



DIRECTIVE ON THE PRINCIPLES AND PROCEDURES FOR ELECTIVE COURSES

SECTION ONE

Purpose, Scope, and Definitions

1. Short Title

“Arkin University of Creative Arts and Design (ARUCAD) Directive on the Principles and Procedures for Elective Courses”.

2. Defintions

For the purposes of this Directive, the following terms shall have the meanings set out below;

- a) University: ARUCAD University,
- b) Board of Trustees, Senate, or the relevant Administrative Board: ARUCAD Board of Trustees, ARUCAD Senate, or the relevant ARUCAD Administrative Board,
- c) Rector: the Rector of ARUCAD,
- d) Department Elective Course (Area Elective): Elective courses offered by the department/program in which the student is enrolled and intended for specialization in the field,
- e) Faculty Elective Course (Faculty Elective): Elective courses offered by other departments within the faculty to which the student belongs, excluding the department in which the student is enrolled,
- f) University Elective Course (University Elective): Elective courses offered by other faculties or schools of the University outside the faculty in which the student is enrolled,
- g) Compulsory Common Courses: The courses of Atatürk’s Principles and History of Revolution and Turkish Language taught within the scope of higher education legislation,
- h) Academic Unit: The department, faculty, or school,
- i) Student Information System (SIS): The electronic system through which course registration and tracking procedures are conducted.

3. Purpose

The purpose of this Directive is to regulate the principles and procedures regarding the planning, offering, implementation, selection, and evaluation of department elective, faculty elective, university elective, and field (area) elective courses included in undergraduate and graduate programs conducted within ARUCAD.

4. Scope

This Directive covers department elective, faculty elective, and university elective courses included in undergraduate programs; field (area) elective courses included in graduate programs; as well as the procedures regarding the opening process of elective courses, approval mechanisms, registration procedures, evaluation principles, and course repetition.

SECTION TWO
Types of Elective Courses and Application Principles

5. Department Elective Courses

- (1) Department elective courses are included in the curriculum of the relevant department.
- (2) The offering of the courses is realized upon the recommendation of the department board and the approval of the faculty board.
- (3) These courses are planned with the aim of increasing the student's depth of knowledge in the field.
- (4) Department elective courses are included in the total ECTS workload required for graduation.
- (5) The local credit must be at least 3, and the ECTS credit must be at least 5.

6. Faculty Elective Courses

- (1) Faculty elective courses are determined by the faculty board.
- (2) The student takes courses from departments within the faculty other than the department in which the student is enrolled.
- (3) The purpose of these courses is to provide an interdisciplinary perspective.
- (4) The quota of the courses is determined by the relevant academic unit.
- (5) The local credit must be at least 3, and the ECTS credit must be at least 5.

7. University Elective Courses

- (1) University elective courses aim to increase academic interaction among different faculties.
- (2) Course proposals are prepared by the relevant academic unit and finalized upon Senate approval.
- (3) University elective courses may be scheduled within a common time slot in the weekly course schedule.
- (4) The courses are evaluated within the total ECTS required for graduation.
- (5) The local credit must be at least 3, and the ECTS credit must be at least 5.

SECTION THREE
Delivery of Compulsory Common Courses

8. AIIT (Atatürk İlkeleri ve İnkılap Tarihi) / HIST (Atatürk's Principles and History of Turkish Revolution) and TURK (Turkish Language) / TUDI (Türk Dili) Courses

- (1) The Atatürk's Principles and History of Revolution course;
 - a. is offered in Turkish under the code AIIT for students who are citizens of the Republic of Türkiye (TR) and the Turkish Republic of Northern Cyprus (TRNC),
 - b. is offered in English under the code HIST for foreign national students.
- (2) The Turkish Language course;
 - a. is offered in Turkish under the code TUDI for students who are citizens of the TR and TRNC,
 - b. is offered in English under the code TURK for foreign national students.
- (3) These courses are compulsory common courses and fall within the scope of the student's graduation obligations.
- (4) The student's nationality information is defined through the Student Information System (SIS) on the basis of the official nationality declared during registration. However, if the student declares that they have sufficient proficiency in the version of the relevant course conducted in the other language and submits a written request, the student may, provided that the relevant academic unit deems it appropriate and subject to quota availability, be permitted to take the course opened under the other code.

SECTION FOUR

Course Offering, Registration, and Evaluation

9. Principles for Offering Courses

- (1) New course proposals are prepared by the relevant academic unit.
- (2) The course proposal, including the course title, course code, ECTS and credit information, as well as the content and scope of the course, is discussed and resolved by the department board and faculty/school boards.
- (3) In line with the decisions of the relevant boards, the course is submitted for Senate approval.
- (4) Courses approved by the Senate enter into force upon being defined in the Student Information System (SIS).

10. Course Registration

- (1) Students select elective courses with the approval of their academic advisor.
- (2) The minimum and maximum quotas for elective courses are determined by the academic unit.
- (3) A student may take a different elective course within the same category instead of an elective course in which the student has failed. In such case, an official notification is submitted by the academic advisor to the Registrar's Office in order for the course matching procedure to be carried out. Furthermore, this situation is also specified in the graduation decisions adopted by the relevant board of the Faculty.

11. Evaluation

- (1) The evaluation of elective courses is conducted in accordance with the assessment and evaluation principles specified in the University's Associate and Undergraduate Degree Registration, Education, Examination, and Success By-Law.

12. Field Elective Courses in Graduate Programs

- (1) Field (area) elective courses included in graduate programs are elective courses proposed by the relevant department of major/art major and intended to provide specialization in the program's field of expertise.
- (2) The offering of field (area) elective courses is discussed and resolved by the department of major/art major board and the institute board by specifying the course title, code, credit and ECTS information, as well as the content and scope, and is submitted for Senate approval.
- (3) Courses approved by the Senate enter into force upon being defined in the Student Information System (SIS).
- (4) The credit, ECTS, assessment-evaluation, and course repetition procedures of field (area) elective courses are subject to the provisions of the relevant graduate education regulation.
- (5) Instead of a failed field (area) elective course in graduate programs, another field (area) elective course included in the elective pool of the program may be taken. In such case, the course matching procedure is carried out upon the recommendation of the academic advisor and the approval of the institute.

SECTION FIVE

Other Provisions

13. Cases Not Included in the Directive

In cases where no provision is included in this Directive; the provisions of other relevant legislation of ARUCAD and the decisions of the Board of Trustees, Senate or the relevant Board of Directors shall apply.

14. Entry into Force

This Directive shall enter into force as of the date it is approved by the Senate of Arkin University of Creative Arts and Design.

15. Authority to Execute

The provisions of this Directive shall be executed by the Rector of Arkin University of Creative Arts and Design.