HELP DOCUMENT FOR ENTERING BOLOGNA INFORMATION

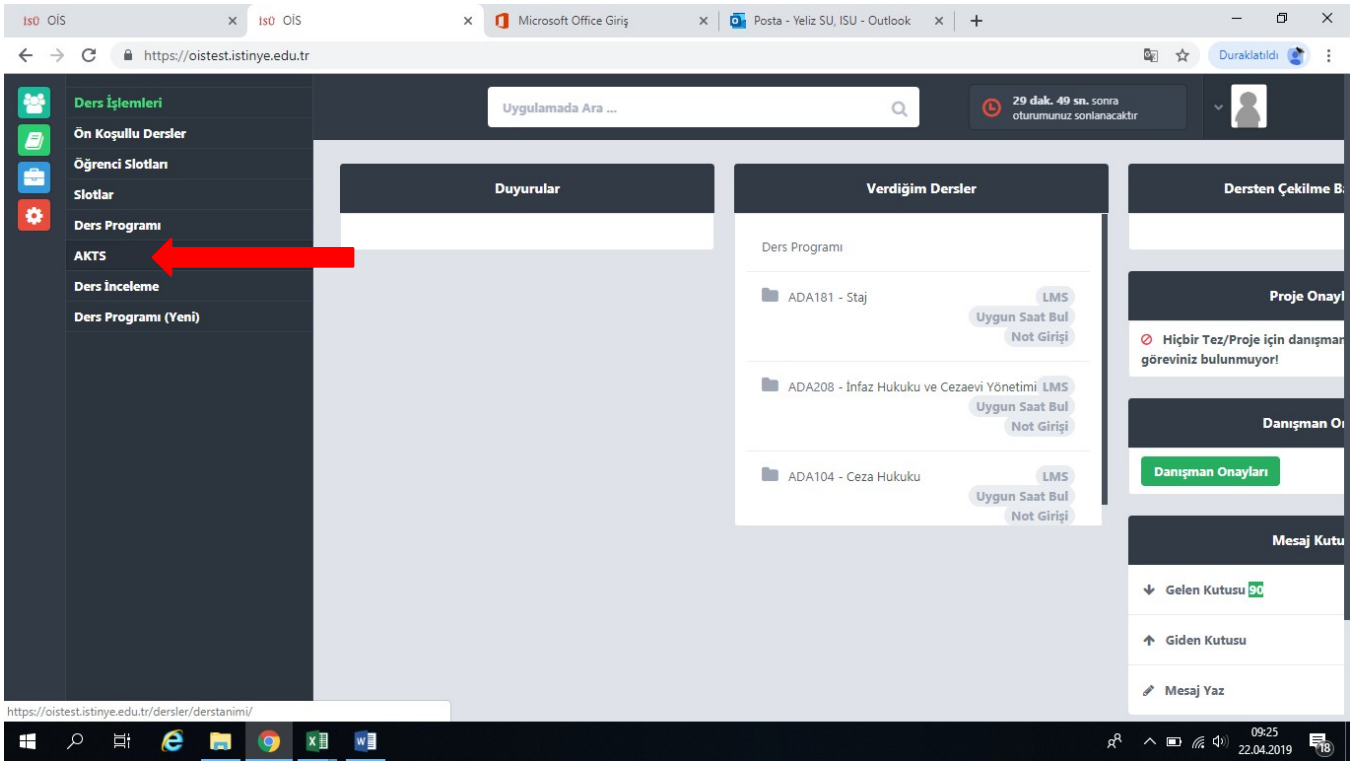
Dear User,

On the basis of information received from faculties, coordinators were defined in the system for each program, as well as for each course in these programs.

First, log in the system with your username and password (https://ois.istinye.edu.tr)

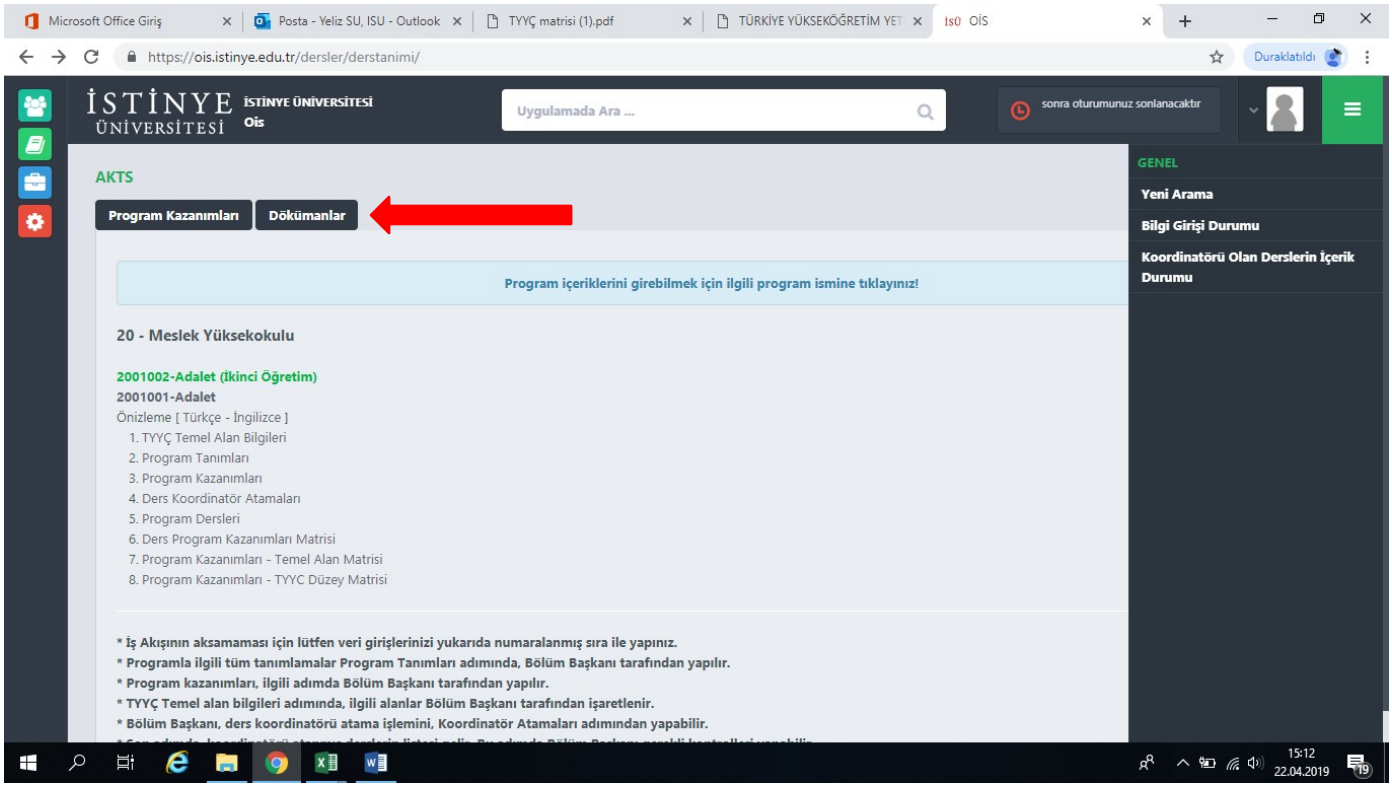
If you are the department chair and would like to enter information about the department, please use the ECTS heading under the “Course Operations Menu”.

If you are another coordinator designated by the department to enter information, click “Other Users” in the right-hand menu, and choose “Program Coordinator.”



INFORMATION ENTRY FOR DEPARTMENT COORDINATORS

When you click on the ECTS menu, departments that require information entry will be listed. Departments that have night school programs will enter information for their day school programs only. Upon the completion of the entry, the same information will be copied by the Student Registration Office.



1. Steps to be followed for the Turkish Higher Education Qualifications Program basic field information:

Step1: Find the "Turkish Higher Education Qualifications Program Basic Fields and Programs" bar on http://tyyc.yok.gov.tr/.

Step2: Click on "Education/Teaching Programs in Turkey in the Basic Field" to identify the basic field of your department/program.

Step3: After identifying the basic field, use this information to click on "Basic Field Qualifications" to obtain the basic field competences of your department/program.

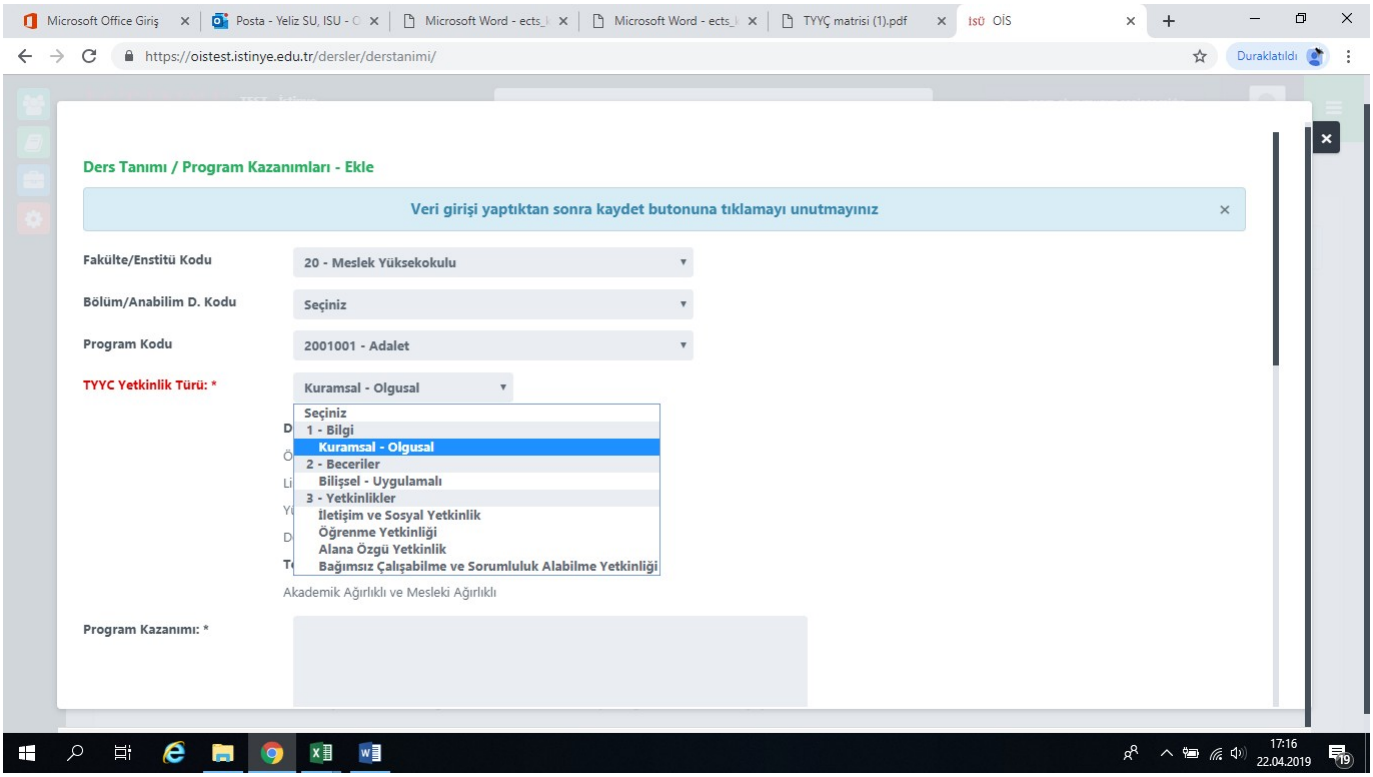
2. Program Descriptions

Click on Program Descriptions and fill out the empty fields. You must also enter this information in English. Click on the Document link to view sample documents for Program Descriptions.

3. Program Learning Outcomes

The Program Learning Outcomes field will be used to enter "Knowledge," "Skill," and "Competence" information. You can enter multiple "Theoretical-Factual," "Cognitive-Applied," and Competence-type learning outcome information for each program. The information entry screen has links to YÖK's Bologna page that may be of help.

For example, to enter a Theoretical-Factual learning outcome, select the relevant row, and fill out the Learning outcome field in Turkish and in English. Select the order in which the learning outcome will be displayed on the web page, and click Save. The information you enter will be listed in the rows below, in the order you selected.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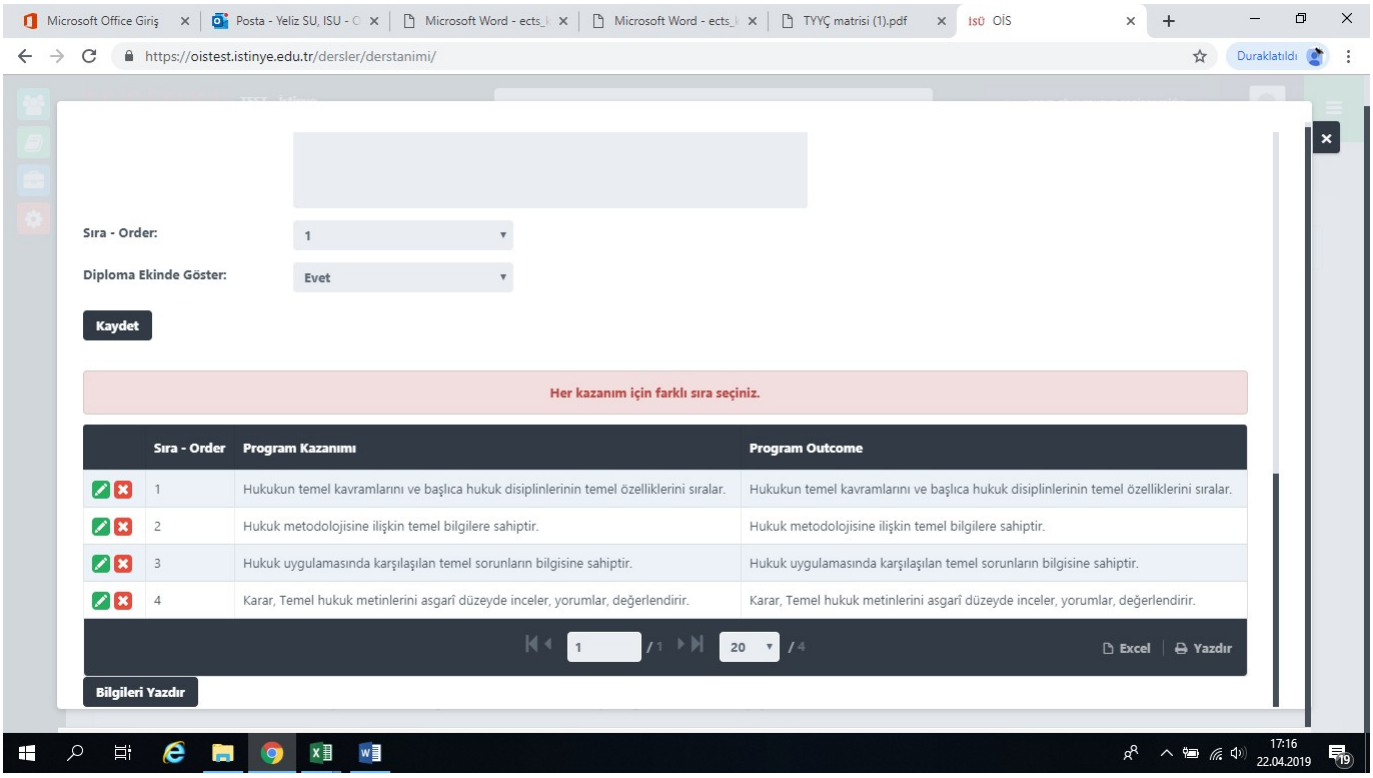
TYYÇ matrisi (1).pdf
İSÜ OİS
https://oistest.istinye.edu.tr/dersler/derstanimi/
Duraklatıldı
Ders Tanımı / Program Kazanımları - Ekle
Veri girişi yaptıktan sonra kaydet butonuna tıklamayı unutmayınız
Fakülte/Enstitü Kodu
20 - Meslek Yüksekokulu
Bölüm/Anabilim D. Kodu
Seçiniz
Program Kodu
2001001 - Adalet
TYYC Yetkinlik Türü: *
Kuramsal - Olgusal
Seçiniz
1 - Bilgi
Kuramsal - Olgusal
2 - Beceriler
Bilişsel - Uygulamalı
3 - Yetkinlikler
İletişim ve Sosyal Yetkinlik
Öğrenme Yetkinliği
Alana Özgü Yetkinlik
Bağımsız Çalışabilme ve Sorumluluk Alabilme Yetkinliği
Akademik Ağırlıklı ve Mesleki Ağırlıklı
Program Kazanımı: *
17:16
22.04.2019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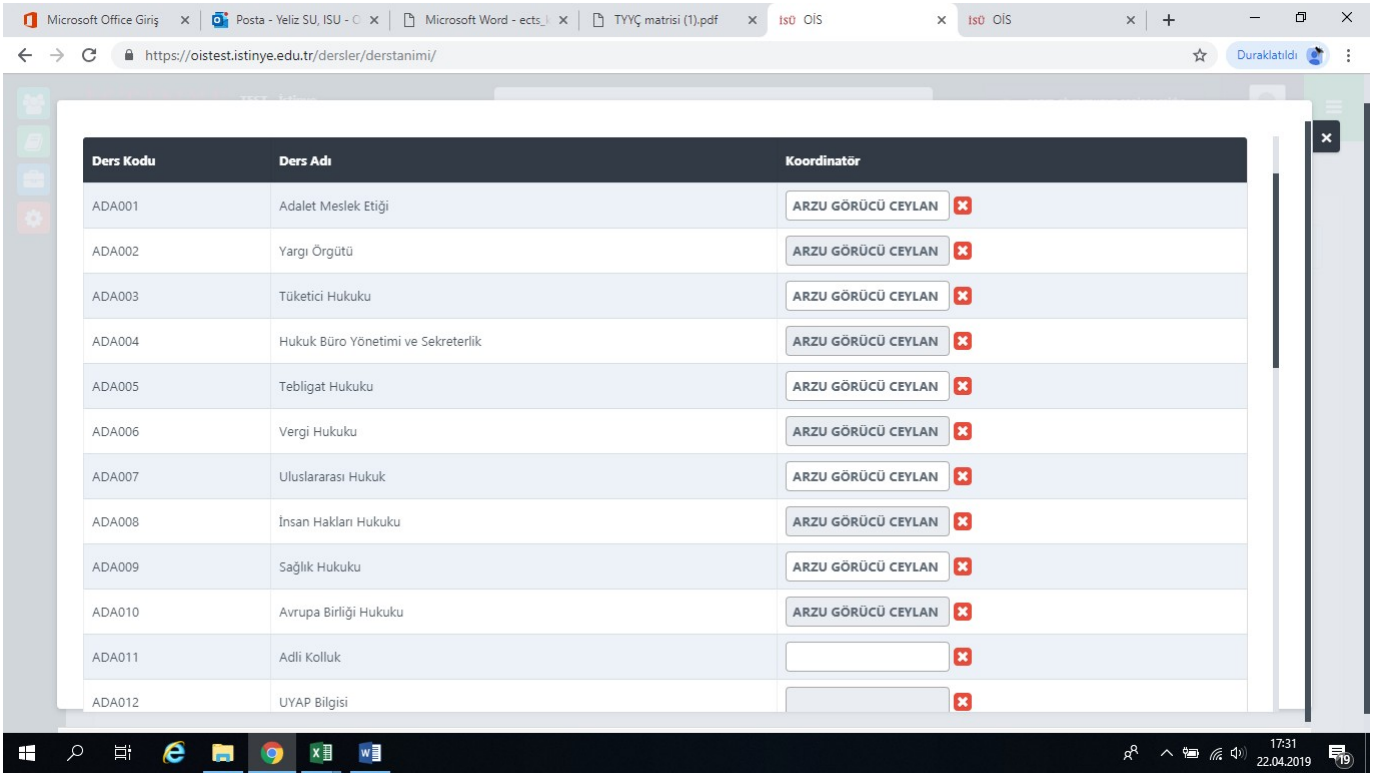
İSÜ OİS
https://oistest.istinye.edu.tr/dersler/derstanimi/
Duraklatıldı
Sıra - Order:
1
Diploma Ekinde Göster:
Evet
Kaydet
Her kazanım için farklı sıra seçiniz.
Sıra - Order
Program Kazanımı
Program Outcome
1
Hukukun temel kavramlarını ve başlıca hukuk disiplinlerinin temel özelliklerini sıralar.
Hukukun temel kavramlarını ve başlıca hukuk disiplinlerinin temel özelliklerini sıralar.
2
Hukuk metodolojisine ilişkin temel bilgilere sahiptir.
Hukuk metodolojisine ilişkin temel bilgilere sahiptir.
3
Hukuk uygulamasında karşılaşılan temel sorunların bilgisine sahiptir.
Hukuk uygulamasında karşılaşılan temel sorunların bilgisine sahiptir.
4
Karar, Temel hukuk metinlerini asgarî düzeyde inceler, yorumlar, değerlendirir.
Karar, Temel hukuk metinlerini asgarî düzeyde inceler, yorumlar, değerlendirir.
1
/ 1
20
/ 4
Excel
Yazdır
Bilgileri Yazdır
17:16
22.04.2019

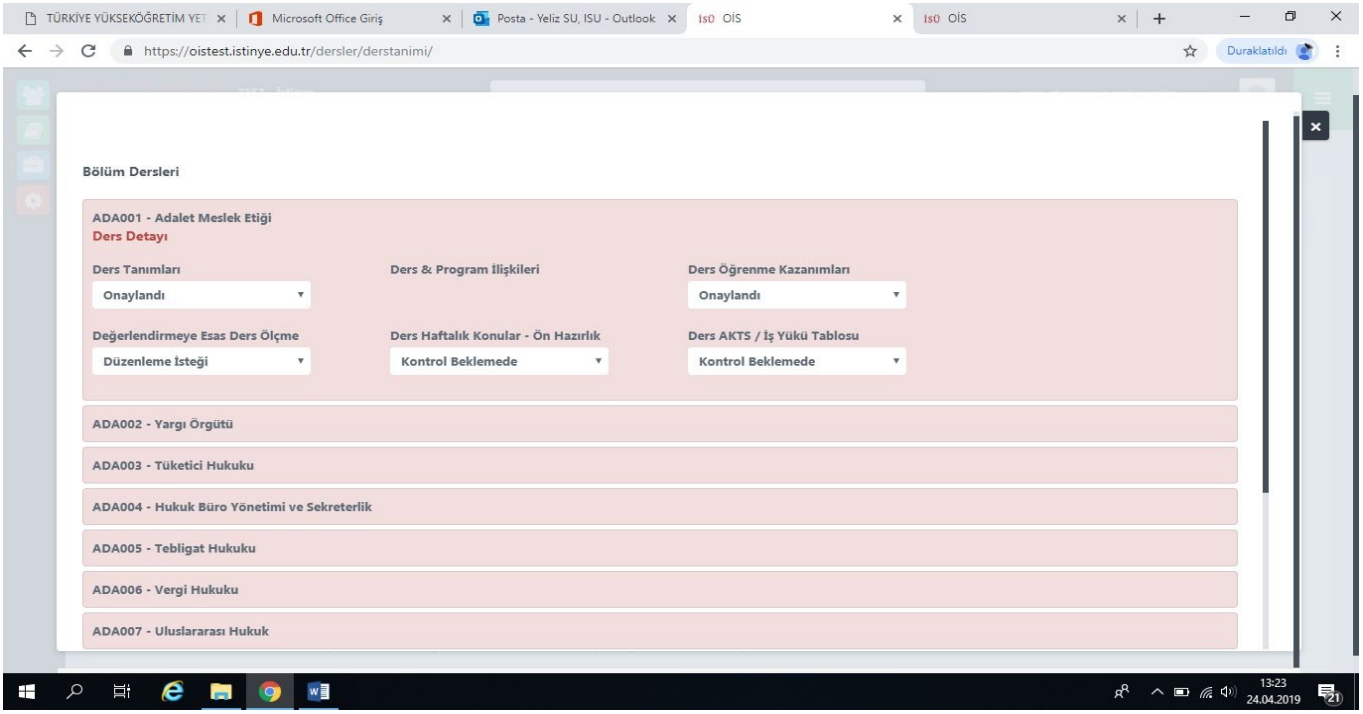
4. Assigning Course Coordinators

The relevant program coordinator can assign and re-assign course coordinators for each course.



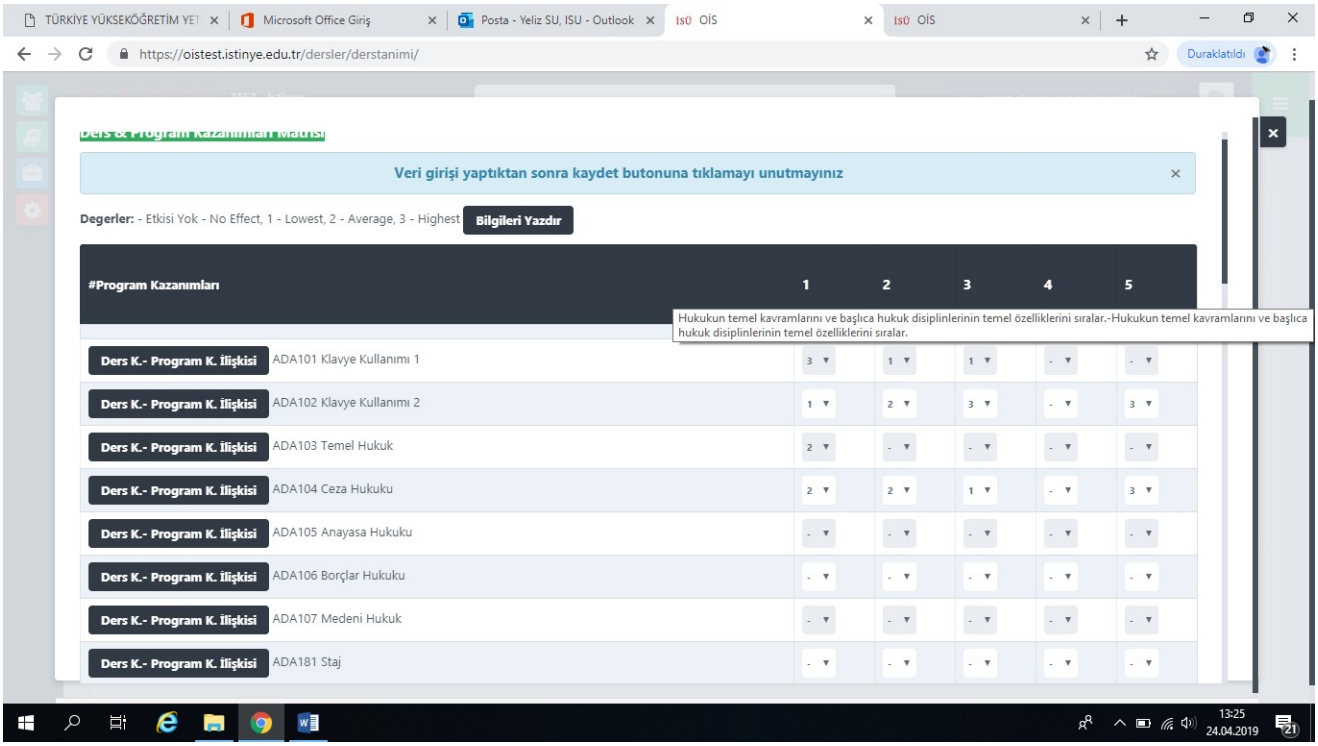
5. Program Courses

The Program Coordinator can access courses in the curriculum using this field. Notes can be taken regarding changes made by course coordinators. These notes can be viewed by the course coordinator.



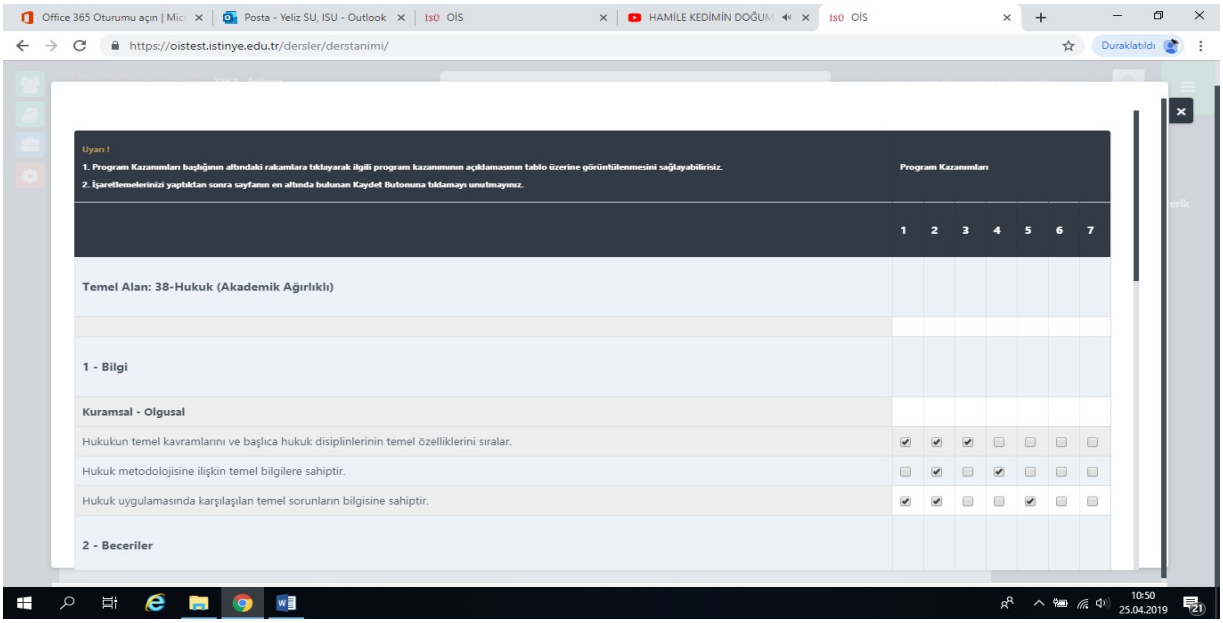
6. Matrix of Course & Program Learning Outcomes

In this field, you should enter the level of relationship each course learning outcome has with program learning outcomes. You can assign a minimum relationship score of 1 and a maximum relationship score of 3. In the following screen, the horizontal numbers 1, 2, 3, 4, and 5 represent the program learning outcomes you have entered in item 3 above. You can hover on these numbers to view the learning outcome you have previously entered.



7. The Matrix of Program Learning Outcomes - Basic Field

Items vertically ordered on the left refer to the standard basic field qualifications specified on the Council of Higher Education's Bologna page. Horizontal numbers at the top, on the other hand, refer to program learning outcomes you have entered in item 3 above. You need to match the program learning outcomes you have entered with the program learning outcomes identified by YÖK.

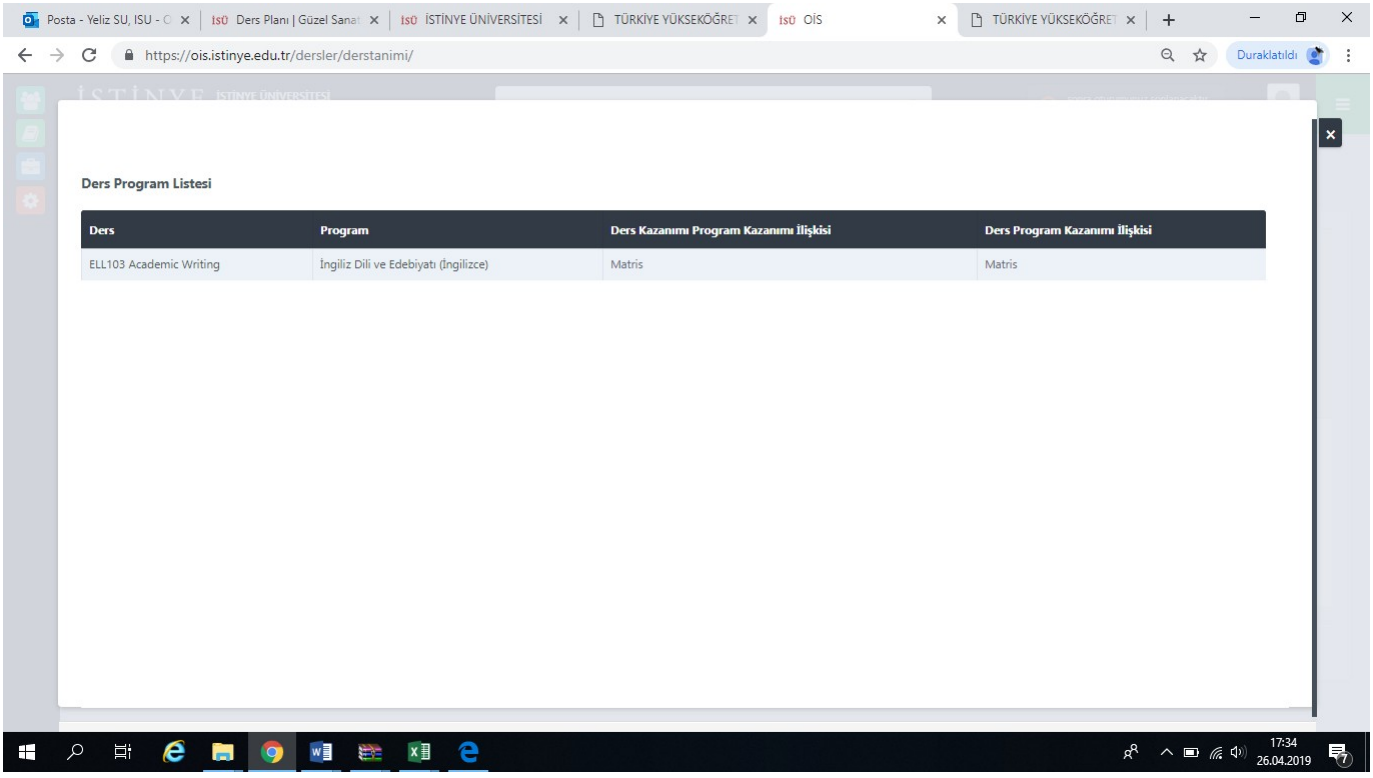


INFORMATION ENTRY FOR COURSE COORDINATORS

1. Course and Program Relationships

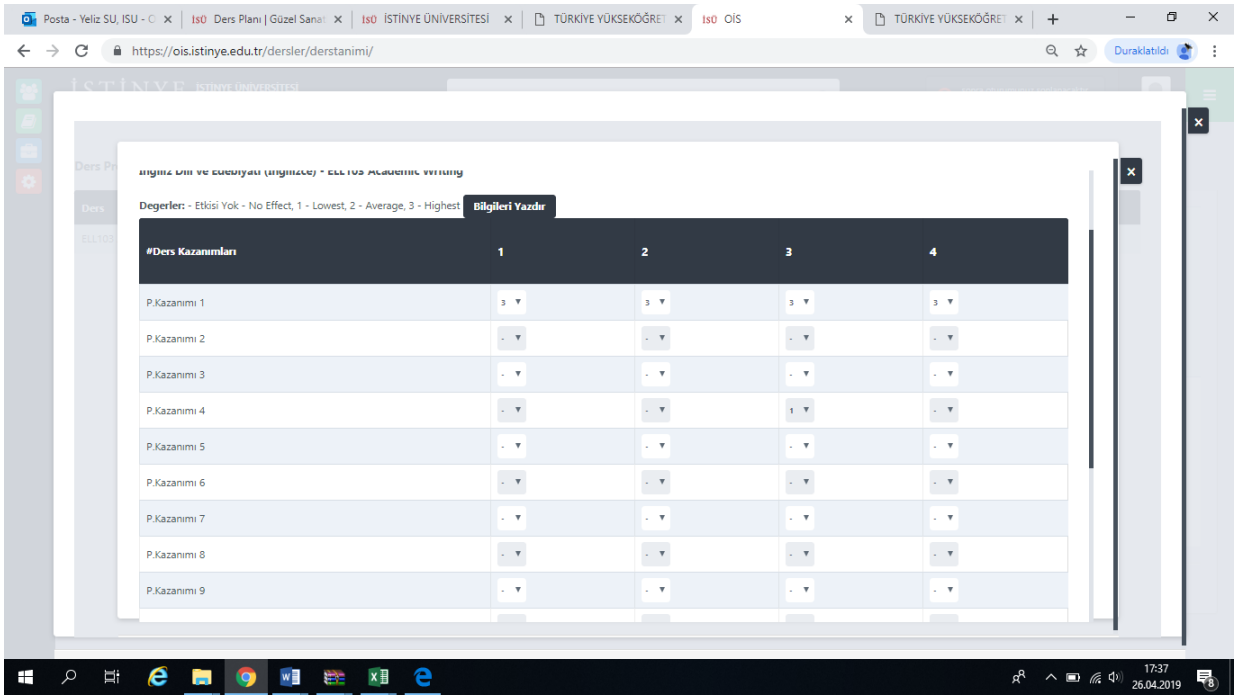
There are 2 matrices in this field.

a. The matrix of the relationships between course learning outcomes and program learning outcomes
b. The matrix of the relationships between courses and program learning outcomes



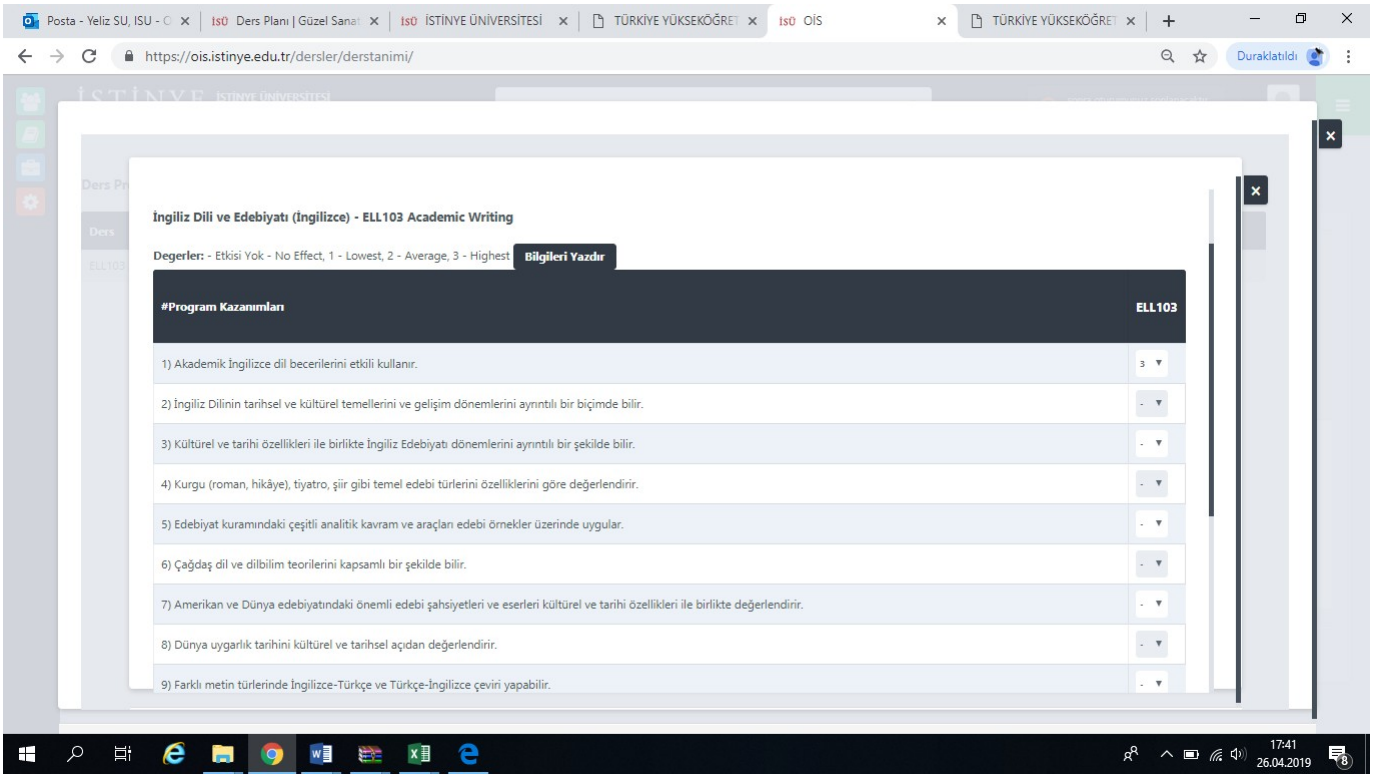
a. The matrix of the relationships between course learning outcomes and program learning outcomes

In this field, you should evaluate the effect of the program learning outcomes on each course learning outcome by assigning a score from 1 and 3.



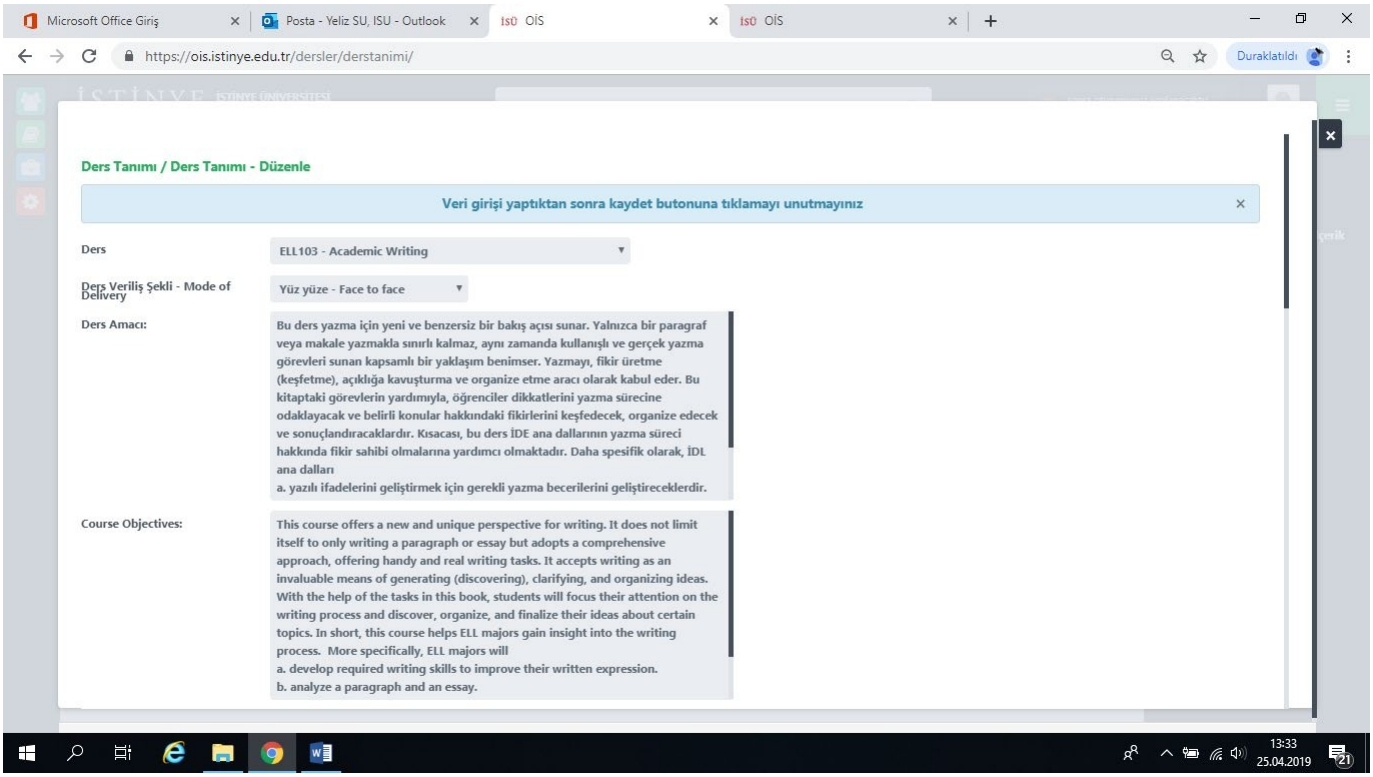
b. The matrix of the relationships between courses and program learning outcomes

In this field, you should evaluate the effect of the program learning outcome you have specified previously on the course by assigning a score from 1 and 3.



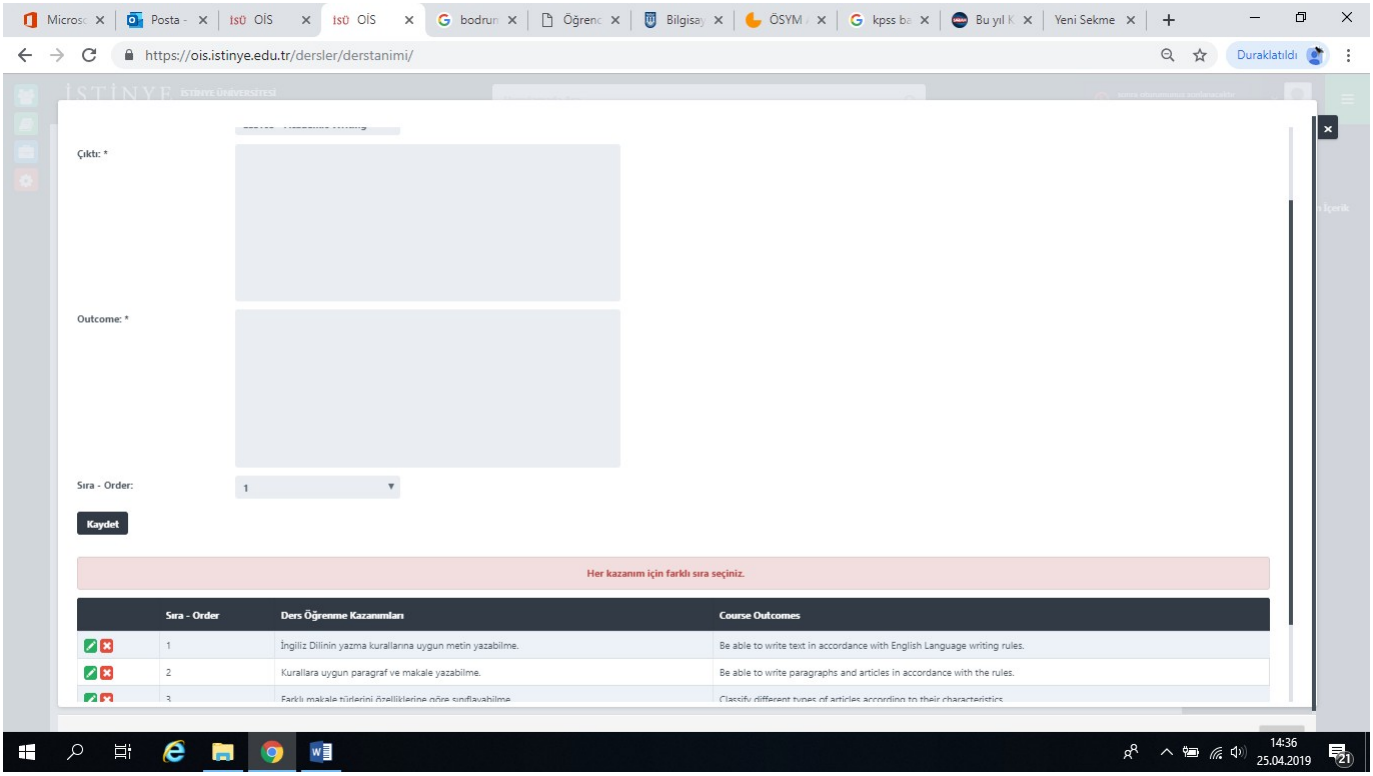
2. Course Description

Information about course aims, contents, etc. will be entered in this field in Turkish and in English.



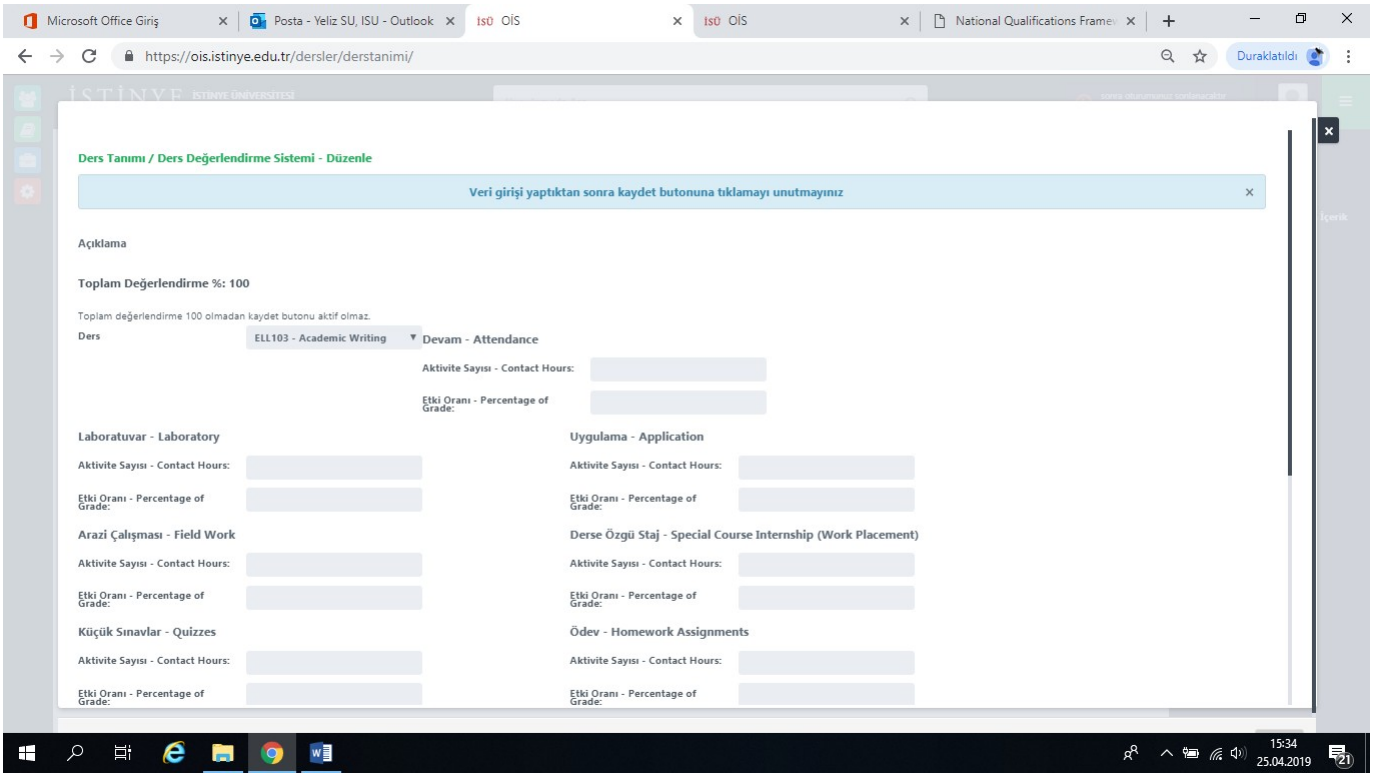
3. Course Learning Outcomes

This is the field to be used to add course learning outcomes. You can add as many course learning outcomes as you like and assign an order number to each item.



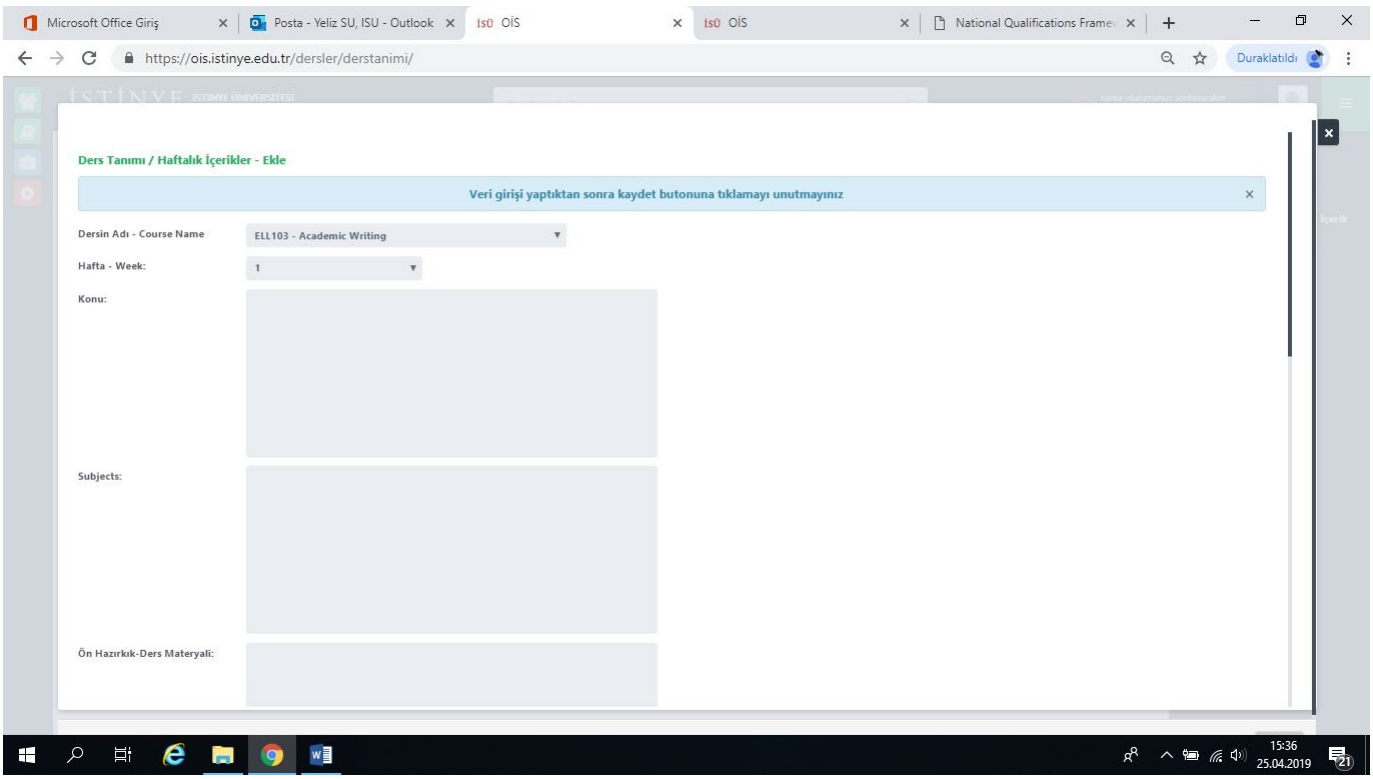
4. Course Evaluation and Grading

In this field, you should indicate how the grading for the relevant course is to be done. The Save button will not be activated unless the total score is 100.



5. Course Weekly Contents - Preparation

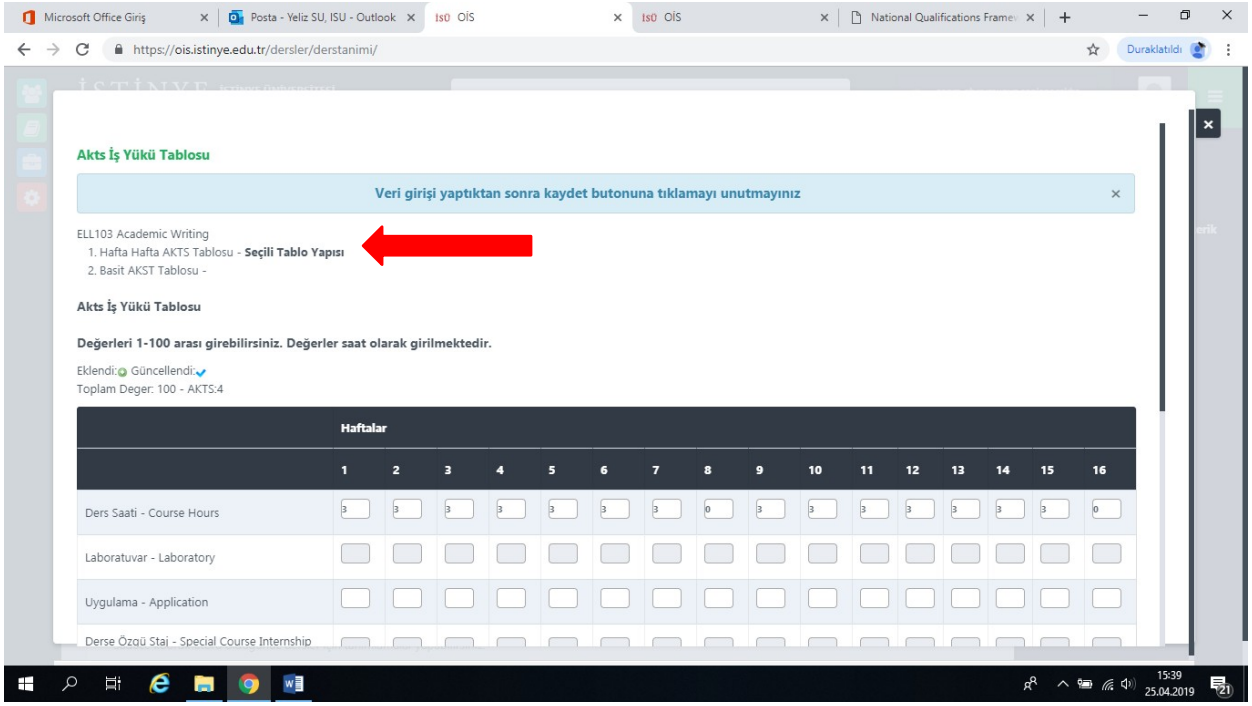
Enter course topics to be covered over 14 weeks in this field. For each topic, use the week row to select the week in which this topic is to be covered, and save.



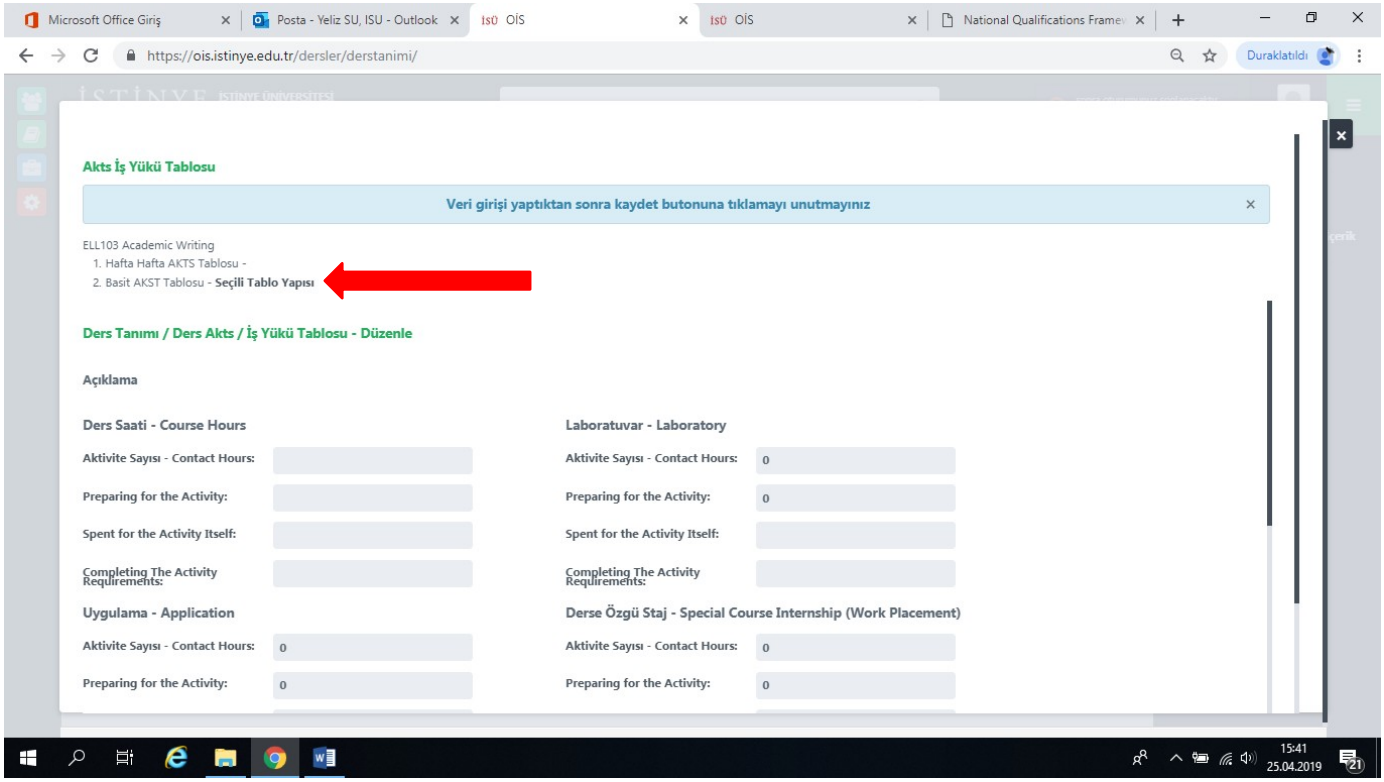
6. Course ECTS / Workload Table

Calculations based on information entered in this field are used to assign ECTS credits to courses in the current curriculum. You can enter information in one of 2 ways.

You can use the weekly ECTS table (as shown in the screen below), or



You can use the simple ECTS table to use a single screen to enter information for all weeks.



You can view all your entries using the Bologna page of our university at https://ois.istinye.edu.tr/akts .

In addition, you can access the Bologna page of the Council of higher Education at https://tyyc.yok.gov.tr .

Thank you for your cooperation and have a nice working day.

Istinye University

Student Registration Office