15. Her seçimsiz ders havuzundan en az bir dersin alınması zorunlu kılınmış mı?	<input type="checkbox"/>	<input type="checkbox"/>
16. Seçimsiz ders havuzlarında alınması gereken ders sayısının en az 2 katı kadar ders yer alıyor mu?	<input type="checkbox"/>	<input type="checkbox"/>
17. Önkoşul dersler sadece zorunlu dersler arasından mı belirlenmiş?	<input type="checkbox"/>	<input type="checkbox"/>
18. Önkoşul zincirlerindeki azami bağlantı sayısı iki mi?	<input type="checkbox"/>	<input type="checkbox"/>

**Ek 3 Müfredat Düzenlemeleri Kontrol Formu - 23****Müfredat Düzenlemeleri Kontrol Formu  
Tezsiz Yüksek Lisans Programları****Enstitü:****Anabilim/Anasanat Dalı:****Bilim/Sanat Dalı:**

	<b>Evet</b>	<b>Hayır</b>
<b>1.</b> İkinci yarıyıldaki Dönem Projesi dersi; 0 teorik, 1 uygulama saat olarak var mı?	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.</b> Toplam ders adedi 11 ile 14 arasında mı? (Dönem Projesi dahil)	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.</b> Yarıyıl başına düşen ortalama ders adedi 5,5 ile 7 arasında mı?	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.</b> Herbir yarıyılın toplam kredisi 30 mu? (yıllık 60 olacak şekilde 28-32 olabilir.)	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.</b> Ders kodu doğru verilmiş mi? Ref. Eğitim-Öğretim Programları Uygulama Yönergesi, Madde 11.	<input type="checkbox"/>	<input type="checkbox"/>
<b>6.</b> Ders adı doğru verilmiş ve doğru yazılmış mı? Ref. Eğitim-Öğretim Programları Uygulama Yönergesi, Madde 11.	<input type="checkbox"/>	<input type="checkbox"/>
<b>7.</b> Dersin haftalık toplam saati 2 ile 5 arasında mı? (Dönem Projesi, tez, klinik uygulama, staj, vb. hariç)	<input type="checkbox"/>	<input type="checkbox"/>
<b>8.</b> Dersin kredisi tamsayı mı?	<input type="checkbox"/>	<input type="checkbox"/>
<b>9.</b> Dersin kredisi 2 ve üzeri mi?	<input type="checkbox"/>	<input type="checkbox"/>
<b>10.</b> Bir ders havuzundaki derslerin teorik ders saatleri, uygulamalı ders saatleri ve kredileri eşit mi?	<input type="checkbox"/>	<input type="checkbox"/>
<b>11.</b> Her seçimsiz ders bir seçimsiz ders havuzunda mı?	<input type="checkbox"/>	<input type="checkbox"/>
<b>12.</b> Her seçimsiz ders havuzundan en az bir dersin alınması zorunlu kılınmış mı?	<input type="checkbox"/>	<input type="checkbox"/>
<b>14.</b> Önkoşul dersler sadece zorunlu dersler arasından mı belirlenmiş?	<input type="checkbox"/>	<input type="checkbox"/>
<b>15.</b> Önkoşul zincirlerindeki azami bağlantı sayısı iki mi?	<input type="checkbox"/>	<input type="checkbox"/>

### Ek 3 Müfredat Düzenlemeleri Kontrol Formu - 24

## Müfredat Düzenlemeleri Kontrol Formu Doktora/Sanatta Yeterlik (Lisans Dereceli) Programları

Enstitü:

Anabilim/Anasanat Dalı:

Bilim/Sanat Dalı:

	Evet	Hayır
1. Dersler sadece ilk 4 yarıyıda mı?	<input type="checkbox"/>	<input type="checkbox"/>
2. Toplam ders adedi lisans dereceli programlarda 16 ile 24 arasında mı? (Seminer dahil, tez hariç)	<input type="checkbox"/>	<input type="checkbox"/>
3. Yarıyıl başına düşen ortalama ders adedi 4 ile 6 arasında mı?	<input type="checkbox"/>	<input type="checkbox"/>
4. Toplam ders saati 43 ile 80 arasında mı?	<input type="checkbox"/>	<input type="checkbox"/>
5. Herbir yarıyılın toplam kredisi 30 mu? (yıllık 60 olacak şekilde 28-32 olabilir.)	<input type="checkbox"/>	<input type="checkbox"/>
6. Zorunlu dersler yerine zorunlu ders havuzları kullanılmış mı?	<input type="checkbox"/>	<input type="checkbox"/>
7. Ders kodu doğru verilmiş mi? Ref. Eğitim-Öğretim Programları Uygulama Yönergesi, Madde 11.	<input type="checkbox"/>	<input type="checkbox"/>
8. Ders adı doğru verilmiş ve doğru yazılmış mı? Ref. Eğitim-Öğretim Programları Uygulama Yönergesi, Madde 11.	<input type="checkbox"/>	<input type="checkbox"/>
9. Dersin haftalık toplam saati 2 ile 5 arasında mı? (Dönem Projesi, tez, klinik uygulama, staj, vb. hariç)	<input type="checkbox"/>	<input type="checkbox"/>
10. Dersin kredisi tamsayı mı? (Gerektiğinde, Senato kararıyla buçuklu krediler kullanılabilir.)	<input type="checkbox"/>	<input type="checkbox"/>
12. Dersin kredisi 2 ve üzeri mi?	<input type="checkbox"/>	<input type="checkbox"/>
13. Bir ders havuzundaki derslerin teorik ders saatleri, uygulamalı ders saatleri ve kredileri eşit mi?	<input type="checkbox"/>	<input type="checkbox"/>
14. Her seçimlerlik ders bir seçimlerlik ders havuzunda mı?	<input type="checkbox"/>	<input type="checkbox"/>
15. Her seçimlerlik ders havuzundan en az bir dersin alınması zorunlu kılınmış mı?	<input type="checkbox"/>	<input type="checkbox"/>
16. Seçimlerlik ders havuzlarında alınması gereken ders sayısının en az 2 katı kadar ders yer alıyor mu?	<input type="checkbox"/>	<input type="checkbox"/>
17. Önkoşul dersler sadece zorunlu dersler arasından mı belirlenmiş?	<input type="checkbox"/>	<input type="checkbox"/>
18. Önkoşul zincirlerindeki azami bağlantı sayısı iki mi?	<input type="checkbox"/>	<input type="checkbox"/>



### Ek 3 Müfredat Düzenlemeleri Kontrol Formu - 25

## Müfredat Düzenlemeleri Kontrol Formu Doktora/Sanatta Yeterlik (Yüksek Lisans Dereceli) Programları

Enstitü:

Anabilim/Anasanat Dalı:

Bilim/Sanat Dalı:

	Evet	Hayır
1. Yüksek lisans dereceli programlarda dersler sadece ilk 2 yarıyıda mı?	<input type="checkbox"/>	<input type="checkbox"/>
2. Toplam ders adedi 8 ile 12 arasında mı?	<input type="checkbox"/>	<input type="checkbox"/>
3. Yarıyıl başına düşen ortalama ders adedi 4 ile 6 arasında mı?	<input type="checkbox"/>	<input type="checkbox"/>
4. Toplam ders saati 21 ile 40 arasında mı?	<input type="checkbox"/>	<input type="checkbox"/>
5. Herbir yarıyılın toplam kredisi 30 mu? (yıllık 60 olacak şekilde 28-32 olabilir.)	<input type="checkbox"/>	<input type="checkbox"/>
6. Zorunlu dersler yerine zorunlu ders havuzları kullanılmış mı?	<input type="checkbox"/>	<input type="checkbox"/>
7. Ders kodu doğru verilmiş mi? Ref. Eğitim-Öğretim Programları Uygulama Yönergesi, Madde 11.	<input type="checkbox"/>	<input type="checkbox"/>
8. Ders adı doğru verilmiş ve doğru yazılmış mı? Ref. Eğitim-Öğretim Programları Uygulama Yönergesi, Madde 11.	<input type="checkbox"/>	<input type="checkbox"/>
9. Dersin haftalık toplam saati 2 ile 5 arasında mı? (Dönem Projesi, tez, klinik uygulama, staj, vb. hariç)	<input type="checkbox"/>	<input type="checkbox"/>
10. Dersin kredisi tamsayı mı? (Gerektiğinde, Senato kararıyla buçuklu krediler kullanılabilir.)	<input type="checkbox"/>	<input type="checkbox"/>
11. Dersin kredisi 2 ve üzeri mi?	<input type="checkbox"/>	<input type="checkbox"/>
12. Bir ders havuzundaki derslerin teorik ders saatleri, uygulamalı ders saatleri ve kredileri eşit mi?	<input type="checkbox"/>	<input type="checkbox"/>
13. Her seçimlerlik ders bir seçimlerlik ders havuzunda mı?	<input type="checkbox"/>	<input type="checkbox"/>
14. Her seçimlerlik ders havuzundan en az bir dersin alınması zorunlu kılınmış mı?	<input type="checkbox"/>	<input type="checkbox"/>
15. Seçimlerlik ders havuzlarında alınması gereken ders sayısının en az 2 katı kadar ders yer alıyor mu?	<input type="checkbox"/>	<input type="checkbox"/>
16. Önkoşul dersler sadece zorunlu dersler arasından mı belirlenmiş?	<input type="checkbox"/>	<input type="checkbox"/>
17. Önkoşul zincirlerindeki azami bağlantı sayısı iki mi?	<input type="checkbox"/>	<input type="checkbox"/>