

**ALTINBAS UNIVERSITY**  
**procedures and principles for the calculation of additional teaching load and payment of paid teaching hours (DSU)**

**PART ONE**  
**PURPOSE, SCOPE, BASIS and DEFINITIONS**

**Objective**

**ARTICLE 1:** The purpose of these procedures and principles is to regulate the procedures and principles regarding the course loads and remuneration as stated in the regulations and directives at Altınbaş University.

**Scope**

**ARTICLE 2:** These procedures and principles cover the principles regarding the additional course loads of permanent lecturers working at Altınbaş University and the course loads of hourly paid lecturers.

**Basis**

**ARTICLE 3:** Additional course load calculation procedures and principles have been prepared based on Article 36 of the Higher Education Law No. 2547 and Article 11 of the Law No. 2914.

**Definitions**

**ARTICLE 4:** In these procedures and principles;

- a) University Altınbaş University,
- b) Board of Trustees Altınbaş University Board of Trustees,
- c) Rector: Rector of Altınbaş University,
- d) Senate: Altınbaş University Senate,
- e) Board of Directors: Altınbaş University Board of Directors,
- f) Department of Human Resources: Altınbaş University Human Resources Department,
- g) Dean/Director: Deans and Directors within Altınbaş University,
- h) Department/Program Chair: Department/program chairs within Altınbaş University Faculty/School/MYO,
- i) Faculty Members Prof., Assoc. and Dr. Lecturer working at Altınbaş University. Prof., Assoc. and Dr. Lecturers,
- j) Lecturer Tenured lecturers working at Altınbaş University,
- k) Academic Staff: Faculty members and lecturers at Altınbaş University,

**PART TWO**

**EDUCATIONAL ACTIVITIES and COURSE LOADS**

**Educational Activities and Course Load Values**

**ARTICLE 5:** In the calculation of the weekly course load, the following equivalencies are taken as basis, provided that they are actually, personally present and performed. The education and training activities of the academic staff are categorized into two groups: theoretical courses and other activities. Since it is not possible to categorize each course as only theoretical or only practical and some courses may have both theoretical and practical components, the contents and theoretical/practical components of the courses are determined and announced by the university senates.

**(1) Theoretical Courses:** These are education and training activities that take place in the weekly course schedule, whose day, time and place are determined, addressed to the student, in which the instructor actively participates, and each course hour is equivalent to a course load. These courses can be offered at associate, undergraduate and graduate (master's, doctorate and proficiency in art) level.

**(2) Other Activities:** It covers all education and training activities other than theoretical courses.

- a) Each course hour of practical courses and theoretical courses, laboratory, medical and surgical clinical applications, seminars and other similar activities that are determined in the weekly course schedule, addressed to the student, in which students actively participate, is a course load.
- b) Instructors who manage graduation homework, graduation project, diploma project, project report evaluation, seminar and similar education and training activities are considered to have a practical course load of 1 hour / week regardless of the number of students.
- c) The responsible lecturer assigned within the scope of vocational training in the enterprise is assigned a maximum of five hours of theoretical course load per week, regardless of the number of applied training groups he / she is responsible for. (Framework Regulation on Applied Education in Higher Education)
- d) The responsible lecturer assigned within the scope of the internship is assigned a weekly practical course load of two hours, regardless of the number of applied education groups for which he/she is responsible. (Framework Regulation on Applied Education in Higher Education)
- e) Thesis advising in graduate education (master's, doctorate, proficiency in art) is 1 hour/week course load for each student. The same is applied for the term project consultancy carried out in non-thesis master's programs. (The sentence added by the letter of the Presidency of the Council of Higher Education dated 21/11/2005 and numbered 26084). The maximum course load that can be earned from graduate thesis and term project cannot exceed five (5) hours per week. However, the maximum course load that a faculty member can earn from the total of graduate education thesis and term project consultancy and all other activities cannot exceed 10 hours/week. (The phrase added by the letter dated 21/11/2005 and numbered 26084).
- f) Faculty members who are not Altınbaş University staff but are assigned as graduate thesis advisors are paid one (1) hour of additional course fee per month for each thesis advisory they carry out.
- g) Graduate education thesis advising starts on the date the faculty member is appointed as the student's advisor by the relevant Board of Directors and continues until the date the relevant Board of Directors decides on the student's graduation. (The sentence added by the decision taken at the meeting of the Executive Board of Higher Education on 06/04/2014)
- h) Except for the 4th, 5th and 6th grades of the Faculties of Medicine, conservatory, foreign language programs, laboratory, internship, applied courses and medical and surgical clinical applications, graduation homework, graduation project, diploma project and similar studies, if the same course or activity is carried out by more than one instructor, the weekly course load and additional course hours of the course or activity are calculated by dividing the weekly course load and additional course hours by the instructors involved.
- i) A course consisting of theory and/or practice may be offered in more than one branch upon the proposal of the relevant Department Head and the decision of the relevant Administrative Board due to overcrowded classes and/or insufficient physical facilities. In this case, provided that they teach these courses separately, the weekly theoretical and practical hours in the curriculum of the course are applied to each of the instructors teaching these courses as course load and additional course hours.
- j) Pursuant to Article 31 of the Higher Education Law No. 2547, the weekly course load is not required for those who are assigned as lecturers in return for course hours.

**ARTICLE 6:** In addition to the weekly course load, academic staff can give compulsory and optional courses in the fall and spring semesters, both in the higher education institutions where they are employed and in other higher education institutions, provided that additional course fees are paid. The total course load (hours/week) of the lecturers is specified below. The course hours determined by the University in the program are not subject to increased wages and overtime regardless of the day and time. ***In case the lecturers exceed the course load for monthly salary determined in the table below, they can receive additional course fee for a maximum of 10 hours/week.***

Academic Title	Course Load against Salary (Weekly)
Prof. Dr.	18
Assoc. Prof. Dr.	18
Prof. Dr. Lecturer. Prof. Dr.	18
Lecturer	20
Prof. Dr. Research Assistant. Assistant	12

**ARTICLE 7:** When calculating the additional course load, the day, time and place of the course in the course program must be specified.

**ARTICLE 8:** In the payments, it is required that the lecturer is personally present in the course and that he/she has carried out the course.

**ARTICLE 9:** Faculty Deans, Vocational School Directors and Department Heads are responsible for the accuracy of the information regarding the courses in question.

**ARTICLE 10:** Staff who do not complete their weekly course load are not paid additional course fees.

**ARTICLE 11:** The courses that will be subject to additional course payment must be carried out within the course program.

#### **Course Loads**

**ARTICLE 12:** Additional course hour fees for each academic year are determined in August at the meeting of the Board of Trustees upon the proposal of the University Executive Board and communicated to the academic staff. In the event that the month subject to the additional course fee starts in the middle of the week, the missing hours are calculated by adding them to the first week of the following month.

**ARTICLE 13:** Exam hours are not included in the calculation of additional course and DSU hours.

**ARTICLE 14:** Full-time lecturers are obliged to complete the course loads they are obliged to teach, primarily in their own units. Lecturers who cannot complete their course load in their own unit may give courses in other units of the University (Faculty/School/Institute/MYO), provided that they are in their field of specialization.

#### **Additional Course Application Principles**

**ARTICLE 15:** The Rector, Vice Rectors, Deans, Directors of Institutes, Schools and Vocational Schools of Health Services are not paid additional course fees as they are included in the compensation for office.

**ARTICLE 16:** Supplementary course load and hourly payment schedule is applied within the framework of the following plan.

- a) The course and supplementary course schedules of hourly paid lecturers are entered by the lecturer into the Altınbaş University Wedding Ring system until the 3rd of the month following the month in which the course is given.
- b) The head of the Department/Program checks the forms that fall under his/her approval and completes the approvals until the 5th of that month at the latest and ensures that they are forwarded to the Faculty Dean's Office/Institute Directorate/MYO Directorate.
- c) The Faculty Dean's Office, Institute Directorate or Vocational School Directorate completes the system approvals by the 15th of the month at the latest.
- d) The Human Resources Department makes the payment together with the monthly salary on the first working day of the month following the month in which the review is completed and the approval is received.
- e) Full-time lecturers enter their weekly course loads on a monthly basis until the 5th of the following month to Altınbaş University's Academic Staff Membership System.
- f) The head of the department, after checking the forms that fall under his/her approval, completes the approvals until the 10th of the following month and ensures that they are forwarded to the Faculty Dean's Office / Graduate School Directorate / Vocational School Directorate.

- g) The Faculty Dean's Office, Institute Directorate or Vocational School Directorate completes the system approvals by the 15th of the same month at the latest.
- h) The Human Resources Department makes the payment together with the monthly salary on the 2nd working day of the month following the month in which the review is completed and approval is received.
- i) Those who are responsible for the payments of course loads that are not entered by the lecturers and units on time shall submit a written explanation to the Rectorate.

### **CHAPTER THREE**

#### **FINAL**

#### **PROVISIONS**

#### **Application**

**ARTICLE 17:** These procedures and principles enter into force to cover the Fall 2024-2025 semester, without prejudice to vested rights.

**ARTICLE 18:** These Procedures and Principles are executed by the Rector of Altınbaş University.

<b>Legal Basis for Entry into Force</b>		
<b>Relevant Board</b>	<b>Date of Decision</b>	<b>Number of Decision</b>
Senate	24/12/2019	2019/14
Board of Trustees	09/01/2020	2020/01
<b>Legal Basis for the Amendment</b>		
<b>Relevant Board</b>	<b>Date of Decision</b>	<b>Number of Decision</b>
Senate	24.09.2021	2021/13
Board of Trustees	13.01.2022	2022/01
Senate	05.09.2024	2024/07
Board of Trustees	20.01.2025	2025/03