**Part I. Course Information and Mode of Operation**

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| --- | --- | --- | --- |
| Department *Use capital letters only* |  | Department's Numeric Code |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course Code | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | | Course Title |  | Operation | Revision | Termination |

**Part II. Proposed Revision**

Skip this part if the mode of operation is TERMINATION.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Type of Revision | | Current | | | | | | | | | | | New (proposed) | | | | | | | | | | |
| Course Code |  |  | | | | | | | | | | |  | | | | | | | | | | |
| Course Title in English |  |  | | | | | | | | | | |  | | | | | | | | | | |
| Course Title in Turkish |  |  | | | | | | | | | | |  | | | | | | | | | | |
| Transcript Title in English |  |  | | | | | | | | | | |  | | | | | | | | | | |
| Transcript Title in Turkish |  |  | | | | | | | | | | |  | | | | | | | | | | |
| Prerequisite(s) |  |  | | | | | | | | | | |  | | | | | | | | | | |
| Course (catalog) Description in Turkish |  |  | | | | | | | | | | |  | | | | | | | | | | |
| Credit Description |  | Lec. |  | Lab |  | Tut. | |  | Total |  | ECTS |  | Lec. |  | Lab |  | Tut. |  | | Total |  | ECTS |  |
| Semester on the core curriculum |  |  | | | | | | | | | | |  | | | | | | | | | | |
| Category of the course |  | Core Course | | | | | Elective Course | | | | | | Core Course | | | | | | Elective Course | | | | |

**Part III. Rationale**

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| --- |
| **Justification for the Revision/Termination**  *Explain the reasons for course revision/deletion* |
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| --- | --- | --- |
| **Does this change necessitate any financial support in terms of physical or human resources?**  *Explain below if the answer is YES by making remarks on the needs and solutions* | Yes | No |
|  | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Justification of Minimum Overlap with Similar Courses** *Make sure that this course will not have substantial overlap with any other course. However, for inevitable cases, justify the areas of overlap.* | | | | | | |
| Are there similar courses with overlapping content already being offered in EMU? | | |  | No |  | Yes. If yes, then justify below: |
|  | Similar/Overlapping Course(s) | Justification | | | | |
| 1. |  |  | | | | |
| 2. |  |  | | | | |
| 3. |  |  | | | | |

**Part IV. Programs Affected by This Revision/Termination**

|  |  |  |
| --- | --- | --- |
| Program Code | Name of the program | Date and Signature of the department head of the program |
|  |  |  |
|  |  |  |
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**Part V. Catalog Information**

Supply the information for the revised course in English and Turkish which will be printed in the next printed or on-line catalog of the University (Skip this part for terminated courses).

|  |  |  |
| --- | --- | --- |
| **Catalog Description of the Revised Course - I. English**  *Type the catalog course description of the revised 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.*   * **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. * **ECTS Credits:** Write total ECTS credits. * **Prerequisites:** 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*]. | *ECTS credits:* |
| *Abbreviated Title:* [*XXXXXXXXXXXXXXX*] | *Category:* [*XXXXXXXX*] *Course* | *Teaching Language:* [*XXXXX*] |
| *Keywords:* [*XXXXXX*]*,* [*XXXXXX*] | | |

|  |  |  |
| --- | --- | --- |
| **Catalog Description of the Revised Course - II. Turkish**  **Güncellenmiş Dersin Katalog 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 paragraflardan 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. * **Dersin ECTS kredisi:** Toplam ECTS kredilerini yazınız * **Önkoşullar:** “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*]. | *ECTS kredisi:* |
| *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**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Institute of Graduate Studies and Research- Executive Board Check-list** | | | | | | | | | |
| **Review item** | | | **OK** | **Recommendations** | | | | | |
| ***Submission:*** | | | | | | | | | |
| Format in general (completeness of the forms) | | |  |  | | | | | |
| Deadlines | | |  |  | | | | | |
| Executive Board Initials and Signatures | | |  |  | | | | | |
| ***Curriculum:*** | | | | | | | | | |
| Compliance with the core 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 | | |  |  | | | | | |
| Calculation of the credits of the courses and total credit | | |  |  | | | | | |
| Compliance of the course credit descriptions with policies | | |  |  | | | | | |
| Total credit, ECTS credits or student work load appropriateness | | |  |  | | | | | |
| Reasonable prerequisites | | |  |  | | | | | |
| 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 ABET or any other accreditation body if applicable | | |  |  | | | | | |
| ***Implementation:*** | | | | | | | | | |
| Sufficiency of human resources | | |  |  | | | | | |
| Sufficiency of physical resources | | |  |  | | | | | |
| Justified budget and financing | | |  |  | | | | | |
| Proper initiation semester | | |  |  | | | | | |
| **Overall** | | | | | | | | | |
| Recommend without reservation | | Recommend with minor corrections indicated above | | | | | Not recommended | | |
| **Summary of the Committee report, if any:** | | | | | | | | | |
| Report-Decision No. | | | | | | | |  | |
| IGSR Director  Title and Name | Prof. Dr. Ali Hakan Ulusoy | | | | Date |  | | Signature |  |

**Part IX. Approval of Senate**

This is required only for core courses that are included in the core curriculum. Accordingly, Senate approval is NOT needed for elective courses.

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