

**T.C. ALTINBAS UNIVERSITY**  
**PROCEDURES AND PRINCIPLES FOR CURRICULUM**  
**CHANGES AND ADJUSTMENT PROCEDURES**

**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Objective**

**Article 1-** (1) The purpose of these Procedures and Principles is to regulate the procedures and principles regarding curriculum changes and adjustment procedures of associate, undergraduate and graduate programs affiliated to Altınbaş University.

**Scope**

**Article 2-** (1) These Procedures and Principles cover the provisions regarding curriculum changes and adjustment procedures of associate, undergraduate and graduate programs affiliated to Altınbaş University.

**Basis**

**Article 3-** (1) These Procedures and Principles have been prepared based on Article 44 of the Higher Education Law dated 04/11/1981 and numbered 2547.

**Definitions and Abbreviations**

**Article 4-** (1) In these Implementation Procedures and Principles;

- a) ECTS:** European Credit Transfer System,
- b) Unit** The relevant institute, faculty, college or vocational school,
- c) Dean:** Deans of the faculties within Altınbaş University,
- ç) Relevant board:** the boards and executive boards of institutes, faculties, colleges and vocational schools
- d) Director** Directors of colleges and vocational schools within Altınbaş University,
- e) Curriculum Plan:** A plan showing all the education and training activities that must be taken and achieved in the relevant department/program,
- f) Rector:** The Rector of Altınbaş University,
- g) Senate:** Altınbaş University Senate,
- ğ) University** refers to Altınbaş University.

**PART TWO**

**General Principles**

**Article 5-** (1) Changes to be made in the curriculum plans by Altınbaş University academic units are prepared by the relevant department/program within the framework of these Procedures and Principles in May every year and once a year.

(2) Curriculum changes are sent to the Education, Curriculum and Adaptation Commission after being accepted by the relevant board by explaining the rationale and filling out the relevant form (ANNEX-1). The changes discussed and approved by the Education, Curriculum and Adaptation Commission are submitted to the University Senate.

(3) The unit that wants to make curriculum changes explains in detail the adjustment processes to be carried out by specifying which students will be affected by these changes, how they will be affected, and which solutions will be applied for the students who will be affected by the changes.

- (4) The deanships/directorates requesting a curriculum change inform the students who will be affected by the change in a timely manner.
- (5) The academic year from which the new curriculum plan will be implemented is indicated in the relevant form (Annex 1).
- (6) When making the new curriculum plan, care is taken to ensure that the ECTS that students need to complete for graduation does not increase and that the graduation of students in the graduation status is not prolonged due to the changes made.
- (7) It is ensured that there are no unmatched courses in the old and new curriculum plans and that the total ECTS required to be completed in the new curriculum plan is met.
- (8) While adjusting to the new curriculum plan, the grades and ECTS of the courses that the student has been successful in are included in the transcript exactly, regardless of the ECTS of the matched course.
- (9) The curriculum change does not apply to final year students who have reached the graduation stage.

### **PART THREE**

#### **Adjustment Principles Related to Curriculum Changes**

##### **Combined courses**

**Article 6-** (1) The grades of the courses that the student was successful before the curriculum change are included in his/her transcript together with their ECTS values.

(2) If a student is successful in one course and unsuccessful in the other, the grade of the successful course is included in the transcript, and the student is not responsible for the course he/she failed or never took. If there is a deficiency in the ECTS to be completed, the missing ECTS is completed by taking an elective course by taking one of the elective courses that the student has not taken before.

(3) Students who have never taken or failed the combined courses are responsible for the new curriculum for the course.

<b>COMBINED COURSES</b>									
<b>PREVIOUS US CODE</b>	<b>YY</b>	<b>Z/S</b>	<b>PREVIOUS NAME</b>	<b>Y CODE</b>	<b>Z/S</b>	<b>N E W YYY</b>	<b>NEW COURSE NAME</b>	<b>T+U=K</b>	<b>ECTS</b>

##### **If the course is removed and no course is substituted;**

**Article 7-** (1) The grade of the student who is successful in the removed course is included in his/her transcript and is included in his/her GPA.

(2) Students who receive a failing grade in the abolished course are not responsible for this course. The failed grade is deleted from the transcript. If there is a deficiency in the ECTS to be completed, the missing ECTS is completed by taking one of the elective courses that the student has not taken before.

<b>COURSES REMOVED</b>					
<b>CODE</b>	<b>SEMESTER</b>	<b>Z/S</b>	<b>COURSE NAME</b>	<b>T+U=K</b>	<b>ECTS</b>

##### **New courses added instead of the removed courses**

**Article 8-** (1) The student who is successful in the abolished course is not responsible for the newly added course instead of the course of the current semester or the previous semesters.

(2) Students who failed or did not take the abolished course may substitute the related course.

is responsible for the new course.

NEW COURSES ADDED INSTEAD OF THE REMOVED COURSE									
PREVIOUS CODE	Y.Y.	S/Z	PREVIOUS COURSE NAME	NEW CODE	NEW Y.Y.	NEW COURSE NAME	S/Z	T+U=K	ECTS

#### Courses carried to upper semester

**Article 9-** (1) Students who are successful in the course are not responsible for the same course carried to the next semester.

(2) Students who fail the course or do not take it at all are responsible for the course carried to the next semester.

#### Courses moved to the lower semester

**Article 10-** (1) A student who is successful in the course moved to the lower semester is not responsible for the course moved to the lower semester.

(2) Students who fail the course or do not take it at all are responsible for the course carried to the lower semester.

COURSES THAT CHANGE SEMESTER (MOVED TO UPPER OR LOWER SEMESTER)								
PREVIOUS CODE	Z/S	Y.Y.	NEW CODE	NEW Y.Y.	Z/S	COURSE NAME	T+U=K	ECTS

#### Compulsory but elective courses

**Article 11-** (1) A student who receives a successful grade in a compulsory course cannot take the same course as an elective course and cannot count it as an elective course in the following semester.

(2) Students who fail or never take a compulsory course are not responsible for the compulsory course unless they take it as an elective course.

#### Courses that are compulsory as electives

**Article 12-** (1) A student who is successful in an elective course is not responsible for the new compulsory course.

TYPE OF COURSES CHANGED									
PREVIOUS CODE	Y.Y.	S/Z	COURSE NAME	NEW CODE	YEN Y.Y.	NEW LESSON ADI	S/Z	T+U=K	ECTS

#### Courses with changed name, code and ECTS

**Article 13-**(1) The courses and grades of the student who is successful in the course whose name, code and ECTS have been changed are valid and these courses and grades are recorded on the transcript in the same way as before the curriculum change. He takes it.

(2) Students who fail or never take the course are responsible for the course with a new code, name and ECTS value.

COURSES WITH CHANGED NAME, CODE AND ACCREDITATION								
PREVIOUS CODE	Z/S	Y.Y.	COURSE NAME	NEW CODE	NEW YYY	COURSE NAME	T+U=K	ECTS

#### Divided courses

**Article 14-** (1) A student who is successful in a course cannot be held responsible for its divided form.

Students cannot take one of the courses divided for grade improvement.

(2) Students who fail the course or do not take it at all are responsible for the divided version of the course.

DIVIDED COURSES									
PREVIOUS CODE	Y.Y.	Z/S	PREVIOUS NAME	Y CODE	Z/S	NEW YYY	COURSE NAME	T+U=K	ECTS

#### New courses added

**Article 15-** (1) Students are responsible for the new course(s) added to the current semester or upper semesters.

(2) The student is not responsible for the course(s) added to the semesters before the current semester.

NEWLY ADDED COURSES					
CODE	SEMESTER	Z/S	COURSE NAME	T+U=K	ECTS

### SECTION FOUR Enforcement and Execution

#### Enforcement

**Article 16-** (1) These Procedures and Principles enter into force on the date they are approved by the Altınbaş University Senate.

#### Execution

**Article 17-** (1) These Procedures and Principles are executed by the Rector of Altınbaş University.

Legal Basis on which the Directive came into force		
Relevant Board	Date of Decision	Number of Decision
Senate	21/01/2021	2021/01
Board of Trustees	25/02/2021	2021/03

ANN  
EX 1

..... DEPARTMENT

EXAMPLES OF CURRICULUM CHANGES AND COURSE ADJUSTMENT DECISIONS (TO BE APPLIED FROM FALL SEMESTER 2021-2022)

FIRST SEMESTER COURSES														
PREVIOUS COURSE STATUS						NEW COURSE STATUS						CHANGE MADE		
Code	Course Name	T	U	K	Z/S	ECTS	Code	Course Name	T	U	K		Z/S	ECTS
		3	0	3		4	.....		3	2	4		7	Course name, code, application, credit, course hours and ECTS changed
<b>THE ADJUSTMENT DECISION TAKEN</b>		"..... ECTS:4" course for students who have failed or never taken the course, "..... ECTS:7" course must be taken.												
		3	0	3		4	.....		2	0	2		4	Course code, theory, course hours and credit changed
<b>THE ADJUSTMENT DECISION TAKEN</b>		Students who have failed or never taken the course "..... AKTS:4", "..... ECTS:4" course they have to.												
		1	2	2		3	.....		2	2	3		6	The class period has been changed.
<b>THE ADJUSTMENT DECISION TAKEN</b>		Students who have failed or never taken "..... AKTS:3" course, ..... ECTS:6" course must be taken.												
SEMESTER II COURSES														
PREVIOUS COURSE STATUS						NEW COURSE STATUS						CHANGE MADE		
Code	Course Name	T	U	K	Z/S	ECTS	Code	Course Name	T	U	K		Z/S	ECTS
		3	0	3		5	.....		3	2	4		5	Course name, code, application, credits, course hours have changed
<b>THE ADJUSTMENT DECISION TAKEN</b>		Students who have failed or never taken "..... AKTS:5" course, "..... ECTS:5" course they have to take.												
III. SEMESTER COURSES														
PREVIOUS COURSE STATUS						NEW COURSE STATUS						CHANGE MADE		
Code	Course Name	T	U	K	Z/S	ECTS	Code	Course Name	T	U	K		Z/S	ECTS
		4	0	4		5	.....		4	0	4		6	Course name, code and ECTS changed
<b>THE ADJUSTMENT DECISION TAKEN</b>		Students who failed or did not take "..... AKTS:5" course, "..... ECTS:6" course they have to take.												
		3	0	3		4	EEM 251		3	0	3		5	ECTS of the course has changed
<b>THE ADJUSTMENT DECISION TAKEN</b>		Students who fail or do not take "..... AKTS:4" course, "..... ECTS:5" course they have to.												

		0	2	1	Z/S	2									Course removed
<b>THE ADJUSTMENT DECISION TAKEN</b>		".....ECTS:2" course or who have never taken this course, students who have failed the course or who have never taken this course must take <b>the course that replaces the abolished course.</b> ..... is responsible for the course.													
		3	0	3	Z/S	4			4	0	4	Z/S	7		Course name, semester, code, theory, credit, course hours and ECTS changed
<b>THE ADJUSTMENT DECISION TAKEN</b>		The term of the course ".....AKTS:4" has been changed from the 5th semester to the 6th semester. "...ECTS:4" students who failed or never took the course, ".....ECTS:7" course must be taken.													
<b>IV. SEMESTER COURSES</b>															
<b>PREVIOUS COURSE STATUS</b>						<b>NEW COURSE STATUS</b>						<b>CHANGE MADE</b>			
<b>Code</b>	<b>Course Name</b>	<b>T</b>	<b>U</b>	<b>K</b>	<b>Z/S</b>	<b>ECTS</b>	<b>Code</b>	<b>Course Name</b>	<b>T</b>	<b>U</b>	<b>K</b>				
		4	0	4		5	.....		3	2	4		7	Course period, code, theory, practice, credit, course hours and ECTS have changed	
<b>THE ADJUSTMENT DECISION TAKEN</b>		The term of the course ".....AKTS:5" has been changed from the 6th semester to the 5th semester. " ECTS:5" course students who failed or did not take any, "..... ECTS:7" course must be taken.													