

T.C SELÇUK UNIVERSITY REGULATION ON APPLICATION OF SPECIALISATION FIELD COURSE IN GRADUATE EDUCATION PROGRAMMES

SECTION ONE

Purpose, Basis and Definitions Purpose

ARTICLE 1- (1) The purpose of this Regulation is to regulate the procedures and principles regarding the opening, maintenance and remuneration of the Specialised Field Course to be taught in graduate education and training programmes.

Basis

ARTICLE 2- (1) This Directive has been prepared on the basis of the Higher Education Personnel Law No. 2914, the "Principles to be followed in Course Load Determination and Additional Course Fee Payments" adopted at the General Assembly Meeting of the Council of Higher Education dated 16.09.2005, and the Selçuk University Regulation on Graduate Education and Training, which entered into force after being published in the Official Gazette dated 21.09.2018 and numbered 30542.

Scope

ARTICLE 3- (1) Field of expertise course is a theoretical course aimed at transferring the knowledge, experience and expertise of the faculty member in the scientific field of study to the students who are advised by the faculty member in the programmes other than master's degree without thesis, gaining working discipline, and developing the ability to follow and evaluate current scientific writings. These courses are opened by the faculty member after the appointment of the advisor and continue during the semesters and summer holidays until the advisory duty ends.

Definitions

ARTICLE 4- (1) In this Directive,

a) Graduate School Major Science/Major Art Branch: The relevant Major Science/Major Art Branch of the Graduate Schools affiliated to Selçuk University that provide graduate education and training, **b) Advisor:** The faculty member in the University staff who is appointed with the recommendation of the Graduate School Major Science/Major Art Branch Board and the approval of the Graduate School Administrative Board to guide the student enrolled in the Graduate School during the course and thesis study periods,

c) Graduate School Administrative Board: Under the chairmanship of the Director of the relevant Graduate School, the Deputy Directors of the Graduate School, and the members nominated by the Director of the Graduate School.

d) Second Advisor: In cases where the nature of the thesis work of a graduate student requires more than one thesis advisor during the thesis period of the graduate student, upon the recommendation of the Graduate School Department Board / Graduate School Department Board and the approval of the Graduate School Administrative Board, a faculty member from the University staff or a person with at least a doctorate degree from outside the university staff.

SECOND CHAPTER

Duration, Course Opening and Implementation, Evaluation

Duration

ARTICLE 5- (1) The field of specialization course starts with the approval of the student advisors in master's, doctorate and proficiency in art programs with thesis by the Graduate School Administrative Board. Area of Specialization courses are offered twice in one academic year, covering the fall and spring semesters. The Specialization Field Course continues until the date when the student is dismissed for any reason or the graduation is decided by the Graduate School Administrative Board.

Course Opening and Implementation

ARTICLE 6-

- 1) In addition to all other academic and administrative loads and duties, the faculty member offers a Specialized Field Course every semester for all students at the thesis and course stage in the master's and doctoral programs with thesis.
- 2) The specialization course is a maximum of eight (8+0 theoretical + practical) credit/course hours and a maximum of 10 ECTS credits for each semester in master's, doctorate and proficiency in art programs with thesis.
- 3) Even if the advisor has opened an Area of Specialization Course in more than one program or institute, he/she is considered to have fulfilled only 8 hours of course load for these courses.
- 4) If the advisor is at another higher education institution, appointed to another higher education institution, or on leave of absence for at least one semester, the student may take the Specialization Area Course from a full-time faculty member at the University upon the recommendation of the Graduate School Major Science/Major Art Branch Board and the approval of the Graduate School Executive Board.
- 5) Graduate students are required to register for the Specialization Area Course offered by the advisor every semester and to meet the attendance requirement of the course. Specialization Field Course cannot be opened for students who do not register or freeze their registration in the relevant semester.
- 6) Students who have more than one thesis advisor can take the Specialized Field Course only from the first advisor.
- 7) Students who have more than one thesis advisor can take the Specialization Field Course only from the first advisor. Faculty members who do not have a graduate student advisor, second thesis advisors and retired faculty members cannot take the Specialization Area Course.
- 8) Specialized Field Course cannot be opened in non-thesis, distance education graduate programs and graduate programs conducted in second education.
- 9) The advisor opens the Specialization Area Course for the relevant semester within the semester / course registration period.

10) The weekly course schedule and course load submitted to the relevant Graduate School at the beginning of the semester by the instructor of the Specialization Area Course must be maintained in compliance with the Fee Based Course Load Scorecard. ARTICLE 7- (1) The advisor faculty member is obliged to evaluate the attendance and success status of the student taking the Specialization Area Course and enter the result as "Successful" or "Unsuccessful" in the Graduate School Automation System before the start of the next semester.

Evaluation

ARTICLE 7- (1) The advisor faculty member is obliged to evaluate the attendance and success status of the student taking the Specialization Area Course and to enter the result as "Pass" or "Fail" in the Graduate School Automation System before the start of the next semester.

CHAPTER THREE

Course Pricing

ARTICLE 8- (1) The remuneration of the Specialization Area Course is made within the framework of the "principles to be followed in course load determination and additional course fee payments" of the Higher Education Council. The weekly course schedule and course load of the Specialization Area Course are shown in the Additional Course Load Payroll. Specialization courses conducted in different programs are charged by a single Institute for a maximum of 8 theoretical hours per week, regardless of the number of courses or the number of students enrolled in the course.

(2) In cases where the faculty member is on leave or report, he/she cannot show the Specialization Area Course in the scorecard. However, if the faculty member requests and documents his/her situation, with the decision of the Institute Administrative Board, compensation can be made within the framework of the relevant legislation and within the course/fee approval period. Make-up requests can be paid before the end of the current semester and if deemed appropriate by the Institute Administrative Board, provided that they are paid from the daytime fee.

(3) Except for make-up courses, no fee is paid even if the weekly course schedule and course load submitted to the relevant Institute at the beginning of the semester are changed according to the Fee Based Course Load Scorecard.

(4) Faculty members who are not on the staff of Selçuk University are not paid for "Specialized Field Course". However, faculty members who are employed at a different university but have administrative duties at Selçuk University or who are assigned to give undergraduate or graduate courses and/or faculty members who are employed at Selçuk University but have administrative duties at different universities are paid for the "Specialization Area Course" provided that they are present at Selçuk University on the days and hours specified in the course program.

(5) "Specialized Field Course" fee is paid for the fall and spring semesters in which the course is actually taught, including summer holidays.

(6) No fee is paid for "Specialized Field Course" during official, administrative and holiday breaks.

(7) "Specialized Field Course" is not included in the exam load.

(8) "Specialized Field Course" fee is not paid for advisory faculty members who are assigned in Turkey and/or abroad for more than 3 months.

SECTION FOUR

Miscellaneous and Final Provisions

Other provisions

ARTICLE 9- (1) In cases where there are no provisions in this Directive, the provisions of the relevant legislation and the decisions of the Higher Education Council, the Senate and the relevant Institute Administrative Board are applied.

Effectiveness

ARTICLE 10-

(1) This Directive enters into force on the date it is adopted by the Selçuk University Senate.

Execution

ARTICLE 11- (1) The provisions of this directive shall be executed by the Rector of Selçuk University.