



## **CYPRUS AYDIN UNIVERSITY**

### **DIRECTIVE ON THE PRINCIPLES AND PROCEDURES FOR PREPARING COURSE FILES (PORTFOLIOS)**

#### **CHAPTER ONE**

#### **Purpose, Scope, Legal Basis, and Definitions**

##### **Purpose**

**ARTICLE 1** – The purpose of this Directive is to regulate the principles and procedures regarding the duties, authorities, and responsibilities of academic units in order to ensure the effective implementation of Course File (Portfolio) preparation activities at Cyprus Aydın University (CAU).

##### **Scope**

**ARTICLE 2** – This Directive covers the provisions related to the preparation, review, and submission processes of course portfolios prepared by academic staff at the end of each academic semester at CAU.

##### **Legal Basis**

**ARTICLE 3** – This Directive has been prepared in accordance with the Course File Decision issued by YÖDAK.

##### **Definitions**

**ARTICLE 4** – In this Directive, the following terms shall mean:

- a) Rector: The Rector of Cyprus Aydın University,
- b) Senate: The Senate of Cyprus Aydın University,
- c) University: Cyprus Aydın University,
- d) University Administrative Board: The Administrative Board of Cyprus Aydın University,

- e) Faculty: The Faculties of Cyprus Aydın University,
- f) Faculty Board: The Faculty Boards of Cyprus Aydın University,
- g) Faculty Administrative Board: The Faculty Administrative Boards of Cyprus Aydın University,
- h) YÖK: The Council of Higher Education,
- ı) YÖDAK: The Higher Education Planning, Supervision, Accreditation and Coordination Council of the Turkish Republic of Northern Cyprus.
- i) Course Syllabus: The system or program in which the objectives, content, learning activities, and assessment and evaluation procedures required to achieve the aims of a course are defined.
- j) Course File: The documentation and compilation of the activities carried out by the instructor throughout an academic semester for a course.

## **CHAPTER TWO**

### **Course File (Portfolio) Preparation Processes**

**ARTICLE 4** – The content of the Course File (Portfolio) shall include the following:

- a) Course syllabus
- b) All documents related to activities subject to evaluation as stated in the course syllabus:
  - i) A separate file must be prepared for each graded activity specified in the course syllabus.
  - ii) The Course File must include the following documents related to midterm exams, quizzes, final exams, make-up exams, and resit exams:
    - exam questions,
    - answer keys,
    - attendance lists,
    - students' exam papers, and

grade reports (if grades are entered into the system, they must be obtained from the system).

iii) Exam papers must be organized and arranged as follows:

the five highest grades,

five average grades, and

the five lowest grades.

iv) All documents related to assignments, projects, presentations, and similar activities must be included in the Course File (these may also be submitted as soft copies).

v) A Course File must also be prepared for internship and on-site practical training courses.

#### **ARTICLE 5 – Review of the Course File**

i) Course files shall be prepared by the instructor responsible for the course.

ii) The instructor shall submit the file to the Head of Department, who conducts the initial review.

iii) The file that passes the review and is initialed by the Head of Department shall then be submitted to the Dean / Director of the School.

iv) The file that passes the review of the Dean / Director of the School and is initialed by them shall be submitted to the relevant Archive Unit.

v) The Archive Unit shall provide the Dean / Director of the School with a written record confirming the receipt of the file.

#### **ARTICLE 5 – Timeframe for the Submission of the Course File**

The Course File shall be submitted within ten (10) working days following the resit (make-up) examinations. Within this period, the Course File must have undergone all the aforementioned review procedures and been delivered to the relevant unit.

**ARTICLE 6 – Failure to Submit the Course File**

Academic staff who fail to submit the Course File within the prescribed period shall not be permitted to take annual leave until the Course File has been submitted. Furthermore, the exit procedures of academic staff leaving the University shall not be processed unless their Course Files have been duly submitted.

**Entry into Force**

**ARTICLE 7 –** This Directive shall enter into force on the date of its approval by the Senate of Cyprus Aydın University.

**Repeal**

**ARTICLE 8 –** Upon the entry into force of this Directive, all previously issued directives on the same subject shall be deemed repealed.

**Execution**

**ARTICLE 9 –** The provisions of this Directive shall be executed by the Rector of Cyprus Aydın University.