**Part I. Course Information**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Department *Use capital letters only* | |  | | | | | | | Department Code | | |  | | | |
| Course Code | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | | | Catalog Credit Description | | | | | | | | | | | |
| Lecture Hours |  | Lab Hours |  | | Tutorial Hours | |  | Total Credit | |  | |
| Grading System | | Regular | S/U | Teaching Language | | English | | Turkish | | Other (specify): | | |  | | |
| Course Name *Fill in capital letters. This information will appear in the printed catalogs and on the online catalog.* | | | | | | | | | | | | | | | |
|  | Course Title in English *maximum 60 characters* | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | |
| Transcript (Abbreviated) Title *maximum 30 characters* | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Course Title in Turkish *maximum 60 characters* | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Transcript (Abbreviated) Title in Turkish *maximum 30 characters* | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Catalog Description in English (Max. 2000 characters)** *This information will appear in the printed catalogs and on the online catalog. (Max. 300 characters)* | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Catalog Description in Turkish (Max. 2000 characters)** *This information will appear in the printed catalogs and on the online catalog. (Max. 300 characters)* | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Keywords in English (Max. 300 characters)** | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **Keywords in Turkish (Max. 300 characters)** | | | | | | | | | | | | | | | |
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| Prerequisites (if any) |  | 1st |  | 2nd |  | 3rd |  | 4th |  |
|  |  |  |  |
|  |  |  |  |
| Co-requisites (if any) |  | 1st |  | 2nd |  | 3rd |  | 4th |  |
|  |  |  |  |
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| **Target Academic Unit or Program** | | **Target** **Audience**  *Choose from one or more of the following:*   * *Only Master’s* * *Only PhD* * *Both Master’s and PhD* | **Semester(s)**  *Choose from one or more of the following:*   * *Fall* * *Spring* * *Summer* |
| 1. | Faculty of xxxxxxxxxx |  |  |
| 2. | Entire University |  |  |
| 3. | Department of xxxxxxxxxx |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |
| 10. |  |  |  |

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| **Is this course replacing any course(s) in the current curriculum? If Yes:** | | | | | |
| Old Course Code | | Old Course Name | Old Course Code | | Old Course Name |
| 1 |  |  | 6 |  |  |
| 2 |  |  | 7 |  |  |
| 3 |  |  | 8 |  |  |
| 4 |  |  | 9 |  |  |
| 5 |  |  | 10 |  |  |

**Part II. Rationale - Academic**

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| --- |
| **Justification for the Proposal:**  *Explain the purpose of this new course by answering the following questions: How does this course meet the requirements of the program in general? What are the goals this course will accomplish? How will these objectives be achieved?* |
|  |

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| **Justification of Minor Overlap (if any):**  *Make sure that this course will not have substantial overlap with any other course. However, for inevitable cases, justify the areas of overlap.* |
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| **Teaching Policy** *Explain how you will organize the course (lectures, laboratories, tutorials, studio work, seminars, etc.* |
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**Part III. Rationale – Resources**

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| --- | --- | --- | --- |
| **Teaching Staff** | | | |
| Is there enough teaching staff to give the lectures? | Yes | No. New/Additional staff will be hired. | |
| **Also answer the following questions if the answer is *No*:** | | | |
| How many new teaching staff is required to be hired? | Full Time: | | Part Time: |
| New staff will be from which discipline? |  | | |

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| --- | --- | --- | --- | --- |
| **Laboratories/Studios** *(Including Computer laboratories)* | | | | |
| Does a laboratory/studio work accompany this course? | Yes | No | If Yes:  Name of the Lab/Studio |  |
| **Also answer the following questions if the answer is Yes:** | | | | |
| Is (are) the laboratory(ies)/studio(s) ready for usage? Or when is it (they are) going to be ready? |  | | | |
| If it is not ready yet, are there enough funds in the budget allocated for its building and maintenance costs? |  | | | |
| Do you need to increase assistant allocations due to this reason? If yes, how many? |  | | | |
| Do you need to hire technical staff for this purpose? |  | | | |

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| --- | --- | --- |
| **Teaching Aids** *Specify the teaching aids to be used during the lectures* | | |
|  | |  |
| Remarks on the availability of this equipment: | | |
|  | | |
| Software requirements: |  | |
| Remarks on the availability of the software: | | |
|  | | |

**Part IV. Scheduling**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **First Offering** | | | | | | | |
| Academic Year | 20y y y y - 20y y y y | | Semester | Fall | | Spring | |
| Optimum Class Size Proposed |  | Student Quota for Other Departments | |  | Number of Students Expected to Take the Course | |  |

**Part V. Catalog Information**

Supply the information for the new course in English and Turkish which will be printed in the next printed or on-line catalog of the University.

|  |  |  |
| --- | --- | --- |
| **Description of the New Course - I. English**  *Type the catalog course description of the new course in English in the following order: course content, course credits, prerequisites and co-requisites, Abbreviated Title, Category of the course, teaching language, and keywords. The information supplied will be copied and pasted to the catalog. Click and replace the placeholders with the required information.*   * **Course code:** Replace **CODEXXX** with the course code * **Course title:** Replace **Full Course Title** with the course title. * **Course outline:** Replace Course outline with statements of the course outline. Avoid using multiple paragraphs. Do not keep the text “Course outline” as a heading. * **Credits:** Replace L, L, T and **X** with corresponding numbers for lecture, lab, tutorial and total course credit, respectively. * **Prerequisites and co-requisites:** Delete “None” and replace XXXXXX with the corresponding course code. * **Course category:** *XXXXXXXX* with any of “University Core”, “Faculty/School Core”, “Area Core”, “Area Elective”, or “University Elective” * **Abbreviated title:** This is going to be used in preparation of transcripts or registration forms. Replace *XXXXXXXXXXXXXXX* with a shorter version of the full title. * **Teaching language:** Replace *XXXXX* with the teaching language * **Keywords:** Replace *XXXXXX, XXXXXX* with words other than the ones available in the title and course outline which helps to identify the course.   The total text length should not exceed 2000 characters. | | |
| **[CODEXXX] [Full Course Title]**  [Course outline] | | |
| *Credits: ( L / L / T )* ***X*** | *Prerequisites:* [*XXXXXX / None*]. | *Co-requisites:* [*XXXXXX / None*]. |
| *Abbreviated Title:* [*XXXXXXXXXXXXXXX*] | *Category:* [*XXXXXXXX*] *Course* | *Teaching Language:* [*XXXXX*] |
| *Keywords:* [*XXXXXX*]*,* [*XXXXXX*] | | |

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| **Description of the New Course - II. Turkish**  **Yeni Dersin Tanımı – II. Türkçe**   * **Ders Kodu:** **DERSXXX** ‘in ders kodu ile değiştirin * **Ders Adı:** “**Tam Ders Adı”** yazısını silip yerine dersin tam adını yazınız. * **Ders İçeriği:** “Ders içeriği…” yazısını silip dersin içeriğini yazınız. Çoklu parağraflardan kaçınınız. Ve sonunda bir satır boşluk kalmasını sağlayınız. * **Dersin Kredisi:**  L, L, T ve **X** harfleri yerine sırasıyla ders, lab, tutorial ve dersin toplam kredilerini karşılık gelecek şekilde yazınız. * **Ön ve yan koşullar:** “None” kelimesini siliniz ve *XXXXXX* yerine dersin ön veya yan koşul dersini yazınız. * **Dersin kategorisi:** *XXXXXXXX* yerine “Üniversite Ana”, “Fakülte/Okul Ana”, “Alan Ana”, “Alan Seçmeli”, veya “Üniversite Seçmeli” ibarelerinden birini yazınız. * **Dersin Kısa Adı:** Bu bilgi ders çizelgesi (transkript) veya kayıt formlarında kullanılacaktır. *XXXXXXXXXXXXXXX* yerine dersin kısa adını yazınız. * **Eğitim Dili:** *XXXXX* yerine dersin eğitim dilini yazınız. * **Anahtar Kelimeler:** *XXXXXX, XXXXXX* yerine dersi tanımlamakta yararlı olacak ve derin adı ile içeriğinde yer almayan kelimeleri yazınız.   Toplam metin uzunluğu 2000 basamağı geçemez. | | |
| **[DERSXXX] [Tam Ders Adı]**  [Ders içeriği] | | |
| *Kredi: ( L / L / T )* ***X*** | *Önkoşul:* [*XXXXXX / Yok*]. | *Yankoşul:* [*XXXXXX / Yok*]. |
| *Dersin Kısa Adı:* [*XXXXXXXXXXXXXXX*] | *Kategorisi:* [*XXXXXXXX*] *Dersi* | *Eğitim Dili:* [*XXXXX*] |
| *Anahtar Kelimeler:* [*XXXXXX*]*,* [*XXXXXX*] | | |

**Part VI. Approval of Department Board**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Board Meeting Date |  | Meeting Number |  | Decision Number |  |
| Department Chair Title and Name |  | Signature |  | Date |  |

**Part VII. Approval of Faculty/School Board**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Board Meeting Date |  | Meeting Number |  | Decision Number |  |
| Dean/Director Title and Name |  | Signature |  | Date |  |

**Part VIII. Evaluation of Institute of Graduate Studies and Research- Executive Board**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Institute of Graduate Studies and Research- Executive Board** | | | | | | | | | |
| **Review item** | | | **OK** | | **Recommendations** | | | | |
| ***Submission:*** | | | | | | | | | |
| Format in general (completeness of the forms) | | |  | |  | | | | |
| Deadlines | | |  | |  | | | | |
| Executive Board Initials and Signatures | | |  | |  | | | | |
| ***Curriculum:*** | | | | | | | | | |
| Compliance with the graduate curriculum policy | | |  | |  | | | | |
| Coherence and relevance of justifications in general | | |  | |  | | | | |
| Appropriateness of course coding | | |  | |  | | | | |
| Format and length of course titles and descriptions | | |  | |  | | | | |
| Language of course titles and descriptions | | |  | |  | | | | |
| Compliance of the course credit descriptions with policies | | |  | |  | | | | |
| Reasonable prerequisites and co-requisites | | |  | |  | | | | |
| Appropriateness of academic ownership of the course | | |  | |  | | | | |
| Justifiable minimum overlap among similar course | | |  | |  | | | | |
| ***Accreditation:*** | | | | | | | | | |
| Compliance with the requirements of YÖK | | |  | |  | | | | |
| Compliance with the requirements of any other accreditation body if applicable | | |  | |  | | | | |
| ***Implementation:*** | | | | | | | | | |
| Sufficiency of human resources | | |  | |  | | | | |
| Sufficiency of physical resources | | |  | |  | | | | |
| Justified budget and financing | | |  | |  | | | | |
| Proper of the initiation semester | | |  | |  | | | | |
| **Overall** | | | | | | | | | |
| Recommend without reservation | | Recommend with minor corrections indicated above | | | | | Not recommended | | |
| IGSR Director  Title and Name | Prof. Dr. Ali Hakan Ulusoy | | | Date | |  | | Signature |  |

**Part IX. Approval of Senate**

This is required only for new courses that lead to core curriculum changes.  Accordingly, Senate approval is NOT needed for elective courses.

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| --- | --- | --- | --- | --- | --- |
| Senate Meeting Date |  | Meeting Number |  | Decision Number |  |
| Rector Title and Name |  | Signature |  | Date |  |