

**FIRAT UNIVERSITY**  
**EUROPE CREDIT TRANSFER and SAVING SYSTEM (ECTS) APPLICATION**  
**GUIDELINES**

**FIRST SECTION**  
**Beginning Provisions**

**Aim and scope**

**ARTICLE 1**

1. The purpose of this Directive is to establish a student workload-based educational model for the planning, implementation, and oversight of diploma programs at Firat University. It also aims to outline the methods and principles for applying the European Credit Transfer and Accumulation System (ECTS).
2. This Directive includes the provisions for preparing general information and course descriptions for associate, undergraduate, and postgraduate degree programs conducted at Firat University, in accordance with the European Credit Transfer and Accumulation System and Diploma Supplement guidelines.

**Legal Basis**

**ARTICLE 2**

This Directive is based on Article 14 of the Higher Education Law No. 2547, the Lisbon Recognition Convention, Article 19/h of the Regulation on Procedures and Principles for Implementing the Turkish Qualifications Framework (published in the Official Gazette on 19/11/2015, No. 29537), the Turkish Higher Education Qualifications Framework (TYYÇ) prepared by the Council of Higher Education, and the Erasmus+ Handbook for Higher Education Institutions issued by the European Union Education and Youth Programs Central Presidency (National Agency).

**Definitions**

**ARTICLE 3**

The following terms are defined as used in this Directive:

- a) **ECTS Credit:** A numerical value representing the estimated workload a student must complete to successfully pass a course or program.
- b) **European Credit Transfer and Accumulation System (ECTS):** A student workload-based academic recognition system that facilitates the transfer of course credits earned at higher education institutions within or outside the country to other institutions.
- c) **Unit:** Academic entities such as faculties, institutes, colleges, conservatories, and vocational schools affiliated with the university.
- ç) **Bologna Information System:** An internet-based system, provided by the University's Student Affairs Department and accessible through departmental links, that houses information related to academic programs as part of the Bologna Process.
- d) **Course Information Package:** An electronically shared system containing detailed information about a course, including course content, learning outcomes, sequence, and ECTS credits. It is designed to meet the needs of students and stakeholders involved in mobility programs.
- e) **Student Workload:** The estimated total time required for a student to achieve the learning outcomes of a course, semester/year, or program. This includes activities such as lectures, practical sessions, seminars, independent study, exams, assignments, projects, internships, and thesis work. An academic year typically involves 1,500 to 1,800 hours of workload.
- f) **Rector:** The Rector of Firat University.
- g) **Senate:** The Senate of Firat University.
- ğ) **University:** Firat University.

a) Senate: First University Senate,

ğ) University: First University,

## **SECOND SECTION**

### **ECTS Application: Purpose and Implementation**

#### **ARTICLE 4**

1. The objectives of ECTS credit application are as follows:
  - a) To ensure compatibility and comparability of all educational levels at the university with international higher education systems while preserving unique characteristics.
  - b) To facilitate planning, delivery, and evaluation of academic and student mobility within associate, undergraduate, and postgraduate programs at the university, both nationally and internationally.
  - c) To guarantee that the education received by students at the university is recognized by institutions abroad and in the professional world.
  - d) To establish a student-centered education system that emphasizes transparency in learning, teaching, and assessment processes, while recognizing achievements, qualifications, and learning periods based on student workload.
2. Goals of student-centered education include:
  - a) Creating an active learning environment for students.
  - b) Enhancing students' critical and analytical understanding.
  - c) Encouraging students to take greater responsibility and develop autonomy in their education.
  - d) Ensuring transparency in learning and teaching processes for both students and instructors.

### **ECTS Institutional Coordinator**

#### **ARTICLE 5**

1. The ECTS Institutional Coordinator is appointed by the Rector from the academic staff for a three-year term to oversee ECTS operations.
2. Duties and responsibilities include:
  - a) Ensuring the institution adheres to ECTS principles in its operations.
  - b) Reviewing the Course Information Package at the start of each semester and resolving any issues by coordinating with relevant units.
  - c) Providing training on ECTS principles and processes to units as needed.
  - d) Collaborating with unit coordinators to inform students about ECTS and the Course Information Package.
  - e) Assisting in ECTS applications during accreditation processes.
  - f) Working closely with the Bologna Coordination Commission, attending meetings, and providing required documents and information.

### **ECTS Unit Coordinator**

#### **ARTICLE 6**

1. The Unit Coordinator is appointed by the dean or director for a three-year term to coordinate ECTS activities with academic staff and students.
2. Responsibilities include:
  - a) Informing students about ECTS and the Course Information Package in collaboration with

the Institutional Coordinator.

b) Attending ECTS meetings organized by the Institutional Coordinator and sharing outcomes with unit staff.

## **Responsibilities of Department Heads**

### **ARTICLE 7**

1. Department heads have the following ECTS-related responsibilities:
  - a) Ensuring information about their programs is fully entered and updated in the Bologna Information System in both Turkish and English.
  - b) Reviewing and updating course details in the Bologna Information System and University Information System at the start of each semester.
  - c) Assigning lecturers to each course listed in the Bologna Information System at the beginning of each semester.

## **Responsibilities of Academic Staff**

### **ARTICLE 8**

1. Academic staff members have the following ECTS-related duties:
  - a) Checking assigned courses in the Bologna Information System at the beginning of each semester and notifying the department head of discrepancies for correction.
  - b) Collaborating with department heads to ensure assigned course details are fully updated in both Turkish and English in the Bologna Information System.
  - c) Sharing the current course syllabus, prepared in accordance with the Course Information Package, with students at the start of each semester.

## **ECTS Application Principles**

### **ARTICLE 9**

1. Firat University recognizes ECTS credits awarded by other higher education institutions domestically and internationally.
2. The ECTS credit of a course reflects its proportion of the total student workload required to complete a full academic year.
3. Learning outcomes achieved within mobility or dual/joint degree programs are recognized based on ECTS credits.
4. Provisions of this directive apply to Course Information Packages, Transcripts, and Diploma Supplements prepared to document students' academic achievements.
5. Courses taken during exchange programs are listed in the transcript with their codes, names, and ECTS credits.
6. Changes to the ECTS credit of a course, semester, or program are proposed by the department/program board and reviewed by the University Education Commission, with final approval by the Senate.

## **ECTS Crediting Principles**

### **ARTICLE 10**

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1. ECTS credits are allocated on a semester basis, with a minimum of 30 ECTS credits required per semester. For programs operating on an annual basis, a minimum of 60 ECTS credits must be assigned for each academic year.
2. The total ECTS credits required for program completion are detailed in Table 1, based on the educational level and program duration. The calculation of ECTS credits for a semester, year, or diploma program is based on the estimated workload necessary for a student to achieve the learning outcomes specified in the Course Information Package.
3. One (1) ECTS credit corresponds to approximately 25 hours of student workload. For every 1 ECTS credit, the student's total workload is estimated at around 25 hours. This calculation considers the defined learning outcomes, teaching-learning methods, and assessment techniques. (An example calculation can be found in Annex-2.)
4. ECTS credits are expressed as whole numbers.

Table 1. Level And education to the duration according to accumulation required total ECTS credit

<u>Level</u>	<u>ECTS Credit</u>	<u>Education Duratic</u>	<u>ECTS Credit</u>
Associate Degree (2 year)	120	1 semester	30
Licence (4 year)	240	1 year	60
High Licence (Without thesis)	60	4 years	240
High Licence (With Thesis)	120	5 years	300
Doctorate	240	6 years	360

**Article 11-** (1) Definitions for ECTS letter grades and their equivalents as applied at Firat University are provided in Table 2 for consistency in grade transfers.

<u>ECTS Letter Grade</u>	<u>Success Letter The note</u>	<u>ECTS Definition</u>
A	AA	Perfect
B	BA	A lot Good
C	BB	Good
D	CB	Sufficient
TO	CC	Passes
FX	DC	Unsuccessful
F	FF	Unsuccessful

### **THIRD SECTION**

#### **Provisions for Unaddressed Cases**

#### **ARTICLE 12**

1. For matters not explicitly covered by this Directive, the relevant regulations and the provisions outlined in the Erasmus+ Handbook, prepared annually by the European Union Education and Youth Programs Center (National Agency), will be applied. Additionally, decisions made by the University Senate will guide the resolution of such cases.

#### **Enforcement**

#### **ARTICLE 13**

1. This Directive shall come into effect on the date of its approval by the Senate.
2. Upon its enactment, the "Firat University European Credit Transfer System (ECTS) Implementation Directive," adopted by Senate decision dated 01.06.2011 and numbered 2010-2011/17, will be repealed.