



**DIRECTIVE ON PROGRAMME DEVELOPMENT, COURSE APPROVAL AND
PROGRAMME REVISION
SECTION ONE
Purpose, Scope and Definitions**

1. Short Title

“Arkin University of Creative Arts and Design (ARUCAD) Directive on Program Development and Revision”.

2. Definitions

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) Unit: Faculty, School, or Institute,
- e) Department: The academic unit responsible for delivering the relevant academic programme,
- f) Programme: The associate, undergraduate, or graduate education plan leading to a diploma in a specific field,
- g) Curriculum / Teaching Plan: The plan showing the distribution of courses by semester that a student must complete in order to graduate,
- h) Course: A teaching activity planned in line with specific learning outcomes, including theoretical, practical, studio, laboratory, project, seminar, or similar instructional activities,
- i) Course Learning Outcome: The knowledge, skills, and competencies that a student is expected to acquire upon successful completion of a course,
- j) Programme Learning Outcome: The knowledge, skills, and competencies that a graduate is expected to possess upon successful completion of a programme,
- k) ECTS (European Credit Transfer and Accumulation System): The credit system indicating the total workload required for a student to successfully complete a course,
- l) Workload: The total time spent by a student on theoretical classes, practical work, studio work, projects, examinations, individual study, and similar activities within the scope of a course,
- m) Credit: The national credit value calculated based on the weekly theoretical and practical course hours,
- n) Compulsory Field Course: Mandatory course designed to provide the fundamental professional competencies of the programme,
- o) Field Elective Course: An elective course supporting a student’s specialization within their own discipline,
- p) Faculty Elective Course: An elective course encouraging interdisciplinary interaction among programmes within the faculty,
- q) University Elective Course: An elective course offered across the University that enables students to gain knowledge in different disciplines,
- r) Prerequisite Course: A course that requires successful completion of another course before enrolment,

- s) Adaptation: Refers to procedures concerning the adaptation of a student's completed courses to a revised curriculum following curriculum changes,
- t) SIS (Student Information System): Refers to the digital system through which course, curriculum, and student registration processes are managed,
- u) PDCA Cycle: Refers to the continuous improvement approach based on the Plan–Do–Check–Act cycle.

3. Purpose

The purpose of this Directive is to establish the procedures and principles governing the planned, systematic, and traceable implementation of new course creation, updating of existing course content, programme development, and programme revision processes in associate, undergraduate, and graduate programmes conducted within ARUCAD in accordance with quality assurance principles.

4. Scope

This Directive covers course offering, course closure, course mergers, ECTS and credit updates, updates to course learning outcomes, revision of programme learning outcomes, curriculum changes, and course equivalency/adaptation arrangements.

SECTION TWO

Course Offering and Course Update Process

5. Course Offering and Course Update Process

- (1) The need to offer a new course or update existing course content shall be identified by the instructor.
- (2) The instructor shall prepare the course learning outcomes, course content, ECTS workload table, and assessment and evaluation methods.
- (3) The proposed course shall be evaluated by the Department Chair in terms of alignment with programme learning outcomes, curriculum integrity, and ECTS balance.
- (4) If the content is deemed unsuitable, it shall be returned to the instructor for revision.
- (5) Suitable proposals shall be submitted to the Faculty Board / Faculty Administrative Board.
- (6) The Faculty Board / Faculty Administrative Board shall evaluate the academic suitability of the proposal and determine whether it constitutes a new course.
- (7) Proposals for new courses shall be submitted to the Senate for approval.
- (8) The Senate shall determine and approve the course code, credit value, and ECTS information.
- (9) Approved courses shall be entered into the SIS by the Registrar's Office.
- (10) Catalogues and course plans shall be updated.
- (11) The course shall be activated and offered to students.

6. Course Codes

- (1) A separate course code shall be assigned to each course with different objectives, content, learning outcomes, or weekly theoretical and/or practical hours.
- (2) Course codes shall consist of three digits added to the relevant department or faculty code.
- (3) The first digit (hundreds digit) of the three-digit code shall indicate the course level:
 - 1: First-year associate or undergraduate level
 - 2: Second-year associate or undergraduate level
 - 3: Third-year associate or undergraduate level
 - 4: Fourth-year associate or undergraduate level
 - 5: Master's level
 - 6: Doctoral level

- (4) Course codes shall not include information regarding the semester or academic term in which the course is offered.
- (5) Faculty common courses shall be offered under the relevant four-letter faculty code and may be assigned to all programmes within the faculty provided that the language of instruction is the same.
- (6) Course credits shall be calculated by dividing the sum of weekly theoretical, practical, and/or laboratory hours by two.

7. Faculty Codes

- (1) Courses shall be offered under either the department code of the relevant academic unit or the faculty common course code.
- (2) Department courses shall be identified by a four-letter department code. Faculty common courses shall be identified by a four-letter faculty code.
- (3) A course not directly related to the educational or research field of a department may not be offered under that department code.
- (4) The introduction of a new department or faculty code, or the removal of an existing code, shall be made by Senate decision upon the recommendation of the relevant units.
- (5) Separate department codes shall not be assigned to departments operating in the same field and possessing the same academic programme structure.
- (6) Department codes shall consist of four letters and be determined in a manner that reflects the department's name in the language of instruction.
- (7) Graduate courses shall be identified using the relevant undergraduate programme's department code; however, the course-level digit shall be designated as 5 (Master's) or 6 (Doctorate).
- (8) The opening, administration, and closure of courses under a department code shall be the responsibility of the relevant department chair.

SECTION THREE

Curriculum Development and Programme Update Process

8. Development of Programme Curricula

- (1) The curriculum shall consist of compulsory field courses, field elective courses, faculty elective courses, and university elective courses in a manner that ensures achievement of the programme learning outcomes.
- (2) In developing the curriculum, the following shall be taken into consideration;
 - (a) Internal and external stakeholder opinions,
 - (b) Graduate tracking results,
 - (c) Student feedback,
 - (d) Sectoral developments and international trends.
- (3) In the process of programme development or revision, a curriculum that is aligned with the programme learning outcomes shall be established, and courses shall be designed to contribute to the attainment of those outcomes.
- (4) The minimum credit requirements for programmes shall be as follows:
 - (a) Associate Degree Programmes: Minimum 120 ECTS,
 - (b) Undergraduate Programmes: Minimum 240 ECTS,
 - (c) Non-thesis Master's Programmes: Minimum 90 ECTS,
 - (d) Thesis-based Master's Programmes: Minimum 120 ECTS,
 - (e) Doctorate / Proficiency in Arts Programmes: Minimum 240 ECTS.
- (5) The specified ECTS values represent the minimum workload required for graduation.
- (6) In ECTS calculations, 1 ECTS shall correspond to a total student workload of 25 hours. ECTS calculations shall take into account theoretical instruction, practical work, studio activities, laboratory work, projects, examinations, and individual study time.
- (7) The total credit workload in an academic year may not exceed 60 ECTS.

- (8) Curricula shall be published on the official website of the University.
- (9) In cases of changes to programmes and study plans, the applicable curriculum and course adaptation principles for current students shall be determined by the relevant board decision. Adaptation procedures shall be conducted while safeguarding students' acquired rights.
- (10) Procedural actions related to programme and curriculum changes shall be completed before the commencement of the course registration period for the following academic year.

9. Course Distribution and Elective Structure

- (1) Undergraduate curricula shall generally be structured according to the following distribution:
 - (a) Compulsory field courses
 - (b) Field elective courses (generally 6 courses)
 - (c) Faculty elective courses (generally 4 courses)
 - (d) University elective courses (generally 2 courses)
- (2) Field elective courses shall support students' specialization within their discipline.
- (3) Faculty elective courses shall encourage interaction among different disciplines within the faculty.
- (4) University elective courses shall contribute to the development of interdisciplinary perspectives and general cultural knowledge.
- (5) Courses within elective groups shall be designed to ensure equivalent learning outcomes and credit structures.
- (6) Elective groups shall be presented under a general heading in the curriculum, while the list of courses within each group shall be provided in the relevant appendices.
- (7) Compulsory field courses and field elective courses shall be structured with sufficient weight to provide the programme's core professional competencies.
- (8) The combined credit ratio of compulsory field courses and field elective courses shall constitute a substantial proportion of the programme's total credits.
- (9) Where prerequisite courses exist, such prerequisites shall be clearly indicated.
- (10) Programme curricula shall include studio, project-based, and practice-oriented courses that support creative production processes.

10. Principles of Programme Updating

The programme updating process shall consist of the following stages:

- (1) Needs Analysis:
 - (a) Internal and external stakeholder opinions
 - (b) Student feedback
 - (c) Graduate tracking results
 - (d) Accreditation reports
- (2) Review of Programme Competencies
 - (a) Alignment with the Turkish Qualifications Framework for Higher Education (TQF-HE)
 - (b) Alignment with Institutional Learning Outcomes
- (3) Curriculum Revision
 - (a) Addition/removal of courses
 - (b) ECTS balance
 - (c) Ratio of elective courses
- (4) Board Process
 - (a) Department Board
 - (b) Faculty Board
 - (c) Senate, where necessary
- (5) SIS Update and Implementation

SECTION FOUR
Quality Assurance and Monitoring

11. Quality Assurance and Monitoring

- (1) Programme development and course update processes shall be conducted within the framework of the PDCA Cycle.
- (2) Updated programmes shall be monitored based on;
 - (a) Student satisfaction surveys,
 - (b) Course evaluation results,
 - (c) Graduate tracking data.
- (3) Where necessary, the revision process shall be reinitiated.

SECTION FIVE
Other Provisions

12. 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.

13. 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.

14. Authority to Execute

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