

**ALTINBAŞ UNIVERSITY**  
**DIRECTIVE ON EDUCATION, CURRICULUM AND COURSE ADAPTATION**  
**COMMITTEE**

**PART I**

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

**Purpose**

**ARTICLE 1** - The purpose of this Directive is to set forth rules and regulations to ensure effective and proper operation of the Education, Curriculum and Course Adaptation Committee.

**Scope**

**ARTICLE 2** - This Directive governs the structure, operating procedures and responsibilities of the Committee.

**Legal Basis**

**ARTICLE 3** – This Directive has been drawn up on the basis of Article 14/6 of Turkish Higher Education Act No. 2547.

**Definitions**

**ARTICLE 4** - As used in this Directive, the following terms shall have the meanings specified below;

- a) University: Altınbaş University
- b) Senate: Altınbaş University Senate
- c) President: Altınbaş University President
- d) Committee: Altınbaş University Education, Curriculum and Course Adaptation Committee
- e) Chair: Chair of Altınbaş University Education, Curriculum and Course Adaptation Committee

**PART II**

**Committee Structure and Operating Procedures**

**Committee Structure**

**ARTICLE 5** - Altınbaş University, Education, Curriculum and Course Adaptation Committee consists of a Vice President (committee chair) appointed by the Senate, four other members and the Head of Student Affairs acting as a rapporteur. The Vice President shall chair the committee. Committee members have a term of three (3) years and can be re-elected for a second term.

### **Committee's Roles and Responsibilities**

**ARTICLE 6** – The roles and responsibilities of the Education, Curriculum and Course Adaptation Committee shall be as follows:

- a) Deliver its opinions about the legislation (regulations, directives, rules and principles etc.) governing the education offered by Altınbaş University,
- b) Prepare an Academic Calendar in accordance with the recommendations from academic units, present the calendar to the Senate,
- c) Review matters referred to it by the Present's Office and delivers its opinions as a result of the review.

### **Operating Procedures**

**ARTICLE 7** - Operating procedures of the Education, Curriculum and Course Adaptation Committee shall be as follows:

- a) Education, Curriculum and Course Adaptation Committee shall act as an advisory body to the Senate and the President.
- b) The Committee may ask for a second opinion from the head of the relevant academic department and other staff when discussing agenda topics if it deems necessary.
- c) The Committee shall examine, evaluate the agenda topics in accordance with the relevant regulations and procedures, and submit its decisions to the Senate.
- d) The Committee shall send the files that have been deemed irrelevant or incomplete back to the relevant department for further review and correction. Files corrected or reviewed by these departments shall be re-examined by the committee.
- e) The Committee may act in cooperation with education committees of other universities if it deems necessary.
- f) The Committee may provide suggestions on how to improve university education quality in the University.
- g) The Committee acts and votes by a simple majority.
- h) Committee members should be removed automatically for their failure to attend at least three consecutive meetings of the Committee without any fair or valid reason.

### **Meeting Rules**

**ARTICLE 8** - Meetings of the Education, Curriculum and Course Adaptation Committee shall be conducted as follows:

The Committee shall meet upon the call of the Committee Chair. The agenda of the meeting shall be set a week prior to the meeting and communicated to the members. Accordingly, the Committee shall be priorly informed of matters deemed necessary to be discussed at the meeting.

## PART III

### Principles Governing Proposals for the Education, Curriculum and Course Adaptation Committee

#### Proposal schedule

##### ARTICLE 9 -

- (1) Proposals for Fall semester shall be submitted no later than March, while proposals for Spring semester shall be submitted no later than the end of October. All proposals that are accepted and approved shall become effective as of the following academic year.
- (2) Proposals that are not submitted in a timely manner will not be considered.

## PART IV

### Final Provisions

**ARTICLE 10** - For situations that are not governed by the provisions stated in this Directive, the provisions of Turkish Higher Education Act No. 2547, Altınbaş University Regulations and the provisions of other relevant laws and regulations shall apply.

### Effective Date

**ARTICLE 11-** (1) This Directive shall come into effect on upon its approval by Altınbaş University Senate.

(2) This Directive is intended to replace and supersede the “Directive on Altınbaş University Education, Curriculum and Course Adaptation Committee” of March 30<sup>th</sup>, 2017.

### Execution

**ARTICLE 12** - The provisions of this Directive shall be executed by the President of Altınbaş University.

Legal Bases of this Directive			
Relevant Board/Committee	Date of Decision	Decision No.	Decision Article
University Senate	24/12/2019	2019/14	Decision 9
Board of Trustees	09/01/2020	2020/01	Decision 13
Legal Bases of amendments or corrections made to this Directive			
Decision Article	Decision Article	Decision Article	Karar Maddesi