



HACETTEPE UNIVERSITY
ANKARA

DECREES OF THE SENATE

<u>SESSION DATE</u>	<u>SESSION NUMBER</u>	<u>DECREE NUMBER</u>
18.03.2015	13	2015-110

*Informative presentation about the activities in 2014 is made by the **Student Clubs and Societies of our university.***



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DECREES OF THE SENATE

<u>SESSION DATE</u>	<u>SESSION NUMBER</u>	<u>DECREE NUMBER</u>
18.03.2015	13	2015-111

Selecting and configuring representations of our university research assistants have been discussed and the issue's withdrawal from the agenda to be discussed again next week was decided.



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<u>SESSION DATE</u>	<u>SESSION NUMBER</u>	<u>DECREE NUMBER</u>
18.03.2015	13	2015-100

The decree of Faculty Board of Directors dated 17.02.2015 and with number 1-01 of 2015 and University Education Commission about opening two new elective courses mentioned below in the evening education of non-thesis master's program of International Relation in the Graduate School of Social Sciences from Fall term of 2015-2016 academic year was approved.

The code and name of the course	Status	T P C	ECTS
INT 662 <i>Prevention Of The Spread Of Weapons Of Mass Destruction</i>	<i>E</i>	3 0 3	6
INT 674 <i>Foreign Policy Analysis In The Globalized World</i>	<i>E</i>	3 0 3	6



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<u>SESSION DATE</u>	<u>SESSION NUMBER</u>	<u>DECREE NUMBER</u>
18.03.2015	13	2015-113

The decree of Faculty Board of Directors dated 17.02.2015 and with number 1-03 of 2015 and University Education Commission about opening one new elective course mentioned below in second cycle program of Public Law Department in the Graduate School of Social Sciences from Fall term of 2015-2016 academic year was approved.

The code and name of the course	Status	T P C	ECTS
KHK 624 <i>Political Parties And Election Law</i>	<i>E</i>	<i>3 0 3</i>	<i>7</i>



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<u>SESSION DATE</u>	<u>SESSION NUMBER</u>	<u>DECREE NUMBER</u>
18.03.2015	13	2015-114

The decree of Institute Board of Directors dated 17.02.2015 and with number 01-04 of 2015 and University Education Commission about changing the status of the courses mentioned below in the postgraduate program of American Language and Literature in the Institute of Social Sciences and in the doctorate program of American Language and Literature in the Institute of Social Sciences from elective to compulsory was approved.

Master's program of American Language and Literature- change in the status

The code and name of the course	Current Situation			Suggestion		
	Status	T P C	ECTS	Status	T P C	ECTS
AKE 618 <i>Genres, Themes and Issues In American Literature</i>	<i>M</i>	<i>4 0 4</i>	<i>8</i>	<i>E</i>	<i>4 0 4</i>	<i>8</i>

Doctorate's program of American Language and Literature- change in the status

The code and name of the course	Current Situation			Suggestion		
	Status	T P C	ECTS	Status	T P C	ECTS
AKE 718 <i>Genres, Themes and Issues In American Literature</i>	<i>M</i>	<i>4 0 4</i>	<i>10</i>	<i>E</i>	<i>4 0 4</i>	<i>10</i>



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<u>SESSION DATE</u>	<u>SESSION NUMBER</u>	<u>DECREE NUMBER</u>
18.03.2015	13	2015-115

*The decree of Faculty Board of Directors dated 19.02.2014 and with number 01 of 2014 and University Education Commission about opening “**Department of Computer Graphics**” in the Computer Engineering Division in Faculty of Engineering from 2015-2016 academic year was approved and **broaching to the Council of Higher Education** was decided.*



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18.03.2015	13	2015-116

“Hacettepe University Symphony Orchestra Directive” was accepted as in the attachment.

Directives of Hacettepe University Symphony Orchestra

Aim

Article 1

The aim of this directive is to determine the basis and procedures for activities and principles of work and the formation of Hacettepe University Symphony Orchestra which operates depending on Ankara State Conservatory.

Content

Article 2

This directive covers the basis and procedures for activities and principles of work and the formation of Hacettepe University Symphony Orchestra.

Definitions

Article 3

In this directive,

- Rectorship: Hacettepe University Rectorship
- Rector: Hacettepe University Rector
- Senate: Hacettepe University Senate
- Conservatoire: Hacettepe University Conservatoire
- Director: the director of Hacettepe University Ankara State Conservatory
- Department of Music: Department of Music in Hacettepe University Ankara State Conservatory
- Department of Performing Arts: Department of Performing Arts in Hacettepe University Ankara State Conservatory
- Department of Musicology: Department of Musicology in Hacettepe University Ankara State Conservatory
- Art major of Composition and Conductorship: Art major of Composition and Conductorship in Hacettepe University Ankara State Conservatory
- Orchestra: Hacettepe University Symphony Orchestra
- Executive Music Director: Executive Music Director of Hacettepe University Symphony Orchestra

- The chief violin player: The chief violin player in Hacettepe University Symphony Orchestra
- Chief of the band: Chief of the every band in Hacettepe University Symphony Orchestra
- Season: Every year between June and September
- Artistic activity scores: Artistic activity scores which are on teaching staff promotion and appointment criteria in Hacettepe University Ankara State Conservatory
- Academic Efficiency Scores: Academic efficiency scores which are on the total scores of teaching staff promotion and appointment criteria in Hacettepe University Ankara State Conservatory
- Coordinator: Hacettepe University Symphony Orchestra Coordinator
- Responsible of Archives: Responsible of archives in Hacettepe University Symphony Orchestra

The Aim of the Orchestra

Orchestra was founded for the purpose of contributing to national and international music culture, spreading polyphonic music in the region by reaching potential audience of classical music- especially university youth, creating artistic application fields where the academic staff and students can display their experiences and gain experience, promoting university at national and international levels, reviving the cultural life of the university and the region by giving place to the guest conductors and artists and publicizing their work through concerts and recordings

Organs of the Orchestra

The Organs of the Orchestra are Executive Music Director and Art Commission.

Executive Music Director

Executive Music Director is assigned by the rector for three years within the permanent conductor academic staff of Composition and Conductorship Department or if there is no permanent staff in the Department of Composition and Conductorship, from the permanent faculty members in Department of Music upon the proposal of the director. With the proposal, the director provides a file relating to artistic activities scores and the projects carried out to the rector. Executive Music Director can be reassigned when the term expires. In cases where more than three months absence due to assignments, medical reports and other similar reasons, Executive Music Directorship and Conductorship end.

The chief violin player is the inherent assistant of Executive Music Director in the arrangement of the orchestra.

The Missions of the Executive Music Director

The missions of the General Music Director who is responsible for the regular operation and internal organization of the orchestra include:

- a) preparing seasonal Orchestra concert program draft and submit to the Board of Art at beginning of July every year,
- b) notify the Board of Art about the needs of the orchestra of new members, instruments, technical equipment and notes,
- c) following and supervising all concerts and rehearsals of the orchestra,
- d) preparing reports needed to improve the artistic quality of the orchestra and presenting it to Council of Arts,
- e) ensuring the works that expand the repertoire of the orchestra while preparing the concert program,
- f) carrying out rehearsals and concerts by providing the most efficient way to a full and maximum concentrations of discipline,
- g) to identify members for Each concert program and evaluate the proposals of the Council in this regard,
- h) checking schedules arranged to be signed for orchestra rehearsals and concert attendance of members taking part in orchestra.
- i) to arrange additional studies for orchestra rehearsals in cases deemed necessary and if it is needed to operate as a group, to make the relevant people do the work
- j) evaluating the allowance or in the case of the invitation of orchestra members from other institutions and organizations as a reinforcing artist and the demands of their assignment either in university or outside of the university without disturbing their duty in the orchestra and give his opinions to the head.

Arts Council

Article 8.

Arts Council; chaired by the Director , consists of a total of seven people, including General Music Director, two faculty members who serves as a staff in the Department of Music and non-Orchestra members, a faculty member who served as a staff in musicology, chief violinist and a representative elected by the orchestra members by closed ballot. When necessary,

within or outside the university faculty members may be invited to the Art council to ask for information.

Two members of the Music Department Serving as a permanent staff and with the highest scores artistic activities in the music department will be appointed by the President as representative. staff serving in the Department of Musicology and with the highest scores in academic activities is appointed as the representative of the Musicology Department by the President.

The Arts Council's mandate is three years. Expired members of the Arts Council may be re-elected or appointed. Membership of the members who don't join the meetings of the council in a year without a valid excuse three (3) times consecutively will be cancelled.

The Arts Council's Working Principles

Article 9.

Arts Council meets at least once a month on the invitation of the President. More than half of the total number of members is a quorum. If necessary, an extraordinary meeting can be made on the recommendation of the president. Arts Council listens academic unit managers and other staff's views and recommendations if necessary during the discussion of the issues on the agenda.

Arts Council takes decisions by majority of votes, members vote to accept or reject and they can not use abstaining vote.

Duties of Art Council

Article 10

The duties of the art council are below:

- a) to decide the seasonal concert plan proposed by General Music Director in accordance with the principles set out in Article 13 and to announce the beginning of September of each year
- b) to prepare the seasonal draft budget of the Conservatory and present the Directorate
- c) to determine the principles of the election of conductors and soloists who will be deployed in concerts
- d) to determine the principles of group and orchestra conductor members of the selection of chief violinist

- e) to determine principles relating to copyright and notes; reinforcing artists, instruments, the provision of technical equipment
- f) to prepare to the seasonal Annual Report to President offer Each year in July
- g) make recommendations to President in accordance with the development of the orchestra

Coordinator

Article 11

Orchestra coordinator is appointed by the director from the academic and administrative staff from the conservatory. Duties and responsibilities of the coordinator who is responsible of coordinating and ensuring the orchestra's support services are:

- a) to make the entire organization process of the orchestra and concerts ,
- b) to ensure that the notes of the works works in the concert program will be delivered to the members of the orchestra
- c) to attend the meeting of the Arts Council without voting rights and to carry out the secreterial works of the Arts Council
- d) to ensure the necessary coordination with relevant departments in the procurement for the reinforcing artists, instruments and technical equipment
- e) to assist the General Music Director of the Arts Council for supplying the notes of the concert program , works of copyright and related issues
- f) to make the agreements for the assignment and agreement conditions of native or foreign artists who will take part in concerts
- g) to assist General Music Director and Artistic Committee in the preparation of seasonal Annual Report,
- h) to establish a connection with the Department of Musicology In the matter of writing text on a seasonal concert programs ,
- i) to declare the number of rehearsals and follow the order of the concerts determined by the confirmation of the Art Council and the recommendation of the chief on a monthly basis,
- j) to identifying needs of supplies of the orchestra's instruments and concerts with and to make the necessary provision in their correspondence,
- k) to perform other duties assigned by the Director

Archives Specialist

Article 12

Orchestra Archives Officer is appointed by the Director within the academic and administrative staff of the conservatory. Duties and responsibilities of the Archive Specialist who is responsible for assisting the coordination of the support services and to deliver the notes of the concert to the members of the orchestra are:

- a) to assist Orchestra Coordinator the coordination of support services of the orchestra
- b) to help the General Music Director in the provision of the notes of the concert program,
- c) to prepare and to distribute the orchestral concert parties that will be performed to members of the orchestra,
- d) to prepare the partition of the works that will be performed and to give the General Music Director / Orchestra Conductor for the concert
- e) to perform the other duties assigned by the Director

General principles relating to the orchestra's activity

Article 13

The general principles relating to the Orchestra's activities include:

- a) The orchestra, in addition to the seasonal concert programs, with the appointment by Rector can give concerts on the school year opening ceremonies and other important days for national holidays,
- b) the orchestra, in addition to the seasonal concert programs, can give a concert with the Board's approval,
- c) Orchestra give concerts annotated data for training purposes at least once a season,
- d) Orchestra never gives concerts in cocktail parties or meetings Each concert will surely be in order of concert,
- e) up to half of the concerts held in a season are directed by the General Music Director,
- f) at least one concert in each season is conducted by graduate students or the students in graduate programs,
- g) the soloists selected among the teaching staff who work in the Conservatory take part at least two concerts a season

- h) the soloists selected among the students in the Conservatory take part at least two concerts a season
- i) the works of the teaching staff in the department of Composition and Conducting are included in each concert
- j) at least one concert in one season is divided to program that was created from the works of the students of the Department of Composition and Conducting with the proposal of the Composition and Conducting Department
- k) a concert is performed at least one in a season with the proposal of Department of Performing Arts,
- l) rehearsals for each concert is performed by conductor except in exceptional circumstances,
- m) The number of rehearsals for each concert and the order are announced monthly by the Board's approval and the recommendation of the chief
- n) writing text for seasonal concert programs is prepared with the support of musicology.

Working Principles of the Orchestra

Article 14

- a) The members of the orchestra, violinist and head group assignments are made by the Chief Directorate of the conservatory.
- b) General Music Director or the orchestra members who cannot come to rehearsals or concerts because of illness or an excuse cannot take part in another activity during their mission. For the people who do not obey this rule, instructors' and Civil Servants Disciplinary Regulations of Institutions of Higher Education Administrators.
- c) The orchestra members can take part in another art institution or organization, provided that they do not impede with the orchestra rehearsal and concert programs with Conservatory Director's approval.
- d) Orchestra members are situated at their place of duty at least fifteen minutes of rehearsal, and at least half an hour before the concert and make the necessary preparations.
- e) Orchestra members can use all kinds of permissions by the approval of the general music director and the president and with the approval of the conservatory director.
- f) Orchestra members; if they do not comply to the working principles of Orchestra and disrupt the working order of the orchestra during the event can be dismissed by the President upon the recommendation of the Board of Art.

- g) General Music Director and the orchestra members are responsible of fulfilling the tasks assigned to them by the orchestra's artistic and administrative bodies and not hindering the orchestra program except from the exceptional circumstances. Orchestra membership; does not eliminate the obligations of the graduate student or instructor . However, member instructors can not be assigned to block the participation of studies of the orchestra and concert band.

Concerts

Article 16

Orchestra makes rehearsals at Hacettepe University Conservatory or Cultural Centre of Hacettepe University Cultural Centre, and in other suitable locations shown by the rectorship and give concerts in activities organized by the University upon request of Rector's Office.

Temporary Article 1.

The chief violinist in the orchestra and still working group chiefs, will continue to serve until determining the principles of the election of the violinist and chiefs.

Enforcement

Article 17

This Directive shall enter into force on the date of approval by Hacettepe University Senate.

Execution

Article 18

The provisions of this Directive are carried out by Hacettepe University Rector.



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2015-117

Informative presentation about the web page of The Department of Information Management in Faculty of Letters as an example for informing the students was made by Prof. Dr. Bülent Yılmaz.



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18.03.2015	13	2015-118

For the course of "UNI 201 Life in University", the program and the grading system which will be implemented in 2014-2015 academic year Spring Term was accepted as attached.

GENERAL SCHEDULE OF UNI 201 ‘ LIFE IN UNIVERSITY’**ENGLISH TRANSLATION and INTERPRETATION PROGRAM****Bedrettin Cömert Hall**

	Date	Day	Hour	Activity
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1 st week	February 20, 2015	Friday	15:00-16:00	Introduction
2 nd week	February 23, 2015	Monday	14:00-16:00	Conversation with Prof. Üstün Dökmen (MAE Hall)
3 rd week	March 6, 2015	Friday	15:00-16:00	GOAL SETTING AND PROBLEM SOLVING SKILLS
4 th week	March 13, 2015	Friday	15:00-16:00	GOAL SETTING AND PROBLEM SOLVING SKILLS
	March 14, 2015	Saturday	THEATRE	
5 th week	April 10, 2015	Friday	15:00-16:00	STUDENT GROUP of DANCE SPORTS (MAE Hall)
	April 11, 2015	Saturday	MUSEUM OF ANATOLIAN CIVILIZATIONS	
6 th week	April 17, 2015	Friday	15:00-16:00	TRAFFIC AND ROAD SAFETY
7 th week	May 8, 2015	Friday	15:00-16:00	STUDENT GROUP of CAPOEIRA
	May 9, 2015	Saturday	BEYPAZARI TRIP	
8 th week	May 15, 2015	Friday	CINEMA	

	ACTIVITIES	SCORE
A	The total of intra-campus activities	8
1	Introduction	1
2	Meeting with ourselves and the world (Prof. Üstün Dökmen)	2
3	Goal Setting And Problem Solving Skills (Research Assistant Sevginar Vatan)	2
4	Would you dance with me? (Student Group of Dance Sports)	1
5	Traffic And Road Safety (Dr. Savas Ceylan)	1
6	Would you dance with me? (Student Group of Capoeira)	1

	ACTIVITIES	SCORE
A	The total of off-campus activities	8
1	Theatre	2
2	Museum (Meeting with the civilizations)	2
3	Beypazarı Trip	2
4	Cinema	2

GENERAL SCHEDULE OF UNI 201 ‘ LIFE IN UNIVERSITY’**ERGOTHERAPY PROGRAM****Red Hall in Sıhhiye Campus**

	Date	Day	Hour	Activity
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1 st week	February 17, 2015	Tuesday	15:30-16:30	Introduction
2 nd week	February 23, 2015	Monday	14:00-16:00	Conversation with Prof. Üstün Dökmen (MAE Hall)
3 rd week	March 3, 2015	Tuesday	15:30-16:30	GOAL SETTING AND PROBLEM SOLVING SKILLS
4 th week	March 10, 2015	Tuesday	15:30-16:30	GOAL SETTING AND PROBLEM SOLVING SKILLS
	March 14, 2015	Saturday	THEATRE	
5 th week	April 7, 2015	Tuesday	15:30-16:30	STUDENT GROUP of CAPOEIRA
	April 11, 2015	Saturday	MUSEUM OF ANATOLIAN CIVILIZATIONS	
6 th week	April 14, 2015	Tuesday	15:30-16:30	TRAFFIC and ROAD SAFETY
7 th week	May 5, 2015	Tuesday	15:30-16:30	STUDENT GROUP of DANCE SPORTS (MAE Hall)
	May 9, 2015	Saturday	BEYPAZARI TRIP	
8 th week	May 12, 2015	Tuesday	CINEMA	



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The decree of Institute Board of Directors dated 17.02.2015 and with number 01-05 of 2015 and University Education Commission about changing article 2 which describes Academic Personnel and Postgraduate Education Entrance Exam (ALES) and Foreign Language Scores (YDS) of application conditions to master's and doctoral program entrance exams of Department of Public Finance in Institute of Social Sciences as mentioned in the attachment was approved.

Attachment of the decree of senate dated 18.03.2015 and with number 2015/119

DEPARTMENT OF PUBLIC FINANCE MASTER'S PROGRAMME

	OLD VERSION	SUGGESTED VERSION
D.4. Provisions for Registration (article 2)	<p>Applicants are required to provide minimum 70 70-standard scores in Equally Weighted section of Academic Personnel and Postgraduate Education Entrance Exam (ALES) administered by the Assessment Selection and Placement Center (ÖSYM) or to have an equivalent score on GRE and GMAT recognized by the Senate of Hacettepe University. Additionally, applicants must obtain a minimum score of 70 70 on the Foreign Language Exam (YDS) or an equivalent score on an exam recognized by the Higher Education Board (YOK), Assessment Selection and Placement Center (ÖSYM) and the Senate of Hacettepe University.</p>	<p>Applicants are required to provide minimum 60 standard scores in Equally Weighted section of Academic Personnel and Postgraduate Education Entrance Exam (ALES) administered by the Assessment Selection and Placement Center (ÖSYM) or to have an equivalent score on GRE and GMAT recognized by the Senate of Hacettepe University. Additionally, applicants must obtain a minimum score of 60 on the Foreign Language Exam (YDS) or an equivalent score on an exam recognized by the Higher Education Board (YOK), Assessment Selection and Placement Center (ÖSYM) and the Senate of Hacettepe University.</p>

DEPARTMENT OF PUBLIC FINANCE DOCTORATE'S PROGRAMME

	OLD VERSION	SUGGESTED VERSION
D.4. Provisions for Registration (article 2)	<p>Applicants are required to provide minimum 80 80 standard scores in Equally Weighted section of Academic Personnel and Postgraduate Education Entrance Exam (ALES) administered by the Assessment Selection and Placement Center (ÖSYM) or to have an equivalent score on GRE and GMAT recognized by the Senate of Hacettepe University. Additionally, applicants must obtain a minimum score of 80 80 on the Foreign Language Exam (YDS) or an equivalent score on an exam recognized by the Higher Education Board (YOK), Assessment Selection and Placement Center (ÖSYM) and the Senate of Hacettepe University.</p>	<p>Applicants are required to provide minimum 70 standard scores in Equally Weighted section of Academic Personnel and Postgraduate Education Entrance Exam (ALES) administered by the Assessment Selection and Placement Center (ÖSYM) or to have an equivalent score on GRE and GMAT recognized by the Senate of Hacettepe University. Additionally, applicants must obtain a minimum score of 70 on the Foreign Language Exam (YDS) or an equivalent score on an exam recognized by the Higher Education Board (YOK), Assessment Selection and Placement Center (ÖSYM) and the Senate of Hacettepe University.</p>



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18.03.2015	13	2015-120

The decree of Institute Board of Directors dated 17.02.2015 and with number 01-10 and University Education Commission about canceling article 2 of application conditions to master's degree programme and changing article 3 which describes Academic Personnel and Postgraduate Education Entrance Exam (ALES) and Foreign Language Scores (YDS) of application conditions to master's degree programme of Peace and Conflict Studies in Institute of Social Sciences as mentioned in the attachment was approved.

Attachment of the decree of senate dated 18.03.2015 and with number 2015/119

MASTER'S DEGREE PROGRAMME OF PEACE AND CONFLICT STUDIES

	OLD VERSION	SUGGESTED VERSION
D.4. Provisions for Registration (article 3)	The applicants must have Academic Personnel and Postgraduate Education Entrance Exam(ALES) equally weighted scores that meet the minimum score of 55 or must have internationally recognized GRE and GMAT scores that are equivalent to 55 of ALES in accordance with the equivalence defined by the Senate of Hacettepe University.	Applicants are required to provide minimum 55 standard scores in Equally Weighted section of Academic Personnel and Postgraduate Education Entrance Exam (ALES) administered by the Assessment Selection and Placement Center (ÖSYM) or to have an equivalent score on GRE and GMAT recognized by the Senate of Hacettepe University. Additionally, applicants must obtain a minimum score of 70 on the Foreign Language Exam (YDS) or an equivalent score on an exam recognized by the Higher Education Board (YOK), Assessment Selection and Placement Center (ÖSYM) and the Senate of Hacettepe University.

	CANCELLED PROVISION
D.4. Provisions for Registration (article 2)	The applicants must meet the minimum 2.70 undergraduate grade point average (GPA) on a four-point scale or the minimum 75 undergraduate GPA on a hundred-point scale. (CANCELLED)



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18.03.2015	13	2015-121

*The decree of Graduate Education and Cooperation Commission dated 25.02.2015 and with number 38 of 137 and University Education Commission about **European Credit Transfer System** of the course '**Special Topics**' which students in thesis term have taken in the course enrollment has been discussed;*

*In accordance with the related articles of the Examination Regulation of Hacettepe University Graduate Education, for the course of Special Topics, the students starting their thesis should complete 60 ECTS thesis/work of art for **master's degree** and 120 ECTS thesis/work of art for **doctorate's/integrated doctorate's degree** successfully.*

*In accordance with the opinions of our university Bologna Coordinatorship, **only for students who continue their postgraduate education in scope of Bologna;***

- *When they completed their thesis successfully, giving **60 ECTS to master's degree students and 120 ECTS to doctorate's degree students** and writing '**T**' in their transcript for the course of Special Topics*

*The decree of Graduate Education and Cooperation Commission about giving '**T**' to **'the students who complete their thesis work'** placed in the article 26 (1) of Examination Regulation of Hacettepe University Graduate Education has been read and approved*