

**ALTINBAS UNIVERSITY**  
**EDUCATION, CURRICULUM AND ADAPTATION COMMITTEE**  
**DIRECTIVE PART ONE**

**Purpose, Scope, Basis and Definitions**

**Objective**

**ARTICLE 1.** The purpose of this Directive is to ensure that the Education, Curriculum and Adaptation Commission works in an organized and effective manner.

**Scope**

**ARTICLE 2.** This Directive covers the formation, functioning, working principles and duties of the Commission.

**Basis**

**ARTICLE 3 - (1)** This Directive has been prepared based on Article 14/b of the Higher Education Law No. 2547.

**Definitions**

**ARTICLE 4.** In this Directive;

- a) University Altinbas University
- b) Senate: Altınbaş University Senate
- c) Rector: Rector of Altınbaş University
- d) Commission Altınbaş University Education, Curriculum and Adaptation Commission
- e) Chairman: Altınbaş University Education, Curriculum and Adaptation Commission Chairman.

**PART TWO**

**Formation, Duties and Working Principles of the**

**Commission Formation of the Commission**

**ARTICLE 5.** The Education, Curriculum and Adjustment Commission consists of a Vice Rector (the chairman of the commission) appointed by the Senate, one member from each of the Institutes, Faculties and Schools, and the head of the student affairs department as the rapporteur. The Vice Rector carries out the Presidency of the Commission. The term of office of the commission members is three years. The member whose term expires may be re-elected.

**Duties of the Commission**

**ARTICLE 6.** The duties of the Education, Curriculum and Adaptation Commission cover the following topics.

- a) b) Determining the Academic Calendar in line with the proposals of the education units and submitting it to the Senate, c) Examining the issues directed by the Rectorate and expressing opinions.

**Working Principles**

**ARTICLE 7.** The working principles of the Education, Curriculum and Adaptation Commission are as follows:

- a) The Education, Curriculum and Adaptation Commission serves as an advisory body to the Senate and the Rector.
- b) During the discussion of the issues on its agenda, if necessary, it listens to the opinions and suggestions of the relevant academic unit manager and other staff.
- d) The Commission examines and evaluates the issues on its agenda within the framework of the relevant legislation and functioning, and submits its decisions to the Senate.
- e) The Commission sends the files that are deemed inappropriate or incomplete to the relevant unit with justification for re-evaluation and reorganization, and examines the renewed proposals by putting them back on the agenda.
- f) When necessary, it cooperates and exchanges ideas with the education and training commissions of other universities.
- g) The Commission may make recommendations for the improvement of education and training at the university.
- h) The Commission convenes with the majority of its members and takes decisions with the majority of the members attending the meeting.
- i) A member who fails to attend the work of the Commission for 3 consecutive times without an excuse shall automatically terminate his/her duty.

### **Meeting Procedure**

**ARTICLE 8.** The meeting times of the Education, Curriculum and Adaptation Commission are as follows:

The Commission convenes upon the call of the Chairperson. The Commission's agenda is set and distributed to the members one week before the meeting. For this reason, the Commission should be notified in advance of the applications and issues to be considered by the Commission.

## **PART THREE**

### **Principles for Recommendations to the Education, Curriculum and Adaptation**

#### **Commission Recommendation calendar**

**ARTICLE 9.** (1) Proposals for courses and programs to be valid for the next academic year are made by the end of March at the latest for the Fall semester and by the end of October at the latest for the Spring semester.

(2) Suggestions that are not made on time are not taken into consideration.

## **PART FOUR**

### **Final Provisions**

**ARTICLE 10.** In cases where there is no provision in this Directive, the provisions of the Higher Education Law No. 2547, Altınbaş University regulations and other relevant legislation shall apply.

### **Enforcement**

**ARTICLE 11.** (1) This Directive enters into force upon the approval of the Senate.

(2) With this Directive, "Altınbaş University Education, Curriculum and Adaptation Commission Directive" dated 30.03.2017 is abrogated.

### **Execution**

**ARTICLE 12.** This Directive shall be executed by the Rector of Altınbaş University.

<b>Legal Basis on which the Directive came into force</b>			
<b>Relevant Board</b>	<b>Date of Decision</b>	<b>Number of Decision</b>	<b>Decision Item</b>
Senate	24/12/2019	2019/14	Decision 9
Board of Trustees	09/01/2020	2020/01	Resolution 13
<b>Legal Basis for the Amendment to the Directive</b>			
<b>Relevant Board</b>	<b>Date of Decision</b>	<b>Number of Decision</b>	<b>Decision Item</b>
Senate	23.05.2023	2023/07	
Board of Trustees	08.06.2023	2023/04	