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

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course Code |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

 | Course Title |  | Operation | [ ] Revision | [ ] Termination |

**Part II. Proposed Revision**

Skip this part if the mode of operation is TERMINATION.

|  |  |  |
| --- | --- | --- |
| 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**

|  |
| --- |
| **Justification for the Revision/Termination***Explain the reasons for course revision/deletion* |
|  |

|  |  |  |
| --- | --- | --- |
| **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 |
|  |

|  |
| --- |
| **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 |
|  |  |  |
|  |  |  |
|  |  |  |

**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 ChairTitle and Name |  | Signature |  | Date |  |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Board Meeting Date |  | Meeting Number |  | Decision Number |  |
| Dean/DirectorTitle 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 DirectorTitle 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 |  |
| RectorTitle and Name |  | Signature |  | Date |  |