



# HACETTEPE UNIVERSITY

## UNDERGRADUATE - ASSOCIATE STUDENT BOOKLET

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## MESSAGE FROM THE RECTOR OF HACETTEPE UNIVERSITY



### ***Dear Students,***

Since its establishment in 1967, Hacettepe University has been a pioneering, competitive, and innovative institution in education, teaching, research, and societal contribution, guided by the "Towards further... To the best...". Our University, which has a robust quality assurance system, was accredited by the Higher Education Quality Council (YÖKAK) for five years in 2023 and continues to take firm steps towards the future.

Undoubtedly, the success of our university is not only attributed to the efforts of all university staff but also greatly owed to our students. Therefore, we aim to nurture strong students throughout their university life, where academic excellence intersects with vibrant campus life at Hacettepe University, enabling you to graduate as strong professionals and valuable members of your respective fields.

In today's ever-changing world, our priority as a university for strong students and graduates is to equip you with the necessary knowledge, skills, experience, and competencies to succeed in your chosen field by providing excellent education at global standards. Besides imparting professional competencies, our university also values and supports intellectual and personal development throughout your educational life and carries out necessary work for this purpose.

Dear Students, a Student Manual has been prepared to serve as a roadmap for your exciting journey at our university as strong, aware, and actively engaged students. This manual provides information about various student services, including academic policies, procedures, support services, counseling, career services, and our university's integrated quality policy. Additionally, the manual offers detailed information about the program you are enrolled in.

It is essential for you to actively shape your academic and personal development throughout your education at our university. In this regard, engaging in student communities and campus

activities and using the many opportunities and resources available will assist you in reaching your goals. Therefore, the information provided in the manual will serve as a helpful resource in achieving your goals.

I encourage you to embrace the fundamental philosophy of our university, "Towards further... To the best..." during your university life and take advantage of the numerous learning, growth, and personal development opportunities our university offers. Alongside our solid institutional ethos and opportunities, I wish you to achieve all your goals at our university, where academic excellence meets limitless growth and success opportunities through determination, perseverance, and hard work.

Best regards,

Professor M. Cahit GÜRAN

Rector



## MESSAGE FROM THE DEAN OF THE FACULTY/CONSERVATORY/ VOCATIONAL SCHOOL-COLLEGE DIRECTOR

Dear Students,

One of the most long-established faculties in Hacettepe University, a leading educational brand not only in Turkey but also in the whole world, is the Faculty of Letters. The roots of our faculty, some of the departments of which were established earlier, go back to the Faculty of Sciences and Social Sciences in the 1967-1968 academic year. Our departments which later located in the Faculty of Social and Administrative Sciences were restructured as the Faculty of Letters in 1982. The departments of our faculty offer higher education at undergraduate, graduate and doctoral levels. The programs of our departments are constantly being updated in line with the emerging vocational fields and professions under the changing and developing world conditions. In each department of our faculty, there are courses, practices and programs that increase the competitiveness of our students and add value to them. With active Erasmus education and internship mobility agreements, our faculty has the highest number of bilateral agreements in the university. Besides, our faculty carries out an intensive learning mobility by making national and international exchange agreements within the scope of Mevlana and Farabi Exchange Programs. Many departments of our faculty operate double major programs between each other and with the departments of other faculties. In addition to double major programs, there are many minor programs offered by the departments of our faculty.

Our faculty proceeds on its way with the ideal of raising productive, creative, questioning and researching individuals who take part in various fields of social life, think critically, embrace change and development, and engage in education, research, project-development programs, and field studies in the light of universal values.

Researching and making sense of language, history, literature, art, architecture, etc. are indispensable requirements for human beings in the search of themselves. Beginning with themselves, human beings try to make sense of their environment, their society and finally the whole world. In this respect, it is unthinkable to reach universal knowledge in the field of humanities and social sciences without researching and making sense of one's own society, nation and their values. Mustafa Kemal Atatürk, who said "The foundation of the Turkish Republic is culture",

established the Turkish Historical Society and the Turkish Language Society, and the Faculty of Language, History and Geography with this understanding, and attached a great importance to the research on the role of the civilizations founded by the Turkish Nation in the history of humanity with an understanding extending from national to universal. The departments of our faculty will continue to contribute to the Turkish scientific and cultural society by raising students who are, on the one hand, loyal to their country and national culture, and on the other hand serve for the common good of all humanity and open to universal knowledge and values, in line with the ideal of “rising above the level of contemporary civilization” pointed out by Atatürk. It is our greatest wish that you benefit from all kinds of opportunities of our Faculty and University at the maximum level in your life journey and graduate equipped with the necessities of the era. Greetings and best regards,

Prof. Dr. Mehmet ÖZ  
Dean

## OUR UNIVERSITY'S EDUCATION POLICY

As a research university, Hacettepe University's education policy is based on a teaching approach rooted in scientific approach, critical thinking, and applied learning, and specialized in different scientific disciplines. It aims to:

1. Train leaders in the fields of medicine, health sciences, science and engineering, social and humanities, and culture and art who can discover, question, analyze, understand, and solve the problems of humanity using their knowledge.
2. Train individuals who adopt ethical values, show the highest level of care and respect for humans and the environment, use information and technology effectively, are confident and expressive, and have skills in project-based work and teamwork.
3. Provide high-quality instruction by qualified faculty members, and conduct learning-centered education programs designed to meet national and global needs, and graduate graduates with the skills to adapt to the changing world.
4. Monitor and evaluate education and training processes with stakeholder involvement, and continuously improve them based on the results.
5. Guarantee student representation in decision-making processes related to education and training.
6. Ensure that education and training is supported by scientific and technological developments by integrating it with research and development, social contribution, and internationalization processes.

## ACREDITED UNIVERSITY

Our university was involved in the external evaluation process within the scope of the THEQC (Turkish Higher Education Quality Council) Institutional Accreditation Program (IAP) in 2022. The preliminary visit by the evaluation team took place on November 15, 2022, and the on-site visit occurred between December 11-16, 2022.

By the decision made during the Higher Education Quality Board's meeting on 26.04.2023 within the scope of the THEQC Institutional Accreditation Program (IAP), our university has obtained the right for Institutional Accreditation for a period of 5 years.

## ACADEMIC CALENDAR

Prepared for each academic year and approved by our University Senate, it is a calendar that shows the dates for activities such as course registrations, exams, horizontal transfer applications, summer school, etc., in the Bachelor's and Associate Degree programs for our students.

Following the academic calendar visible on our OIBD (Student Information and Documentation Center) page is crucial for our students. It serves as your primary planner and guide in various aspects throughout the year.

[www.oibd.hacettepe.edu.tr](http://www.oibd.hacettepe.edu.tr)

## ADVISOR

An advisor is an academic staff member who provides guidance on matters such as courses, registrations, and other related issues throughout a student's academic journey.

For each student, an advisor is assigned by the relevant academic unit's chair. The advisor monitors the academic activities of students, assists with educational processes,

course selection, graduation procedures, and problem-solving related to university life. Changes in the courses to be taken per semester/year and registration renewal processes are finalized with the advisor's approval. You can find the Academic Advisory Practices and Principles in the Regulations and Directives section on the Student Affairs Department (OIBD) web page.

The advisor's name can be found by logging into the BILSIS page, allowing students to get in touch with their advisor.

<https://bilsis.hacettepe.edu.tr/oibs/ogrenci/login.aspx>

## GENERAL INFORMATION

### 1. STUDENT PASSWORD

The password used by students throughout their studies to access the BILSIS automation system. New students joining the university should first check the "Student Number Query" screen under the "New Entrants" section on the Student Affairs Department (OIBD) website to find their student numbers. Afterwards, they can log in to the BILSIS system using their student numbers as the "Username" and BILSIS passwords as the "Password." Announcements regarding new

students' BILSIS passwords will be made on the OİDB website during the registration week. For security reasons, it's recommended to change the password after the initial login. Course registrations are conducted online at the beginning of each semester using this password. As all actions performed using the password are assumed to be executed by the student, it should not be shared with anyone.

## 2. STUDENT ID

Identification cards prepared by the Health, Culture, and Sports Department for all registered students at our university. These cards, which contain a photo, serve as an official identification card for entry to Hacettepe University campuses, and for access to facilities like the cafeteria, library, etc. It's strictly prohibited for others to use these IDs. If it's found that someone else is using the card, legal action may be taken, and disciplinary action can be imposed.

## 3. HACETTEPE.EDU.TR EMAIL

### ADDRESS

Email addresses provided and managed by the University's Information Technology Department through the portal.hacettepe.edu.tr. The usage of email addresses with the Hacettepe extension is crucial for institutional identity and security purposes.

## 4. STUDENT RIGHTS

Except for units with annual education programs (such as the Medical Faculty, Foreign Language, and Turkish Preparation programs), our university operates on two semesters, fall and spring, in an academic year. Each semester/year, students enroll in their courses. According to the Higher Education Law, the rights and privileges of being a student cannot be utilized in a semester where course registration is not completed.

## 5. DURATION OF EDUCATION

The duration of studies in associate degree programs, excluding one-year preparatory classes, is two years. For undergraduate programs, the standard duration is four years (six years for Medical Faculty, five years for the Faculty of Dentistry and Faculty of Pharmacy). Except for the one-year foreign language preparatory class, students are required to complete their associate degree programs within a maximum of four years and undergraduate programs within a maximum of seven years (nine years for six-year programs and eight years for five-year programs), regardless of whether they enroll each semester. If students are unable to complete their studies within these periods, their affiliation with the University may be terminated, or various regulations such as

additional time, extra examinations, or unlimited exams may be applied. If the educational requirements are not fulfilled even after these regulations, the affiliation with the University will be severed.

## 6. DIPLOMA SUPPLEMENT

An English document accompanying the diploma, providing the names of all courses taken by the student throughout their education, along with their ECTS credits. This document comprises standard information and is valid in EU countries. The diploma supplement is not a substitute for the diploma itself.

## 7. ATTENDANCE REQUIREMENT

Unless a different decision is made by the University Senate, attendance in classes is mandatory. Students who fail to attend more than 30% of theoretical hours, including excuses, and more than 20% of practical hours in a course are not eligible to take the final and makeup exams for that specific course. However, in institutional courses, if the attendance requirement has been met in previous semesters, the attendance requirement is not required, provided that the mid-term exams are taken.

## 8. GRADING SYSTEM (EXCEPT FOR THE FACULTY OF MEDICINE)

The points, grades, coefficients, and their meanings representing course performance grades are as follows:

POINTS	GRADES & COEFFICIENTS
95-100	A1 (4,00)
90-94	A2 (3,75)
85-89	A3 (3,50)
80-84	B1 (3,25)
75-79	B2 (3,00)
70-74	B3 (2,75)
65-69	C1 (2,50)
60-64	C2 (2,25)
55-59	C3 (2,00)
50-54	D (1,75)
0-49	F3 (0,00)
	F2 (0,00)
	F1 (0,00)
	F6 (0,00)

**b)** The letter grades correspond as follows:

- 1)** F1: No right to take the final or makeup exams due to absence, unsuccessful.
- 2)** F2: Had the right to take the final or makeup exam but didn't attend, unsuccessful.
- 3)** F3: Took the general or makeup exam and failed.
- 4)** F6: Due to not meeting the qualification exam requirements during the academic

year in the preparatory class (except for attendance), there is no right to take the qualification and makeup exams.

**(2)** A student who receives one of the grades A1, A2, A3, B1, B2, B3, C1, C2, C3, or D is considered to have passed that course.

**(3)** Students who have a course passing grade of F2 or F3 are eligible to take makeup exams.

**(4)** In the conservatory departments that have transitioned to a credit system, the Senate may set passing grades for the courses taught, which may differ from what is mentioned in this article.

## 9. LANGUAGE OF INSTRUCTION

Our faculty comprises 17 departments and 19 disciplines. Except for our philology departments, which offer education in foreign languages, the medium of instruction in all other departments is Turkish, unless otherwise stated by the Council of Higher Education (YÖK). Our Information and Document Management department offers 30% of its courses in English.

## 10. FOREIGN LANGUAGE PREPARATION PROGRAM

For our departments that provide education entirely in a foreign language, preparatory training is implemented by the School

of Foreign Languages (YDYO). Students who succeed in the foreign language exemption exam can begin their education in their departments. For departments that provide education in Turkish, there is an optional foreign language preparatory program available for students upon application.

## COURSE

### 1. MUST COURSE

These are the courses specified in the curriculum, which a student must take and pass in order to graduate. Whether a course is compulsory or elective depends on the educational program the student is enrolled in. A course that is compulsory in one program may be elective in another program.

### 2. COMMON MUST COURSES

These include the courses defined by the Higher Education Law: Atatürk Principles and Revolution History, Turkish Language, Foreign Language courses in programs with/without a foreign language preparatory class, Basic Information and Communication Technologies Usage, and Occupational Health and Safety courses for relevant departments. The University Life Introduction course, on the other hand, is a manda-



tory course given at the beginning of university life and is compulsory for all programs (excluding internal and external transfer students).

### **3. ELECTIVE COURSE**

These are all the courses that are not compulsory. Elective courses come in two types: in-field and out-of-field electives.

### **4. DEPARTMENTAL ELECTIVE COURSE**

These are elective courses related to the student's registered academic program and are recommended for graduation within the student's field of study.

### **5. NONDEPARTMENTAL ELECTIVE COURSE**

These are elective courses, either offered within the student's enrolled academic program or not, and are unrelated to the student's field of study, being offered by different academic units.

### **6. COURSES WITH SEC CODE**

It defines nondepartmental elective courses that are opened to all programs by Elective Courses Coordination. Students pursuing programs with a 2-year duration may, at

their discretion and within the limits permitted by the program curricula throughout their entire student life, take a maximum of 2 courses. Students in programs with a duration of 4 years or more may take a maximum of 3 courses.

### **7. DISTANCE EDUCATION**

This describes education in higher education institutions, where teaching activities are planned and conducted based on information and communication technologies. It allows for both synchronous and asynchronous delivery of courses, without the requirement for the instructor and students to be physically present in the same location, promoting mutual interaction between students and instructors.

### **8. PREREQUISITE COURSES**

In order for a student to be able to take certain courses as part of their curriculum, they must have completed and passed the prerequisite course or courses. Such courses are defined as prerequisite courses.

### **9. CO-REQUISITE COURSES**

These are courses that are required to be taken together in the same semester.

## 10. COURSE REPETITION

It is the situation where a course is retaken with the aim of either passing it or improving the grade. The last grade obtained in repeated courses is considered valid. During the course of study, a maximum of three elective courses in which a student has failed can be removed from the record, while the rest must be retaken.

## 11. EQUIVALENCY

Course equivalency refers to the correction of the curriculum assigned to the student in cases where changes are made to a course's name, code, status (M/E), semester variations, the definition of an equivalent course in its place, complete removal, or the addition of a new course to the program. Additionally, when transferring between diploma programs within the university or from external institutions, if the student is deemed exempt based on the equivalency principles determined by the Senate according to the curriculum of the program they are transferring to, taking into account the courses they have successfully completed in the program they came from and recognized as equivalent by the Faculty/Department/Program, this process defines the exemption of the student and the determination of the courses that must be taken as a priority.

## 12. COURSE EXEMPTION

Course exemption refers to the situation where students are exempted from taking courses they have previously completed successfully. The process of course exemption for students is carried out in the semester when the courses are scheduled, in accordance with the relevant regulations of the university.

## CODES AND CREDITS

### 1. COURSE CODE

These are codes consisting of letters and numbers assigned to each course. In our university's associate and undergraduate programs, course codes have 6 digits. The first 3 digits indicate the short name of the department offering the course. For example, IST101, ELE245, FMT314, and so on. Courses with the same name but different codes are considered as distinct courses.

### 2. COURSE CREDIT

It is a numerical value assigned to each course in an educational program that represents the amount of effort/time a student is expected to invest in that course.

### **3. ECTS (EUROPEAN CREDIT TRANSFER SYSTEM) CREDIT OF THE COURSE**

The European Credit Transfer System (ECTS) is an academic equivalence system with the primary goal of ensuring that the results of courses taken by exchange students in different countries' educational institutions are mutually recognized as fairly as possible. ECTS credit is a numerical value that represents the workload required for a student to complete each course in order to achieve the intended learning outcomes. It is used as a weight when calculating a student's academic average.

### **4. ECTS CREDIT LIMIT PER SEMESTER**

It is the credit value that indicates the maximum number of credits/ECTS that a student can earn for each class they attend. It is determined by the associate and undergraduate regulations.

### **5. GRADUATION CREDIT**

It is the minimum amount of credits (ECTS) that a student must successfully complete to be considered as having completed their associate's degree, bachelor's degree, minor program, or double major program.

For a student to be considered as having completed the associate degree/bachelor's degree/minor/double major program, they

must have successfully completed a minimum credit (ECTS) requirement. In order to graduate from the program, students must successfully complete at least 240 ECTS credits and the equivalent of 140 local credits.

### **6. TRANSCRIPT**

It is a document that shows the courses taken, grades received, credits earned, semester and overall academic averages for an associate's degree, bachelor's degree, minor program, or double major program from the time of enrollment throughout the academic year.

### **7. SEMESTER GRADE POINT AVERAGE**

For an associate's degree, bachelor's degree, minor program, or double major program, it is calculated by dividing the total weighted points of the courses taken in a semester by the total ECTS credits of those courses.

### **8. CUMULATIVE GRADE POINT AVERAGE**

It is a calculation that shows the success status of all the courses you have taken throughout your period of study. The weighted score for a course is obtained by multiplying the ECTS credit of the course

with the coefficient of the grade obtained in that course. In an associate's degree, bachelor's degree, minor program, or double major program, the overall academic average is calculated by dividing the total weighted scores of all the courses you have taken from the beginning to the present day by the total ECTS credits of all courses. The last grade received for each course is considered valid.

## **9. TAKING COURSES FROM ANOTHER INSTITUTION**

In the summer term or within the regular academic term (as a special student), if a course has been failed or not taken at all, it may be taken at another university in accordance with the conditions and with the approval of the relevant academic council, following Hacettepe University's Course Equivalency Implementation Principles.

## **10. HONOR AND HIGH HONOR STUDENTS**

Students registered in programs at faculties and vocational schools who successfully complete all the courses, practices, and internships as required by this Regulation and have a general academic average within the range of 3.00-3.49 out of 4.00 are recognized as honors students, while those with a general academic average of 3.50 and above

are referred to as high honors students. This distinction is indicated on the student's diploma and diploma supplement.

Within the normal duration of the program, students who take a minimum of fifteen credits in a semester and successfully pass all their courses in that semester, with a semester academic average within the range of 3.00-3.49 out of 4.00, are recognized as semester honors students. Those with a semester academic average of 3.50 and above are considered semester high honors students. The list of these students is announced by the relevant unit at the end of the semester and is indicated on their transcript for that specific semester.

## **EXAMS**

### **1. MIDTERM EXAM**

At least one midterm examination is conducted for each course. The dates for midterm examinations are determined by the relevant departments and are announced before the general examinations begin.

### **2. FINAL EXAM**

These are the exams conducted at the end of the semester when the course is completed, within the date range specified in

the academic calendar. These exams are announced by the departments, and it is mandatory for the students to take them in order to pass the course.

### **3. MAKE-UP EXAM**

It is the right granted to a student who is unable to take midterm exams due to valid reasons and has their excuse approved by the Faculty Board.

### **4. COMPENSATORY EXAM**

It is the compensatory exam administered in programs that offer semester/yearly education.

### **5. THREE-COURSE EXAM OPPORTUNITY**

To be eligible for graduation, it is the right granted to students who have failed in three remaining courses, provided they meet the attendance requirement.

### **6. CONDUCT OF EXAMS**

Examinations can be conducted in written, oral, or both written and oral and/or practical formats. If deemed necessary, exams may also be held on Saturdays and Sundays, with the decision of the relevant academic unit's management board, except on national and religious holidays. Students are required to take exams on the date, time,

and location announced by the relevant unit and must have their identity documents and any other requested documents with them. Otherwise, they will not be admitted to the exam. Examinations are announced on the websites of the units in accordance with the academic calendar.

### **7. APPEAL AND MATERIAL ERROR IN EXAM GRADES**

ÖğrStudents may lodge an objection to the exam results in writing to the relevant department within one week from the date of the last submission of exam results to the student affairs office, as specified in the academic calendar. Changes in grades are finalized by the respective boards of directors and sent to the student affairs offices of the relevant academic units. All these processes are completed within fifteen days from the date of the last submission of exam results.

### **8. PLAGIARISM**

Students are required to clearly and comprehensively indicate the sources of information they directly or indirectly use from other sources or individuals during their academic work, research, publications, presentations, exams, and assignments throughout their academic journey. Any informa-

tion that is conveyed without proper citation, regardless of its usage, format, or purpose, is considered plagiarism and requires the implementation of the prescribed disciplinary processes upon detection by plagiarism detection programs.

## COURSE PROGRAMS

### 1. PROGRAM

The word "program" can be used to refer to various aspects of university life. For example: program registration, course schedule, weekly class schedule, educational program, associate's program, bachelor's program, major program, minor program, double major program; Erasmus, Farabi, Mevlana program or, in general, Exchange programs; registration program (software), etc. Therefore, when encountering this word, pay attention to the context. For example: "Which program are you registered in?" (Referring to the academic department you are enrolled in), "Which program did you go with?" (Asking about the exchange program you participated in), "Did you log into the program?" (Referring to whether you accessed a software system like the Information System)

### 2. CURRICULUM

It is a chart that shows the compulsory and elective courses assigned to the year in which the student enrolled in the program they were placed in and which are essential for their graduation throughout their educational journey.

### 3. EXTRA-CURRICULAR COURSES

These are any courses (departmental/or nondepartmental), that are outside the assigned curriculum but students may take.

### 4. COURSE CATALOG

It is a catalog that displays all the courses offered at the university in a given semester. You can find it at

<http://akts.hacettepe.edu.tr/>

### 5. PROGRAM INFORMATION PACKAGE

The program information includes general regulations related to the diploma program, the degree awarded, educational level, admission requirements, program objectives, a list of courses to be taught in the program (including theoretical courses, practical applications, projects, studios, laboratories, workshops, practical work, internships, sketches, field applications, seminars, thesis, and similar activities) by semester/year,

code, elective and mandatory status, program competencies, the professional profile of graduates, program structure, examinations, evaluation and grading, graduation requirements, educational type, program coordinator, and other related topics.

## 6. COURSE INFORMATION PACKAGE

The course file contains information about the course's prerequisites, language of instruction, type, delivery method, teaching and learning techniques, responsible parties, objectives, learning outcomes, content, resources, topics to be covered on a weekly basis, evaluation system, ECTS (Student Workload) table, and tables indicating the contribution of the course to program competencies.

## 7. PROGRAM OUTCOMES

It is the process of determining what kind of qualifications the graduates of the Department (program) will have in line with the educational objectives of the program and the opinions of stakeholders, in accordance with the National Qualifications Framework (by The Higher Education Council).

## 8. QUALIFICATION

In the field of higher education, it refers to what someone who has successfully completed any higher education degree will

know, what they will be able to do, and what they will be competent in. It encompasses the knowledge, skills, and abilities that a person is expected to possess upon completing a higher education degree.

## 9. LEARNING OUTCOME

Learning outcomes are statements that describe what a student will know, understand, and/or be able to do upon completing a learning process, which could be a course or a module. Knowledge and skills are defined in learning outcomes in an observable and measurable way.

# REGISTRATION PROGRAM

## 1. COURSE REGISTRATION PROGRAM

It is a program within the student information system that is prepared for students and academic advisors to perform various tasks such as registration renewal, adding/removing courses, changing sections, approving, or revoking approvals on the specified course registration, and add-drop days in the academic calendar.

## **2. BILSIS**

It is an abbreviation used for the associate's/bachelor's student information system. It is a system used by students and any personnel who have interaction with students in any way.

## **3. COURSE PROGRAM REGISTRATION (REGISTRATION RENEWAL)**

It is the registration renewal process that a student completes electronically (via BILSIS) for each semester/year. If a student is required to pay a tuition fee or educational credits, they must have made the payment before the program registration. Course registration days are crucial for students. If a student fails to complete their course registration within the dates specified in the academic calendar, they won't be able to enroll in courses for that semester and may lose their student status.

## **4. FINALIZATION AND APPROVAL OF COURSE REGISTRATION**

If a student does not finalize their course registration after selecting courses during the student registration or add-drop week, their registration will not be completed and the student is not included in the course quota of the selected courses. An advisor

cannot give approval to course registrations or add-drop operations that have not been finalized.

## **5. PROGRESS RULE**

This is a rule applied for most courses in the course registration program. A student must first take the most courses of lower classes (that they have either failed or never taken) before taking those of their current class.

## **6. INTERACTIVE REGISTRATION**

Interactive registration indicates a student's need to communicate with their advisor while selecting courses through the course registration program. After selecting their courses, the student finalizes their registration, and this informs the advisor that the student has completed their course selection. The advisor can then review and approve or request changes. If changes are needed, the advisor informs the student of the reasons for not approving.

## **7. ADVISOR APPROVAL**

After the student finalizes the course registration process done online, this is a necessary step to ensure that the registered courses are considered valid. The process is carried out as explained in the interactive registration.



## 8. ADD-DROP WEEK

After the course schedules are prepared, it defines the student's course add/drop or section change procedures on the dates specified in the academic calendar. It is the week in which students who couldn't register during the registration week due to valid excuses accepted by the relevant Academic Board can also complete their registration renewal process.

## 9. PERMISSIONS

The student submits their leave of absence application to their affiliated department before the beginning of the semester. It is finalized with the decision of the relevant academic unit's board.

## PRINCIPLES OF COURSES EQUIVALENCY APPLICATIONS

### 1. COURSE EQUIVALENCY

It is the process of considering a course taken in another department or university as equivalent to a course in your curriculum. Approval from the relevant academic council is required for a course to be considered equivalent. Equivalency is granted based on the equivalency principles determined by the University Senate.

[https://oidb.hacettepe.edu.tr/tr/hacettepe\\_universitesi\\_kurumici\\_ve\\_kurumdisi\\_ders\\_](https://oidb.hacettepe.edu.tr/tr/hacettepe_universitesi_kurumici_ve_kurumdisi_ders_)

## DOUBLE MAJOR AND MINOR PROGRAMS

### 1. DOUBLE MAJOR PROGRAM

ÇIn departments that offer a double major program, students who meet the conditions specified in our University's Double Major Regulation can simultaneously take courses from the second major program. If they succeed in both major programs, they have the opportunity to earn two separate diplomas.

[https://oidb.hacettepe.edu.tr/tr/hacettepe\\_universitesi\\_yandal\\_programi\\_yonergesi-8](https://oidb.hacettepe.edu.tr/tr/hacettepe_universitesi_yandal_programi_yonergesi-8)

### 2. MINOR PROGRAM

A minor program is a type of program where students, under certain conditions and apart from the program they enrolled in, can take a limited number of courses from another diploma program within the University. Upon meeting the specified requirements, they are eligible to receive a certificate in this additional field of study.

[https://oidb.hacettepe.edu.tr/tr/hacettepe\\_universitesi\\_yandal\\_programi\\_yonergesi-9](https://oidb.hacettepe.edu.tr/tr/hacettepe_universitesi_yandal_programi_yonergesi-9)

## STUDENT EXCHANGE PROGRAMS

### 1. ERASMUS+ PROGRAM

The Erasmus+ program is the European Union's program that encourages collaboration between higher education institutions in EU countries and candidate countries. It provides financial support for higher education institutions to create and implement joint projects, as well as enabling short-term student and staff exchanges.

<http://www.abofisi.hacettepe.edu.tr/>

### 2. FARABI PROGRAM

The Farabi Program, known as the "Farabi Exchange Program," is a student and academic staff exchange program among higher education institutions that offer education at the associate, undergraduate, master's, and doctoral levels within universities and high technology institutes.

<http://www.farabi.hacettepe.edu.tr/>

### 3. MEVLÂNA PROGRAM

The Mevlâna Exchange Program is a program that enables the exchange of students and academic staff between domestic higher education institutions in Turkey and foreign higher education institutions around the world.

<http://www.mevlana.hacettepe.edu.tr/>

## FEES

### 1. CONTRIBUTION FEE

ÖğrStudents who do not complete their associate degree programs within two years and bachelor's degree programs within four years are obligated to pay the contribution fee determined by the Council of Ministers for each semester they enroll in. Additionally, students enrolled in the preparatory class who fail at the end of the first year are required to pay the contribution fee while continuing their second-year preparatory class. For students in regular education programs who exceed the normal duration of their studies, there is a fee to be paid, the amount of which is determined by the Council of Ministers' Decision.

### 2. TUITION FEE

This is the fee that must be paid for second education and its amount is determined by the Council of Ministers' Decision.

## ORIENTATION

### 1. UNI101 INTRODUCTION TO UNIVERSITY LIFE COURSE

This is a course designed to facilitate the adjustment process to university life for new students and help them understand university experiences. It is implemented annually between the dates specified in the academic calendar.

[www.uni101.hacettepe.edu.tr](http://www.uni101.hacettepe.edu.tr)

International students should follow the Office for International Students website (<https://iso.hacettepe.edu.tr/index-ing.shtml>) for this course.

## SUMMER SCHOOL

### 1. SUMMER SCHOOL

It is a school that operates after the completion of the spring semester and offers courses recommended and announced by Departments/Faculties/Vocational Schools. These schools have a duration of at least 5 weeks, require attendance, and charge fees.

[https://oidb.hacettepe.edu.tr/tr/menu/yaz\\_okulu-20](https://oidb.hacettepe.edu.tr/tr/menu/yaz_okulu-20)

## HORIZONTAL TRANSFER BASED OF INTERNAL, INTERINSTITUTIONAL AND PLACEMENT SCORES

### 1. INTERNAL HORIZONTAL TRANSFER

It is a transfer that can be made within the university between departments with the same score type, based on designated quotas and academic averages, and according to the rules determined by the University Senate.

[https://oidb.hacettepe.edu.tr/tr/hacettepe\\_universitesi\\_kurumlararasi\\_ve\\_kurumici\\_y-47](https://oidb.hacettepe.edu.tr/tr/hacettepe_universitesi_kurumlararasi_ve_kurumici_y-47)

### 2. INTERINSTITUTIONAL HORIZONTAL TRANSFER

It is the transfer of students registered at another Higher Education Institution to Hacettepe University, subject to the quotas announced by YÖK (Higher Education Council) and meeting the conditions accepted by Hacettepe University's Senate.

[https://oidb.hacettepe.edu.tr/tr/hacettepe\\_universitesi\\_kurumlararasi\\_ve\\_kurumici\\_y-47](https://oidb.hacettepe.edu.tr/tr/hacettepe_universitesi_kurumlararasi_ve_kurumici_y-47)

### 3. HORIZONTAL TRANSFER BASED ON CENTRAL SCORES

This is a type of transfer for university students, whether they are already enrolled in the same university or from other institutions to Hacettepe University programs based on their central placement scores.

## REGULATION FOR BACHELOR'S / ASSOCIATE'S DEGREE

It is a set of rules that must be followed regarding course registration, permissions, grades, duration of studies, exams, and other related matters for our university's Bachelor's and Associate's degree program students. It is crucial for students to adhere to this regulation.

[https://oidb.hacettepe.edu.tr/tr/hacettepe\\_universitesi\\_on\\_lisans\\_lisans\\_egitimogre-3](https://oidb.hacettepe.edu.tr/tr/hacettepe_universitesi_on_lisans_lisans_egitimogre-3)

## UNIVERSITY OPPORTUNITIES

### 1. LOANS AND SCHOLARSHIPS

**KYK Scholarship:** It is the financial support provided by the Credit and Dormitories Institution (KYK) in accordance with the provisions of Law No. 5102 for successful and financially needy students who are pursuing higher education.

**KYK Education Loan:** It is a debt amount given during the normal duration of education at the higher education institution where Turkish citizens continue their higher education to financially support and facilitate their social and cultural development. A student cannot receive both a scholarship and an education loan simultaneously.

**Other Scholarships:** Housing, food, part-time work, and achievement scholarships, among others, are provided at our university in accordance with relevant regulations. Detailed information on the subject can be obtained from the Directorate of Health, Culture, and Sports (Student Affairs) page.

### 2. LIBRARIES

Hacettepe University Libraries consist of two separate campuses, offering a strong collection of electronic resources, quality services, and access to resources such as e-journals, e-books, e-references, and e-theses in 100+ databases. They have a collection of 140,000+ e-books and 200,000+ printed books. These libraries are the Beytepe Library, the Health Sciences Library, the Ankara State Conservatory Library, and the Faculty of Law Library.

### 3. INFORMATION TECHNOLOGY

It establishes and manages the local network, conducts audits, and develops projects related to the future of the network. It provides the necessary infrastructure, hardware, software, and information support for internet usage services to users. You can access the Information Technology Directorate at <https://bidb.hacettepe.edu.tr/tr>.

### 4. HEALTH SERVICES

Hacettepe University has several hospitals on its Sıhhiye Campus, including the Adult Hospital, Children's Hospital, Oncology Hospital, and Dental Hospital. On the Beytepe Campus, there is the Beytepe Day Hospital, which provides outpatient services. This hospital has clinics, 2 operating rooms, a dental clinic, a Physical Therapy and Rehabilitation unit, an emergency department, a Psychological Counseling Unit, and five single rooms. It offers preventive and curative healthcare services to students, university staff, and their family members for whom they are responsible. In addition to the Beytepe Day Hospital, health services are also provided on the Sıhhiye Campus, and a Medico-Social mission is carried out simultaneously. Furthermore, the Department of Family Medicine conducts health services as well.

### 5. PSYCHOLOGICAL COUNSELING UNIT

The purpose of the Psychological Counseling Unit at Hacettepe University is to help students become aware of their mental, emotional, and social potential. They provide supportive services to help students use this potential and the resources around them efficiently. In addition, the unit offers individual and/or group psychological counseling and guidance services for preventive, consultative, and intervention purposes related to psychological problems. You can access the official website of the Psychological Counseling Unit for more information.

### 6. CAREER CENTER

Our university has a Career Development Application and Research Center where you can find detailed information about career opportunities. You can access this information at <https://karter.hacettepe.edu.tr/>.

### 7. DISABILITY UNIT

The purpose of the unit is to take necessary measures and make arrangements to facilitate the academic and social participation of disabled students studying at our university. You can access the official website of the unit by clicking here:

<https://eob.hacettepe.edu.tr/>

## 8. HOUSING SERVICES

Hacettepe University provides housing services to students in dormitories operated by the Directorate of Health, Culture, and Sports. There is a total of 2,357 room capacity in student dormitories. In Beytepe Campus, housing services are provided to 4,159 students, while in Sihhiye Campus, they are provided to 1,565 students. The dormitories have cafeterias that cater to the basic needs of the students.

Detailed information about housing and student residence facilities at Beytepe and Sihhiye Campuses can be accessed at <https://sksdb.hacettepe.edu.tr/bidbnew/category.php?id=3&title=barinma>,

where you can also apply online. In Beytepe Campus, there are two private student residences (Parlar Student House and Atatepe Student Living Center) and one KYK dormitory. For detailed information, you can visit the KYK Dormitory Services General Information and KYK Frequently Asked Questions (Dormitory) pages.

## 9. CAFETERIA SERVICES

The cafeterias located in Beytepe and Sihhiye Campuses offer breakfast, lunch, and dinner to students and staff seven days a

week. You can access the daily menu by clicking on the link. Students can access the cafeterias by using their HU Smart Student Cards, and they can load money onto these smart cards at the money-loading machines inside the cafeterias. Additionally, you can access various food and beverage points available within the campus by clicking on the link.

<https://sksdb.hacettepe.edu.tr/bidbnew/category.php?id=4&title=beslenme>

## 10. SPORTS, CULTURAL, AND ARTISTIC OPPORTUNITIES

You can access information about sports facilities, areas for cultural activities, and artistic spaces at both Sihhiye and Beytepe Campuses from the Directorate of Health, Culture, and Sports website.

<https://sksdb.hacettepe.edu.tr/bidbnew/index.php>

## 11. SHOPPING SERVICES

On the Sihhiye Campus, there are businesses in the open parking area market and in Hamamönü, which is adjacent to the campus area, offering the opportunity to meet all your needs. In Beytepe Campus, you can find a market, pharmacy, hair salon, bank, courier service, tailor, stationery store, food and beverage options, and more. Additionally, businesses located in the student village

area (BAM) and the Technopark also cater to basic needs.

## 12. TRANSPORTATION

The Sıhhiye Campus is located in the area between the Ulus and Hamamönü neighborhoods, which are among the first residential areas in Ankara. This campus is within a 10-15 minute walking distance from Sıhhiye, Kurtuluş, Kızılay, Opera, and Samanpazarı. The Beytepe Campus is located in the Universities District on Eskişehir Road. Access to the Beytepe Campus can be made by using the Kızılay-Çayyolu metro line with public transportation. Buses departing from Beytepe Bridge provide transportation to the campus from Beytepe metro station. Transportation between Beytepe and Sıhhiye Campuses is provided through shuttle services.

**Transportation to Sıhhiye Campus:** The Sıhhiye Campus is located in the area between the Ulus neighborhood, which is one of the first residential areas in Ankara, and the Hamamönü neighborhood. This campus is within a 10-15 minute walking distance from Sıhhiye, Kurtuluş, Kızılay, Opera, and Samanpazarı. Various neighborhoods and districts have access to the Sıhhiye Campus through municipal buses, minibuses, suburban trains, the metro, and Ankaray. Visitors coming

by private vehicle can enter the campus through the Sıhhiye or Kurtuluş main entrances.

**Transportation to Beytepe Campus:** The Beytepe Campus is located in the Universities District on Eskişehir Road. Access to the Beytepe Campus can be made by using the Kızılay-Çayyolu metro line with public transportation. Buses departing from Beytepe Bridge provide transportation to the campus from Beytepe metro station. Detailed information regarding public transportation can be found on the EGO website. By private vehicle, you can reach the A main entrance of the campus via the Ankara-Eskişehir Road, crossing the Beytepe Bridge. Directional signs for Hacettepe are available before the bridge. After entering through the main gate, campus signs within the campus will guide you, and it's about 3 km from the main gate to the Beytepe Campus.

During the Fall and Spring semesters, there are special service vehicles from neighborhoods to the Beytepe Campus. Detailed information on this can be found on the Hacettepe University Directorate of Health, Culture, and Sports website.

### 13. R&D UNITS AND LABORATORIES

Hacettepe University, one of the leading higher education institutions in our country, has its research and development policy accessible through the link [https://www.hacettepe.edu.tr/arastirma/arastirma\\_politikasi](https://www.hacettepe.edu.tr/arastirma/arastirma_politikasi). Detailed information about research units and laboratory facilities can be found on the page <https://www.hacettepe.edu.tr/arastirma/>.

### 14. PERSONAL DATA PROTECTION LAW (PDPL)

Click on the following link for the user information notice in accordance with the requirements of Law No. 6698 on the Protection of Personal Data by Hacettepe University:

<https://universitem.hacettepe.edu.tr/kvkk-bilgilendirme/>

### 15. CAMPUSES

Hacettepe University has two main campuses: the Sıhhiye Campus and the Beytepe Campus. In addition to these campuses, there is the Social Sciences Vocational School in Sıhhiye, the Technical Sciences Vocational School in Bařkent OSB Malıköy, and the Ankara Chamber of Industry 1st OSB Vocational School in Sincan. You can access general information about the campuses at

<https://www.hacettepe.edu.tr/yerleskede yasam/>.

## STUDENTS IN THE QUALITY ASSURANCE PROCESS OF OUR UNIVERSITY AS STAKEHOLDERS

### *University Quality Assurance Model*

Quality studies at Hacettepe University are managed with an integrated quality assurance management model. The components of the Management System consist of strategic management, process management, performance management, document management, risk management and feedback (information request, request, suggestion, complaint, satisfaction) system.

### *Students in Quality Assurance System:*

Students play an important role in quality processes in the Quality Assurance System. It is important that students, who have a direct and/or indirect impact on inputs, processes and outputs within the scope of education-training, research-development and other processes, participate in every stage of the quality assurance system.



While determining the educational objectives, program qualifications, learning outcomes of the programs, updating the content and structures of the programs, and creating course plans, student feedback makes a significant contribution.

The performance of enrolled students in activities such as education-training, research-development, etc. affects the quality assurance system planning of the institution in related fields.

The quality of graduates is the public face of the institution. Institutions with well-functioning quality assurance systems produce qualified graduates.

A student who graduates from an accredited university gains priority in national/international preferability.

## ACADEMIC UNIT INFORMATION

### **Faculty of Letters**

#### **History**

Since its establishment in 1967, our faculty has continuously renewed itself and remained the oldest and largest faculty in terms of student population at our university. Our faculty departments provide undergraduate,

graduate, and doctoral education at all levels of higher education. The programs of our departments are constantly updated to meet the changing and evolving world conditions, aiming to address new job areas and professions emerging in the global landscape. Almost every department offers courses, practices, and programs that will enhance our students' competitiveness and add value to them. Our faculty has the highest number of bilateral agreements through active Erasmus study and internship mobility agreements in our university. Additionally, within the scope of the Mevlana Exchange Program, national and international exchange agreements are made, and intensive study mobility is achieved within the scope of the Farabi Exchange Program. In accordance with the agreement signed between the Translation and Interpretation Department of our faculty and the Translation and Interpretation Department of Strasbourg University, students have the opportunity to study their final year at Strasbourg University, thus having the possibility to obtain diplomas from two separate universities. Our faculty has 23 double major programs conducted among its departments and with departments of other faculties. In addition to double major programs, there are nu-

merous minor programs among our departments. Our students can obtain a minor certificate if they meet the necessary standards.

Operating under the light of universal values, our faculty continues its journey with the ideal of educating individuals who will engage in education, research, projects, and field studies; who will be able to take on roles in various fields of social life; who are critical thinkers, inquisitive, researchers, open to change and development, productive, and creative.

### **Mission**

The Faculty of Literature aims to become a faculty that conducts education, research, projects, and field studies under the light of universal values; educates individuals who will take on roles in various fields of social life; individuals who are critical thinkers, inquisitive, researchers, open to change and development, productive, and creative; and contributes to science and art, social and cultural life.

### **Vision**

Our vision is to become a distinguished faculty among national and international Faculty of Literature, one that takes pride in its

students, staff, and graduates; educates individuals equipped with the knowledge of the information age, with social sensitivity and awareness; and becomes a faculty that sets an example.

### **Program Competencies**

Our faculty, with its strong academic staff, makes significant contributions to graduate education programs conducted by the Institute of Social Sciences, in addition to its undergraduate programs. With its accumulated knowledge and experience, our faculty continuously improves itself in accordance with the changing and evolving world conditions. Our course programs are updated to enable our students to pursue emerging job areas and professions, shaping them to enhance their competitiveness. Our efforts in this regard are also supported by active student exchange programs such as Erasmus study and internship mobility agreements, the Mevlana Exchange Program, and the Farabi Exchange Program. In order to enable our graduates to adapt to the challenging competitive environment and to demonstrate their differences, double major and minor programs are actively implemented. Our faculty has demonstrated its excellence in quality through internal and external audit processes. In this context, 3 of our programs

Archeology, German Language and Literature and Sociology have been accredited by FEDEK (Association for Evaluation and Accreditation of Instructional Programs of Science, Literature, Science-Literature, Language, and History-Geography Faculties). Our Psychology Department has been accredited by the Turkish Psychologists Association (TPD).

### **Job Opportunities for the Graduates**

Our faculty graduates can work as teachers/instructors, academics, and translators. Additionally, they can find employment in media, tourism, banks, embassies, import/export, and private entrepreneurship institutions.