

RAUF DENKTAS UNIVERSITY

"For International Employment"



CURRICULUM PRINCIPLES

No.6

RAUF DENKTAŞ UNIVERSITY

CURRICULUM PRINCIPLES

(Under Articles 10 and Article 62 (2) of Rauf Denktaş University's Establishment and Operation Bylaw)

Rauf Denktaş University Senate shall adopt the following principles on the basis of the authorization granted in accordance with the "Rauf Denktaş University Establishment and Operations Regulation" and the 41st Article of the "Rauf Denktaş University Registration Admissions Examination and Success Regulations."

PART ONE

EDUCATIONAL PHILOSOPHY

Educational philosophy

1. The Rauf Denktaş University's educational philosophy is based on educating students to become experts in their selected profession and active and participatory members of the society. Our students are intended to be highly knowledgeable and educated individuals. Our goal is to direct our students to the career paths they wish to follow. Students who can demonstrate:
 - self-confidence;
 - honesty and reliability,
 - critical thinking skills;
 - ability to take initiative;
 - competitiveness;
 - sociability and cooperation;
 - sensitivity to community problems;
 - attributing value to the opinions and thoughts of others;
 - sensitivity to natural assets and environment;
 - respect for social and cultural diversity;
 - bilingualism and potential for multilingualism;
 - computer literacy;

Rauf Denktaş University's programs have been designed in accordance with these principles.

PART TWO

Curriculum of 4-Year Undergraduate Programs

Course Types

2. (1) 4-year university students are offered 6 types of courses in Rauf Denktaş University.
 - University core courses
 - Faculty core courses
 - Program core courses
 - University elective courses
 - Program elective courses
 - Free elective courses
- (2) University Core Courses
 - a) These are the compulsory courses that are required for all students of the University. Exceptions may apply to their university wide compulsion.

- English communication (Total 2 courses 6 credits)
- Turkish (Only 3rd country nationals)
(Total 1 course, 2 credits)
- History of Turkish Revolution (Only Republic of Turkey and TRNC students)
(Total 1 course, 2 credits)
- Computer (Total 1 course, 3 credits)

b) It is possible to open different versions of the same compulsory course to cater to students from different departments. For example, two different computer courses with similar content but with different levels of difficulty can be opened for students from social sciences or engineering departments.

(3) Faculty Core Courses:

Faculty Core Courses are common courses given to all faculty or school students. Faculties with non-overlapping programs may have different Faculty Core Courses for different program groups.

(4) Program Core Courses (AC):

"Program Core Courses" refer to the main courses specific to the program. These courses do not consist solely of those offered by the department responsible for the program. For example, advanced mathematics may be considered a program core course in an engineering program.

(5) Program Elective Courses

a) The program elective courses are courses that the student has chosen, and that have been approved by the department.

b) At least 2 program electives are recommended for the programme. It is possible to increase the number of program electives in the curriculum, particularly if the resources permit.

c) Program Elective Courses are to be given earliest on the fifth semester (3rd year).

(6) University Elective Courses

a) University elective courses are non-mandatory courses that students can choose freely.

b) The aim of the University Elective Courses is to help our students become aware and well-educated individuals, particularly on current issues requiring global or local sensitivity, such as arts and humanities, social and behavioral sciences, culture of science and technology, language, foreign language or environmental issues.

c) A compulsory course given to students of any current program may be given as a university elective course to students enrolled in other programs, provided that it serves the purposes set out in point (b).

d) Each program shall have at least 2 university elective courses, each with a credit of not less than 2.

e) If possible, University Elective Courses shall be given in the third semester (2nd year).

(7) Free Elective Courses

a) Free Electives are courses that students can choose from University Elective Courses or Program Elective Courses.

b) Any number of Free Elective Courses can be included in a program provided that at least 2 University Elective Courses are also included.

**Course
Descriptions
(Course Catalog
Information)**

3. (1) The description of all courses offered at Rauf Denktas University consists of the following information:
- Course code
 - Course name
 - Course content
 - Course credit
 - Course prerequisites and co-requisites
 - Course type
 - The language
 - The Keywords
 - Level of the course
 - Number of local and ECTS credits
 - Name of lecturer(s)
 - Learning outcomes of the course unit
 - Mode of delivery (face-to-face, distance learning)
 - Recommended or required reading
 - Planned learning activities
 - Teaching method
 - Assessment methods and criteria

Course Codes

4. (1) A 7-digit course coding system consisting of numbers and letters shall be used.
- (2) The first 4 digits consist of capital letters selected from the English alphabet and are referred to as the "area code of the course" This part is essentially an abbreviation that will make it easy to identify the program offering the course. In principle, all courses taught by a department are expected to have the same area code. Sub-discipline-based domain codes are carefully avoided. Exceptions may only be accepted if the department to which the course naturally belongs does not exist at RDU and the difference between the course and the existing programs is indisputable. No department can open a course using the area code of another department or its underlying fields.
- (3) The last 3 digits of the course code are made up of numbers and shall be referred to as the "numeric code of the course".
- a) The first digit of the numeric code of the course is related to the level of the course and indicates the year of a course in the main curriculum. Accordingly, the first year (freshmen) lessons start with 1, the second year (sophomore) lessons with 2, the third year (junior) lessons with 3 and the 4th year (senior) lessons start with 4. Elective courses and some University Compulsory Courses may be exempted this rule: the numeric codes of all University Elective Courses are expected to begin with 2, and the numeric codes of Program Elective Courses with 3 or 4.
- b) The 2nd and 3rd digits of the numerical code of the course may be freely used. However, departments may develop a system that takes into account the relevant characteristics, such as the nature or field of the courses, for the use of these two steps. In addition, it is recommended that the last digits consist of odd numbers for the Fall Semester courses and even numbers for the Spring Semester courses.
- (4) Except for the existing courses with a 2 or 3-digit area code in the course

code, no space is left between the area code and the numeric code.

- Course Names**
5. (1) A course name of up to 60 letters shall be given separately for each course. The course name will be written in the language in which that course has been taught.
- (2) It is not possible to use course names that are similar or parallel to others. In cases where it is inevitable to use a similar name, such as calculus, the course sequence will be defined by Latin numbers written after the name of the course, with a space separating the name and the Latin number.
- (3) Details are avoided in course names and course names are chosen from common university names as much as possible.
- (4) Each course should have a transcript name that is used in transcripts. The transcript name must not be more than 30 letters. If the course name is less than 30 letters, the course name and the transcript name will be the same.
- Course Contents**
6. (1) This section briefly includes, in addition to the topics covered in the course, the fundamental aim of the course and the desired outcomes and experiences to be gained by taking this course.
- (2) The course content should not exceed 2000 digits.
- (3) The content of a course cannot be the same or similar to the content of another course, except for courses with adaptations in different languages. For cases in which minimum overlap is required, detailed justification is required. This may not include practical courses of 2 or 3-year vocational training programs.
- Course Credits**
7. (1) Course credits shall consist of courses, laboratory, studio and tutorial components with different weights, and weekly course schedules shall be used as the basis for calculation. The credits of an undergraduate program are calculated as follows:
- Credits = lecture hours + studio (lab / studio / problem solving hours)
- When the formula results in a fraction, the credit shall be considered after deleting the digits after the fraction.
- (2) In order for a course to have a credit greater than zero, measurable test or assessment measures must be used to assess the progress of students taking the course.
- (3) All courses at Rauf Denktaş University must have at least three credits, with some exceptions.
- (4) Seminar, vocational orientation or similar courses are restricted to only one credit.
- (5) Two credit courses should be avoided. Exceptions are limited to very specific fields such as Law and generally take place in accordance with the inevitable obligations of accreditation institutions. Turkish history and the Turkish language are also 2 credits at the university.
- (6) Four credits can be assigned to courses with adequate laboratory, studio and field work and language teaching courses other than English.
- European Credit Transfer System (ECTS) Credit**
8. All courses given at Rauf Denktaş University will also be assigned European Credit Transfer System (ECTS) credits.
- Prerequisites**
9. (1) In some cases, you should complete a course before becoming eligible to take a higher level course. These courses shall be called ‘prerequisite’ courses. It is expected that students will fail to learn the higher level

course without taking the prerequisite course first. Therefore, students can only take the higher courses after they have completed the prerequisite courses. Exceptions can only be made within the criteria laid down by the Senate.

- (2) It is expected that prerequisite courses in a program will be as few as possible and limited, if possible, to sequential courses only.
- Language of Instruction** 10. The language of instruction at the University of Rauf Denktaş is English, with the exception of the cases referred to in university legislation.
- Key Words of the Course** 11. The keywords are made up of words that are not in the title and content of the course, but are believed to be useful in defining the course. They should be separated with commas. Keywords cannot exceed 300 characters.
- Student Course Load** 12. (1) Care is taken to ensure that the total number of courses in the program, irrespective of the field, does not exceed 40, i.e. 8 courses per semester.
- (2) If the curriculum includes courses with 2 credits, it is recommended that the number of courses be adjusted so that the total number of credits is 120.
- (3) If the curriculum includes courses with 4 credits or more, it is recommended that the number of courses be determined in such a way that the total number of credits does not exceed 145.
- (4) The lower limit restrictions, or calculations, referred to above are excluded from the Turkish Revolution History, all 0 and 1 credit or vocational orientation courses. These courses are scattered over different semesters as either the 6th or 7th courses of the program.
- Exceptional Areas** 13. In the areas of law and architecture with professional or national requirements, a curriculum program that is more flexible within the lower/higher limits of the course type or student course loads may be applied, provided that the principles outlined above are complied with.

SECTION THREE

Curriculum of 2 and 3-Year Vocational Education Programs

- Similarities and Differences in Principles** 14. (1) The curriculum of the 2-and 3-year vocational education programs is also prepared on the basis of the principles envisaged for the 4-year undergraduate programs. However, short-term programs, which are practical and flexible, have more vocational-oriented curricula.
- (2) Turkish students in two-year programs take only English communication, history of the Turkish revolution and computer courses from the university first course program. In the 3rd year of the 3-year programs that include additional 1-year training on existing 2-year programs, there is no limitation on the type of course.
- (3) Schools are completely free to determine the number of Program Core Courses, Program Elective Courses and other elective courses. However, it is still recommended that at least two University Elective courses be included in the program.
- (4) The basic principles of student load restrictions also apply to 2-and 3-year programs, with only the total number of courses or credits less than the duration of education.

SECTION FOUR Curriculum Revision

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|---|---|
| Scope | 15. These processes include the following amendments to the curriculum: <ul style="list-style-type: none">• Updating an existing curriculum. As part of program revision processes, updating or terminating any core course in an existing curriculum• Opening a new program• Proposing elective courses |
| Submission Date Restrictions for Proposals | 16. (1) Proposals that do not comply with the following delivery date restrictions will only be considered within the next semester.

(2) Elective Course Suggestions
Suggestions must have been made at least 2 months before the semester registration date and passed the Faculty / School Board approval one month before the aforementioned date.

(3) Proposals for Program Revisions
The proposals must have received Senate approval three months before the registration date of the period in which the updated program will be implemented first.

(4) Proposals for Opening a New Program
The proposed program must be approved by the University Executive Board until the end of November before the beginning of the first academic year and by the end of December, by the Curriculum Committee and by the Senate. |
| Submission of Proposals | 17. (1) For proposals, a standard form developed by the University Curriculum Committee is filled in. <ul style="list-style-type: none">• New Elective Course Proposal Form (Appendix-2)
(New Elective Course Proposal Form)
It is used when a new elective course is opened and includes all the information of the course. The departments in which the course will be taught, other departments that will be affected, as well as academic and resource related rational.• New Program Opening Suggestion Form I - Pre-Approval (Annex-3)
(New Program Proposal Form I - Preliminary Approval)
It is used to get pre-approval from the University Executive Board when a new program is opened and students request / enrollment with a comprehensive justification section. analysis, the strategic importance of the program to RDU and the country and society, human resources, and physical and financial resource analysis.• New Program Opening Proposal Form II - Final Approval (Annex-4)
(New Program Proposal Form II - Final Approval)
It is used to get the final approval from the Senate for new program opening proposals that have been pre-approved by the University Executive Board and consists of the following sections: a comprehensive annotated justification section; program information section, which includes features such as program objectives and expected results, strengths, minor branches, confirmation of |

originality, admission and graduation requirements, and compliance with the rules of accreditation and accreditation institutions; Curriculum information, including details of the curriculum, a complete list of the curriculum and area elective courses, a list of current and new courses and relevant statistics; general description of the program, catalog information including English and Turkish course descriptions.

● **Program Update Suggestion Form (Annex-5)
(Program Revision Proposal Form)**

It is used to update existing programs and consists of the following sections: a comprehensive justification section; update summary; Comparative list of old and new curricula; the change details section, which includes changes such as the name of the program, language, course codes, credits, changes in prerequisite / co-requisite courses, add / change / termination of courses and term shifts; resource and cost analysis; General description of the new curriculum, catalog information including English and Turkish course descriptions.

These forms have been developed by the University Curriculum Committee and can be updated by this Committee as needed.

- (2) Curriculum change proposals can be initiated by the following persons, authorities or bodies:
- Any lecturer Lecturers working in the same field (discipline)
 - Academic boards of the relevant field (Faculty, School or Department Boards)
 - Heads of academic units of the relevant field (Deans, Directors, Chairs of Departments)
 - Rectorate
 - University Executive Board
 - Senate
- (3) If a proposal is not approved or changed at any stage, the proposer shall be informed.

Pre-Approvals **18.** Opening a new program is subject to the pre-approval of the University Executive Board. For this purpose, a form called "New Program Opening Proposal Form I - Pre-Approval" shall be filled. Other proposals do not require pre-approval.

Final Approvals **19.** The final approval of the Senate is required for all types of proposals, except for the opening / updating of elective courses. The final authority for elective courses is the faculty/school boards.

**Processes
(Department
Stage)** **20.** (1) If the proposal has been made by non-departmental authorities, the proposal is formally submitted to the chair of the department concerned and if it comes from within the department, the proposal is 'officially initiated' by the chair of the department.

(2) The Chair of the Department directs the proposal to the Department Curriculum Committee, if any, for their opinions and recommendations. The committee works on the proposal, makes the necessary arrangements, changes or corrections and presents the results to the Chair of the Department in a report. The relevant proposal forms are filled by the Committee and attached to the report.

(3) The Chair of the Department may mandate the Department Curriculum Committee with the preparation of the first proposal draft.

(4) The Chairperson of the Department shall, where appropriate, receive the approval of the Heads of Academic Units affected by the proposal and

subsequently submit the proposal to the Departmental Board, together with the relevant forms and the Committee's comments and recommendations. The board may accept the proposal or reject it or request some changes.

- (5) The proposal, which is approved by the Department Board, is sent to the relevant Dean.

(Faculty / School Stage)

- (6) The Dean submits the proposal to the Faculty Curriculum Committee, if any, and then to the University Curriculum Committee after revising it if necessary. The Dean brings the proposal to the Faculty Board together with the opinion of the mentioned committee (s). While the relevant agenda items of the board meeting are being discussed, the University Curriculum Committee also has a member representing the Faculty. The committee member does not have the right to vote. The board may accept or reject the proposal or request some changes.
- (7) In the event of a change to the request of the Faculty Board, the Dean shall ensure that the changes are made through the relevant Department Chair(s) and, if necessary, bring them to the next meeting for approval.
- (8) a) If the above-mentioned proposal relates to an elective course, the approval process shall be deemed completed. The Dean shall send a copy of the decision and the finalized application form to the Vice-Rector for Academic Affairs, to the Registrar's Office and the Computer Center.
b) In cases requiring Senate approval, the Dean sends a signed copy of the proposal form to the Senate Secretariat with the decision of the Faculty Board.
- (9) After signing the relevant parts of the form, the Secretary of the Senate shall forward a copy of the proposal to the Chair of the University Curriculum Committee for their opinion.

(University Curriculum Committee Stage)

- (10) The University Curriculum Committee (UMK) evaluates the proposal in the following terms, as shown in the "University Curriculum Committee Checklist" section:

Presentation: in accordance with the proposal form, including the dates, initials and signatures, consultations.

Curriculum: Compliance with basic curriculum principles, general compliance and appropriateness of the rationale, suitability of course codes, course names and contents, language and length of course names and contents, calculation of course credits and credit amounts, adherence to definitions, eligibility of student course loads and total credits, whether the number of prerequisites is met.

Equivalence and Approval (Accreditation): Compliance with YÖK rules, Compliance with the rules of ABET or other equivalence and certification bodies, if any.

Application / Adaptation: Adequacy of physical or human resources, confirmed budgetary and financial analysis, the appropriateness of the transition period to implementation.

- (11) If the proposal is not approved by the Committee or some amendments are requested, the Dean may make the proposal undergo the same process to be re-assessed and/or make the necessary amendments or request that the proposal be forwarded to the Senate.

(Senate Approval Process)

- (12) The President of the UMK shall send the final proposal form to the Secretariat of the Senate with a view to putting it on the agenda of the Senate. The Senate accepts the proposal as it stands or with minor amendments, or rejects it altogether.
- New Program Opening Processes**
21. (1) In the event that there is no department to be opened in response to a new program, the Rector appoints or assigns a faculty member in the capacity of "coordinator" to carry out the necessary preparations in order for the program to be established. The Head of the Founding Department may set up a "founding department curriculum committee" consisting of members of existing departments. The Committee also acts as a departmental board on curriculum issues.
- (2) For programs to be administered under the current departments, the department head cannot serve as the founding department chair; the head who already runs the department performs the duties of the founding department head.
- (3) In order to start the process, the "New Program Opening Proposal Form I - Pre-Approval" must be signed by the program's founding department head.
- (4) After the evaluation phase of the ÜMK, the proposal, which is approved by the Faculty Board, is sent to the University Administrative Board for pre-approval.
- (5) The founding president also prepares a form called "New Program Opening Proposal Form II - Final Approval" containing the academic details of the curriculum to be proposed. The approval process begins with the addition of the pre-approval form approved by the Executive Board of the University. As in other curriculum processes, the approval process involves Faculty Board approval, ÜMK evaluation and Senate approval. After this stage, the program shall be drawn up in the format required to obtain approval from the necessary external authorities, if any, and shall be forwarded to the Vice-Rector for Academic Affairs.
- Curriculum Processes in Schools**
22. (1) The processes of curriculum changes in Schools, including programs for 2, 3 and 4 years, are identical except that the Dean is appointed as the Director and the Board of the Faculty is replaced by the School Board. In cases where there is no school department, the duties of the head of the department and the departmental board are also carried out by the program coordinator and the boards assigned by the School administration.
- (2) Curriculum change proposal applications are made to the School Principal and the Principal is responsible for all stages of the processes.
- Registration and Implementation / Adaptation**
23. After the final approval, the Vice Rector for Academic Affairs sends copies of the final version of the proposal to the following authorities:
- a) The Dean or Director of the Faculty or School with the proposal to initiate the implementation / adaptation process.
- b) Registrar's Office for the registration of the curriculum and initiation of implementation.
- c) Computer Center Directorate for updating the electronic course database and online catalog or web pages.
- d) The changes are sent to the relevant unit heads to reflect the changes in records / transcript transactions and to databases used in other transactions.

- Flowchart** 24. A formal summary of the above processes is provided in the flowchart shown in Annex 1.
- Entry into force** 25. This Regulation shall enter into force from the date approved by the Senate.
- Execution** 26. The Rector of Rauf Denktaş University shall execute the provisions of this Directive.

SECTION FIVE

Annexes

Annex - 1. Flow Chart of Curriculum Revision Processes

Annex - 2. New Elective Course Opening Form

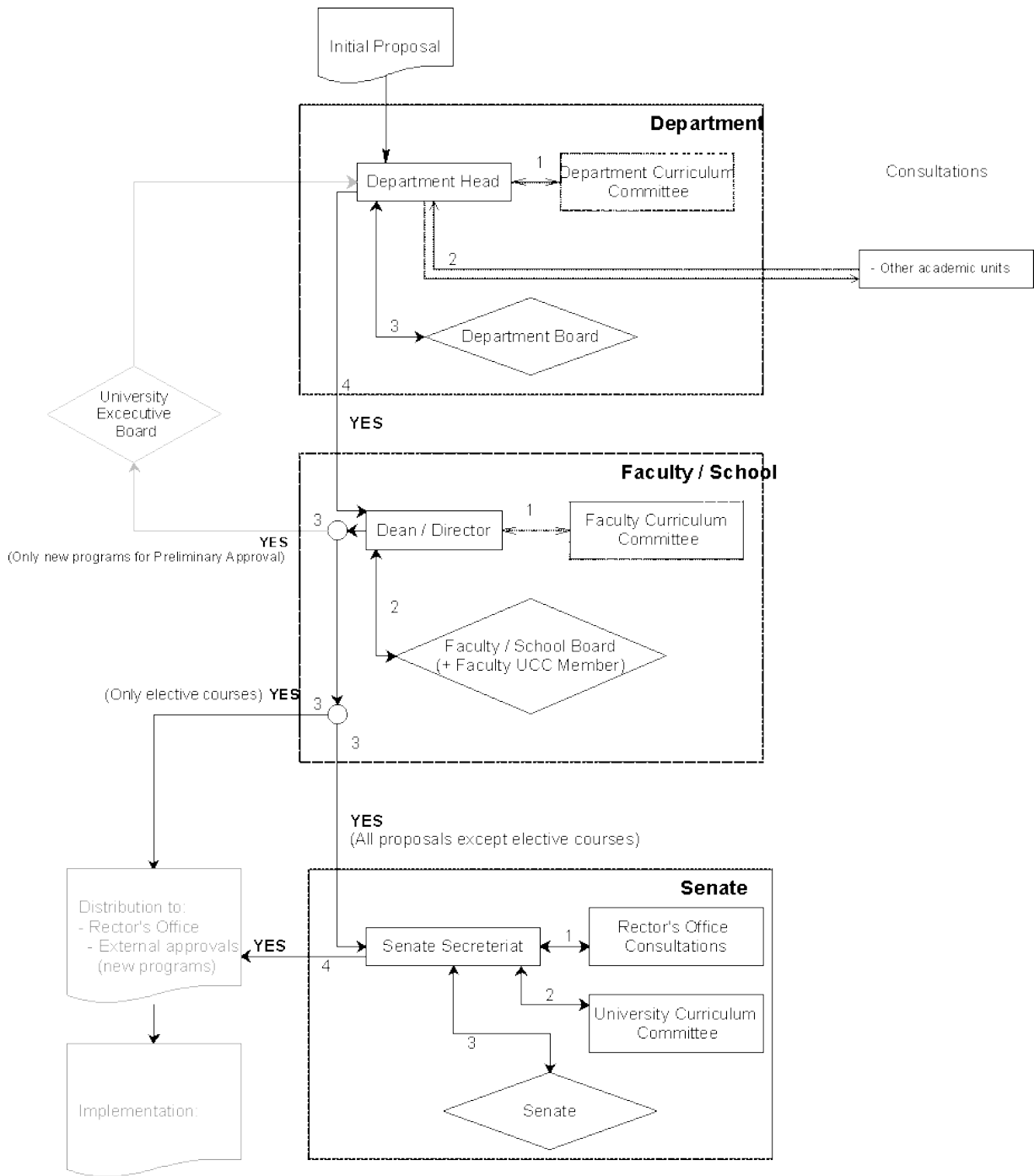
Annex - 3. New Program Opening Form I - Pre-Approval

Annex - 4. New Program Opening Form II - Final Approval

Annex - 5. Program Update Form

Annex - 1

Curriculum Change Processes Flow Chart



Annex - 2
New Elective Course Opening Form

Annex - 3
New Program Opening Form I - Pre-Approval

Annex - 4
New Program Opening Form II - Final Approval

Annex - 5
Program Update Form