



## FENERBAHÇE UNIVERSITY ADDITIONAL COURSE IMPLEMENTATION DIRECTIVE

### PART ONE Purpose and Scope

#### Purpose

**Article 1 –** (1) The purpose of this directive is to appoint instructors for courses taught at Fenerbahçe University, determine the weekly course loads for assigned instructors, and establish the procedures and principles for additional course payments.

#### Scope

**Article 2 –** (1) This directive covers the procedures and principles for assigning instructors to courses taught at Fenerbahçe University, determining their weekly course loads, and defining and implementing the process for additional course payments.

#### Definitions

**Article 3 –** (1) The definitions in these implementation principles are as follows:

- a) Unit: All faculties, institutes, graduate schools, vocational schools, and application and research centers affiliated with the Rectorate of Fenerbahçe University.
- b) Rector: The Rector of Fenerbahçe University,
- c) University: Fenerbahçe University,
- ç) Senate: Fenerbahçe University Senate,
- d) Course: Courses at Fenerbahçe University,
- e) Unit Board of Directors: The boards of directors of academic units affiliated with Fenerbahçe University,
- f) University Board of Directors: The Board of Directors of Fenerbahçe University.

### PART TWO

#### Course Assignments, Weekly Course Load, and Additional Course Payments

#### Course assignments

**Article 4 –** (1) Full-time faculty members must first fulfill the compulsory course loads assigned to them within their own units. Faculty members may teach in other units of the university or at other higher education institutions, in accordance with the decisions of the university's authorized boards, provided that they teach within their own fields of expertise. Assignments are made based on the request of the other higher education institution, the

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proposal of the instructor's unit board of directors, and the approval of the university board of directors. The unit official is required to treat all instructors equally when distributing courses.

### Weekly course load

**Article 5 – (1)** The weekly course load for instructors includes theoretical courses, applied courses, projects, and other related activities. In calculating course loads, the total weekly hours of courses taught in associate, undergraduate, and graduate programs are taken into account. Full-time faculty members who complete their compulsory course load are paid an additional tuition fee for any extra course hours, provided that this applies separately to the fall and spring semesters. The weekly compulsory course loads for full-time faculty members each semester are specified in the semester course load hours table. However, the weekly compulsory course load for vice-rectors is a maximum of 3 hours, while for deans, as well as institute and graduate school directors, it is 6 hours.

### Semester Course Load Hours Table

Title	Weekly Compulsory Course Workload
Professor	10
Associate Professor	10
Assistant Professor	12
Lecturer	20
Lecturer (Preparatory School)	24

*\* The vice dean/director, department/program heads, and the director (faculty member) will receive only duty compensation. There will be no reduction in their compulsory course loads, which will be determined based on their academic titles.*

*\*\* Dissertation, graduation, project, and similar courses are not counted toward the compulsory course load.*

(2) If a course is taught to the same group of students by multiple instructors, the weekly course load and additional course hours are calculated by dividing the total hours among the instructors.

(3) Depending on the nature of the education, a course may be offered in multiple sections with the recommendation of the relevant department head and the decision of the appropriate board of directors. In such cases, the weekly theoretical and practical hours, course load, and additional course hours specified in the curriculum are applied to the instructor or to each instructor, provided the course is taught to separate sections.

(4) No addition is made to the weekly course load of instructors who supervise graduation theses, graduation projects, internships, project evaluations, workplace training, or similar educational activities in undergraduate and associate degree departments or programs, regardless of the number of students or groups. For courses in the Nursing and Midwifery departments that include clinical practice, the weekly theoretical and practical hours specified in the curriculum are applied directly as course load and additional course hours. In other clinical and teaching-based applied courses, only the theoretical hours are counted toward the

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course load and additional course hours, based on the weekly theoretical and practical hours in the curriculum.

(5) For postgraduate project and thesis consultancies not included in the course load calculation, the consultancy fee for each successfully completed project or thesis supervised by the relevant instructor is paid as a one-time payment within two months after completion, upon approval by the institute board of directors. Consultancy fees are determined at the beginning of each academic year and, if necessary, adjusted with the recommendation of the university board of directors and the approval of the board of trustees.

(6) The course fee, determined with the recommendation of the university board of directors and the approval of the board of trustees, is paid to instructors teaching in summer school programs.

(7) In distance education, if the relevant course(s) are delivered offline/asynchronously, only the theoretical and/or practical hours are paid, regardless of the number of students or groups, in the course load calculation. However, if the course(s) are delivered online/synchronously, both theoretical and practical hours are paid with consideration given to the number of students or groups. For courses delivered offline/asynchronously in departments/programs without a student quota, and for courses provided specifically to students who failed by only meeting attendance requirements and must repeat the course, only an exam fee is paid based on the course hours.

(8) Three (3) hours can be deducted from the weekly compulsory course load of an instructor awarded an externally funded project as the principal investigator. However, additional course fees are paid to these instructors if they exceed the course loads specified in the table in paragraph 1 of this article.

### **Additional course payments**

**Article 6** – (1) Additional course payments are made to instructors who exceed the weekly compulsory course hour limit for educational activities assigned to them in the registrar system and included in the weekly course schedule.

(2) The hourly additional course fee is determined at the beginning of each academic year or semester based on the proposal of the university board of directors and the approval of the board of trustees.

(3) Additional course payments are made for courses that exceed the weekly compulsory course load assigned to instructors in the registrar system.

(4) Additional course payments are made on the 10th of the month following the month of work.

(5) Full-time faculty members at the university are not paid for administering midterm, final, or make-up exams.

(6) No additional tuition fee will be paid for activities conducted on national or religious holidays, Sundays, or during semester and summer breaks that are not included in the instructor's course schedule.

(7) Lessons that fall on holidays are included in the course load calculation if they are made up at a later time.

(8) If instructors are unable to teach on the days and times specified in the weekly schedule due to various reasons (assignment, referral, medical report, leave, etc.) the missed lesson must be made up after the reason for absence has ended. The additional tuition fee for a make-up

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program approved by the decision of the head of the relevant department is paid within the established limits.

(9) Instructors who supervise exams held on weekends are compensated with an hourly supervision fee at the rate of external professors hired on an hourly basis.

## **PART FIVE**

### **Miscellaneous Provisions**

#### **Effective Date**

**Article 7 – (1)** This directive takes effect on the date of its approval by the Senate.

#### **Implementation**

**Article 8 – (1)** The provisions of this directive are implemented by the Rector.

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