



**Senate Decision Date: 03.09.2024**

**Meeting No: 09**

**CYPRUS AYDIN UNIVERSITY  
PRINCIPLES AND PROCEDURES FOR THE IMPLEMENTATION OF ELECTIVE  
COURSES**

**Purpose**

**ARTICLE 1** - The purpose of this regulation is to determine the principles and procedures to be followed regarding the courses to be offered within elective course pools and the course instructors in undergraduate and associate degree programs within Cyprus Aydın University.

**Legal Basis**

**ARTICLE 2** - These principles have been prepared in accordance with Article 14 of the Higher Education Law No. 2547 dated 04.11.1984, Article 5 of the Regulation on Academic Organization in Universities published in the Official Gazette dated 18.02.1982 and numbered 17609, and Article 16-(3) of the Cyprus Aydın University Associate and Undergraduate Education, Instruction, and Examination Regulation.

**Definitions**

**University:** Cyprus Aydın University

**Rector:** The Rector of Cyprus Aydın University

**Senate:** The Senate of Cyprus Aydın University

**Education Commission:** The Education and Instruction Commission of Cyprus Aydın University

**Planning Unit:** The Planning Unit of Cyprus Aydın University

**Regulation:** The Cyprus Aydın University Associate and Undergraduate Education, Instruction, and Examination Regulation

**Elective Course:** A course offered as a departmental elective, faculty elective, or university elective within Cyprus Aydın University, which students may take, outside of compulsory courses, either within or outside their field, based on their preference; a course opened under the name of an elective course in the program in which the student is enrolled or selected from among the elective or compulsory courses of other programs.

**Departmental Elective:** Elective courses related to the field within the department.



**Faculty Elective:** Courses proposed by a department that cannot be taken by its own students and can only be selected by students from other departments.

**University Elective:** Courses proposed by each faculty for selection by students from other faculties within the university and that can be taken by students from different faculties.

### **Approval Of University Elective Courses**

**ARTICLE 3** - (1) Proposed courses are evaluated by the relevant Faculty/School Board, and it is determined whether the course is appropriate in terms of content. All courses decided to be included in the university elective course pool are submitted as 3 ECTS by the relevant Faculty/School to the University Education and Instruction Commission. Courses approved by the Commission are sent to the Rectorate to be submitted to the Senate for consideration.

(2) New course proposals are accepted by the University Education and Instruction Commission during the months of December and June each year. Proposals submitted after these months are not accepted.

(3) The list of courses proposed for the university elective course pool and approved by the Senate, the course information packages, and any other related information are announced online by the Planning Unit.

(4) If any modification is to be made to the content of a course accepted into the university elective course pool, the procedure to be followed shall be conducted in the same manner as for a new elective course proposal.

(5) Whether a course offered in the university elective course pool will be delivered by the relevant faculty member in the subsequent academic term must be reported by the relevant faculty to the University Education and Instruction Commission in December for the Spring semester and in June for the Fall semester.

### **Registration for University Elective Courses**

**ARTICLE 4** - (1) Students register by selecting from the list of university elective courses available in the student information system, taking into account weekly course hours and credit values. The courses selected by students become finalized after being approved by their academic advisors.

(2) Throughout their academic studies, students may take a maximum of 2 university elective courses in two-year programs and a maximum of 3 university elective courses in four-year or longer programs.

### **Departmental Elective Courses**

**ARTICLE 5** - (1) All courses included in the departmental elective course pool must carry the same ECTS credit.



(2) Courses included in the departmental elective pool must be designed to direct students toward specific fields.

(3) In order to open departmental elective courses, a proposal by the relevant department chair, a favorable opinion from the faculty/school administrative board, and a decision of the faculty/school board are required. Courses approved by the relevant faculty board are submitted by the dean's office to the Rectorate for a Senate decision. Departmental elective courses approved by the Senate are scheduled by the Planning Unit.

### **Faculty Elective Courses**

**ARTICLE 6** - (1) All courses included in the faculty elective course pool must carry the same ECTS credit. The ECTS value of faculty elective courses is determined by the decision of the faculty/school board based on the proposal of the faculty/school administrative board. In faculties consisting of a single department, a faculty elective course pool cannot be established; therefore, faculty elective courses are not offered. Furthermore, the obligation to offer faculty elective courses applies only to faculties whose curricula include a distinction between departmental and faculty electives.

(2) Each department proposes at least four courses to the faculty elective course pool. The department chair may also propose certain compulsory courses offered within the department, together with their quotas, to the faculty elective course pool. These proposed courses must have the same ECTS credit as the courses in the faculty elective pool of the departments whose students will take them.

(3) A department's own proposed faculty elective courses are not included in its own faculty elective course pool; only faculty elective courses proposed by other departments are included.

(4) In order to open faculty/school elective courses, a proposal by the relevant department chair and a favorable opinion of the faculty/school administrative board are required, followed by a decision of the relevant faculty/school board. Courses approved by the faculty/school board are submitted by the dean's office to the Rectorate for a Senate decision. Faculty elective courses approved by the Senate are scheduled by the Planning Unit.

### **Implementation**

**ARTICLE 7** - (1) All procedures related to elective courses offered at Cyprus Aydın University are carried out by the Planning Unit under the responsibility of the relevant Vice Rector.

(2) The Planning Unit ensures that elective courses confirmed to be offered are announced before the course registration dates specified in the academic calendar for each academic semester.

(3) The Planning Unit works in coordination with department/program units in matters such as opening elective courses, creating sections, determining quotas, and scheduling the days, times, and venues of the courses.



- (4) The number of elective courses to be offered from which elective course pool in each term is proposed by the department/program chair. These proposals are discussed in the relevant academic boards and submitted by the dean's office to the Rectorate for presentation to the Senate. Following Senate approval, the relevant elective courses are opened and the Planning Unit carries out the necessary procedures.
- (5) The procedures to be followed for each elective course for which registration is completed are the same as those for compulsory courses.
- (6) If a student fails an elective course, they must retake the same course if it is offered again. If the course is not offered, the student must take another elective course of the same type as a repeat course and is required to attend it.

### **Characteristics of Elective Courses to Be Offered**

**ARTICLE 8** - (1) The provisions of the Cyprus Aydın University Associate and Undergraduate Education, Instruction, and Examination Regulation apply to all courses within the scope of the University Elective Course Pool.

- (2) University elective courses may be offered in the fall and spring semesters as well as in the summer term.
- (3) The content of a proposed elective course is prepared by the relevant faculty member in the standard course information package format. The course information package must include the course title, semester, prerequisites (if any), mode of delivery, objectives, learning outcomes, content, resources to be used, weekly topics, assessment system, workload, and ECTS calculation. Course information packages are prepared separately in Turkish and English. Course descriptions, including the midterm examination, final examination, weekly topics, course resources, and assessment system in alignment with the course information package, must be uploaded to EBS at the latest at the beginning of the semester. In the event of a change in the instructor responsible for the proposed elective course, the information included in the announced course information package remains valid (unless a new course information package is proposed to and approved by the Education Commission).
- (4) A course that has the same title as a course already in the university elective course pool, or a course that is identical or partially similar in content even if the title differs to compulsory or elective courses offered in the units of the university, cannot be proposed for inclusion in the university elective course pool. courses with at least 50% similarity cannot be proposed. The determination of whether proposed courses are fully or partially similar is made by the relevant Faculty Administrative Board.
- (5) Examinations (midterm, final, and make-up examinations) for elective courses that have been opened are conducted in accordance with the academic calendar on the dates and times announced by the Planning Unit during the midterm and final examination periods.



## **Miscellaneous and Final Provisions**

**ARTICLE 9** - (1) In matters not specified in these Principles and Procedures, the provisions of the relevant units' Education, Instruction, and Examination Regulations shall apply.

### **Entry into Force**

**ARTICLE 10** - (1) These Principles and Procedures enter into force on the date they are approved by the Senate of Cyprus Aydın University.

### **Execution**

**ARTICLE 11** - (1) The provisions of these Principles and Procedures are executed by the Rector of Cyprus Aydın University.