



---

**KION BİLGİSAYAR BİLİŞİM YAZILIM SAN. VE TİC. A.Ş.**  
**SOFTWARE DEVELOPMENT UNIT**  
**INTERNATIONAL SCIENCE AND TECHNOLOGY UNIVERSITY**  
**STUDENT INFORMATION SYSTEM**  
**SOFTWARE GUIDE**



[www.kion.com.tr](http://www.kion.com.tr)

---

**KION** Bilgisayar Bilişim Yazılım San. ve Tic. A.Ş.

Yıldız Teknik Üniversitesi Davutpaşa Kampüsü  
Teknoloji Geliştirme Bölgesi

D2 Blok K:1 No:151/1F - B09  
Esenler - İstanbul / TÜRKİYE

[info@kion.com.tr](mailto:info@kion.com.tr)

TEL: +90 212 777 12 17



# Table of Contents

<b><u>SMS (ADMIN)</u></b> .....	4
<u>System Entry</u> .....	4
<u>Student</u> .....	4
<u>STD01 Student Search</u> .....	5
<u>STD02 Student Record</u> .....	9
<u>STD03 Student Course</u> .....	9
<u>STD05 Advisor Assignment</u> .....	11
<u>STD04 Student Discipline</u> .....	12
<u>STD07 History Search</u> .....	12
<u>STD08 Detailed Search</u> .....	13
<u>STD13 Student Health Information</u> .....	14
<u>STD12 Assigning a Curriculum</u> .....	15
<u>ENR03 Registration Renewal</u> .....	16
<u>STD18 Student Attendance</u> .....	16
<u>MNY02 Tuition Fee and Scholarship Calculation</u> .....	18
<u>Courses</u> .....	31
<u>CRS01 Course Catalog</u> .....	31
<u>CRS02 Course Description</u> .....	37
<u>CRS03 Academic Year Course Description</u> .....	42
<u>CRS04 Course Registration Status</u> .....	57
<u>CRS05 Student Section Assignment</u> .....	57
<u>CRS06 Bulk Course Assignment</u> .....	58
<u>CRS07 Course Schedule</u> .....	59
<u>GRD01 Grade Entry</u> .....	60
<u>CRS10 Course Load Description</u> .....	61
<u>GRD04 List of Students whose Grades are not Entered</u> .....	63
<u>CRS08 Student Course Deletion/Transfer</u> .....	64
<u>Teacher Definition</u> .....	64
<u>TCH01 Teacher Definition</u> .....	64
<u>Report</u> .....	65
<u>RPR01 Quota Report</u> .....	65
<u>RPR02 Course Class Report</u> .....	65
<u>RPR03 Course Quota Report</u> .....	66
<u>RPR09 Student Number Report</u> .....	66
<u>RPR12 Course Based Success Report</u> .....	67
<u>RPR18 Advanced Inquiry</u> .....	68



---

<a href="#">Definition</a> .....	68
<a href="#">DEF03 Announcement</a> .....	68
<a href="#">DEF08 Faculty / Department / Options</a> .....	69
<a href="#">CAL01 Calendar Entry</a> .....	71
<a href="#">DEF10 Document Definition</a> .....	73
<a href="#">DEF11 Teaching Plan Definition</a> .....	75
<a href="#">Definition of Authority</a> .....	78
<a href="#">DEF02 Role</a> .....	78
<a href="#">DEF07 User</a> .....	79
<a href="#">Institute</a> .....	80
<a href="#">INS01 Advisor Assignment</a> .....	80
<a href="#">INS02 Thesis and Thesis Exam Information</a> .....	80
<a href="#">INS03 Doctoral Qualification Information</a> .....	81
<a href="#">INS04 Doctoral Thesis Proposal and Thesis Monitoring Reports</a> .....	81
<a href="#">INS05 Exam Tracking</a> .....	79
<a href="#">INS06 Thesis Lists</a> .....	82
<a href="#">Diploma Procedures</a> .....	80
<a href="#">DIP02 Temporary Graduation Certificate/Diploma</a> .....	83
<a href="#">DIP04 Diploma Book</a> .....	83
<a href="#">Petition</a> .....	84
<a href="#">DEF11 Document Requests</a> .....	84
<a href="#">My Information</a> .....	84
<a href="#">INF07 Password Change</a> .....	84
<b><a href="#">SMS (STUDENT)</a> .....</b>	<b>85</b>
<a href="#">System Entry</a> .....	85
<a href="#">My Information</a> .....	85
<a href="#">INF01 Advisor Information</a> .....	85
<a href="#">INF02 Student Information</a> .....	83
<a href="#">TRN01 Transcript</a> .....	86
<a href="#">My Courses</a> .....	86
<a href="#">CRS08 My Current Grades</a> .....	86
<a href="#">INF08 My Course Schedule</a> .....	87
<a href="#">STD18 Course Attendance Information</a> .....	88
<a href="#">General Information</a> .....	88
<a href="#">INF03 Department Information</a> .....	88
<a href="#">Survey</a> .....	88
<a href="#">SUR02 Evaluation Survey</a> .....	88



---

<a href="#">Registration</a> .....	89
<a href="#">ENR03 Enrollment Renewal</a> .....	89
<a href="#">MNY03 Payment Plan</a> .....	91
<a href="#">Petition</a> .....	91
<a href="#">PET04 Document Request</a> .....	91
<a href="#">Message</a> .....	91
<a href="#">UTL04 My Messages</a> .....	91
<b><a href="#">SMS (INSTRUCTOR)</a> .....</b>	<b>93</b>
<a href="#">System Entry</a> .....	93
<a href="#">My Information</a> .....	93
<a href="#">INF05 Password Change</a> .....	93
<a href="#">Student</a> .....	94
<a href="#">STD05 My Supervisory</a> .....	94
<a href="#">ENR03 Enrollment Confirm</a> .....	95
<a href="#">STD18 Student's Attendance Information</a> .....	98
<a href="#">Course</a> .....	98
<a href="#">CRS07 My Lectures</a> .....	98
<a href="#">GRD01 Grade Entry</a> .....	100
<a href="#">Message</a> .....	104
<a href="#">UTL04 My Messages</a> .....	104

## SMS (Admin)

### System Entry

Address to log into the system is .....To log into the system, the **e-mail address or user name** must be written opposite the Student Number field in the window that opens when the Enter key is pressed.Login to the system with the new password received from the administrator.Changing the password when logging in was recommended for the first time.

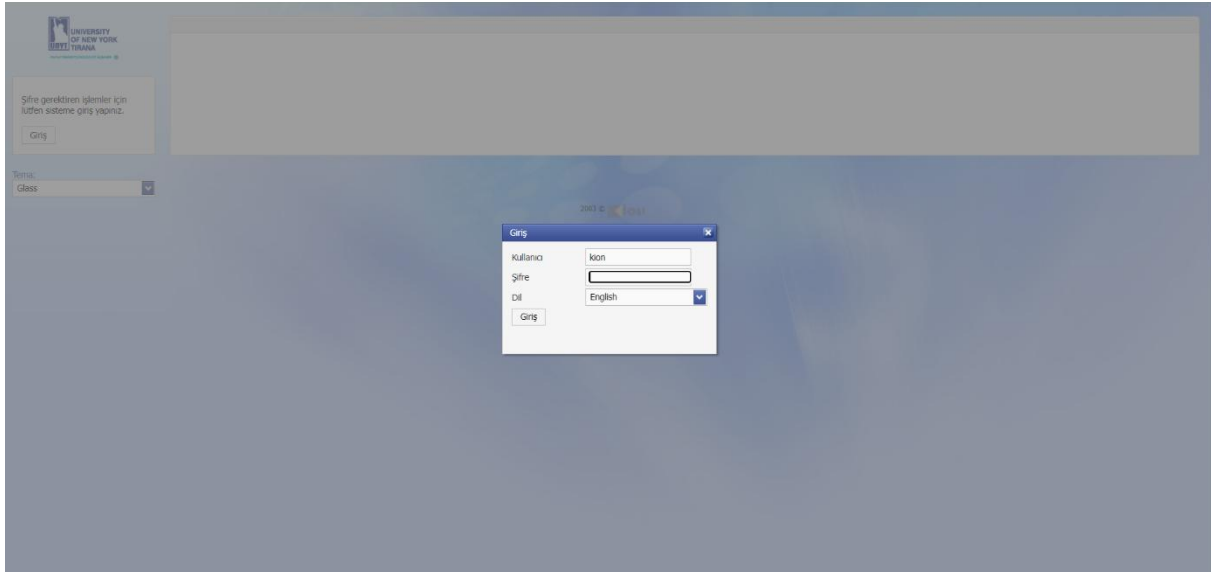


Figure1 SystemEntry

### Student

#### STD01 Student Search

**Purpose and Scope:** This is an application in which students are listed/searched according to different criteria, their information is shown, updated, deleted, their documents are printed (collectively/individually), a **new student definition** is made, and student information can be copied to another student.

#### **Description:**

Searching/listing students can be performed according to certain criteria. For the **listed students**, the following documents can be obtained in bulk. The following operations can be performed using the '**Reports**' button.

Collective Student Certificate,

Bulk Transcript,



Screen std01-01

### Copying Student

This is the process of transferring the student information selected from the list to another student.

### Addition of new students (with the 'new' button)

After the mandatory fields were entered, the students were registered. (With the 'Save' button)

Considerations:

The student's first status information must be assigned with the 'Major History' in the 'History' tab.

If there is a regulation or teaching plan (optional), it should be selected.

### Viewing/Updating student information (with the 'update' button)

Screen std01-02

Student; If there is a faculty/department, the option, class, year of education (how long it has been registered at the university), the year and semester in which it is enrolled in the university, the quota with which it is enrolled in the university, the scholarship status if it has a scholarship from OSYM, its



advisor, when it graduates; Graduation date, diploma information can be viewed/updated.

Deletion of a Student (It can be done if the course description of the student does not exist)

Changing the Student Number (It can be done if the course description of the student is not available)

Changing the Student's Faculty/Department (It can be done if the student's course description is not available)

The following student information can be viewed/updated with the help of the tabs at the top of the application:

Population and Military Service

Contact

High School and ÖSYM

Credit ('KYK' information)

Screen std01-03

Updating the information from the Credit Dormitories Institution (with the tui10 '**update kyk information**' application under the Tuition Transactions menu) is performed collectively on a university basis. Apart from this, situations such as 'exemption from fees' are selected from the contribution credit section, or students who are in the 10% are recorded in the system at the beginning of each semester. The '10% entry' information of the students who enter the 10% at the beginning of each semester should be deleted collectively on a university basis (with the tui06 '**calculation of tuition information**' application under the Tuition Transactions menu).

Foreign Language

Foreign Nationals

In this section, private information is kept for foreign students.

Branch Information

It is the section where Double Major/Minor information is retained.

History

Major history information

Double Major history information (Regardless of the major, the student's status is followed separately)

Minor history information (Regardless of the major, the student's status is monitored separately)

Other

Scholarship History information (Scholarships given by the university or other institutions/foundations are followed in this section. The cases in which it is issued/interrupted are kept on a period-date basis)

Institute

It is the tab that is active among institute students, and information for institute students is displayed.



## Other

This is the section where the student's other information is retained.

### Documents

In this department, the following standard documents are obtained on a student basis  
Student Certificate

Military Service Certificate

Institute Military Service Certificate

Transcript

Report Card (Summary Transcript)

Foreign Student Information Form

Certificate of Graduation

Readiness Certificate

### History Transactions:

#### Description:

History information comes sequentially from the most recent to the furthest date, and the most recent student status date shows the student's current status on the Main Enrollment page. Summarize; The most recent status is the student's current status.

History is the information kept to track student status changes on the basis of the Academic Period. Students had to have at least one record for each semester. To the history of the student; In case of registration renewal, if the advisor approves it online, the '*Registration Renewed*' information is automatically added to the relevant period. At the end of the registration period, students who did not register for courses with the '**std07 History Search**' application are assigned a '*Registration Not Renewed*' registration. In other cases, student affairs must manually add status changes to history with the help of this application. The accuracy of the history information affects some documents and statistics such as '*Military service certificate*'. Failure to renew registration is important in student and military service certificates. (Since they cannot benefit from the right to be a student)

The screenshot shows the 'Student History' application interface. It includes a search form with fields for Student No, TC Identity No, Name, Surname, Study Level, The Regulation, and Study Type. There are also fields for Faculty, Department, Option, Class, Durumu, and General Average. Below the search form is a navigation bar with tabs for Registration Information, Population and Military Service, Contact, High School and ÖSYM, Credits, Foreign Language, Foreign National, Major Information, Student History, Scholarship History, Other, and Documents. The 'Student History' tab is active, displaying a table with columns: Student Search, Status, Reason, History, Year, Semester, Class, End Date, Value (GPA), Term ID, End Year, End Semester, University, University Type, and Department. The table contains six rows of data for student KAVIT YENILENE.

Student Search	Status	Reason	History	Year	Semester	Class	End Date	Value (GPA)	Term ID	End Year	End Semester	University	University Type	Department
Aradul	KAVIT YENILENE		21/2/2005	2004-2005	Yaz	Hazrik		0				UNYT		BUSINESS ADMINISTRATION
Aradul	KAVIT YENILENE		21/2/2004	2003-2004	Yaz	Hazrik		0				UNYT		BUSINESS ADMINISTRATION
Aradul	KAVIT YENILENE		21/2/2004	2003-2004	Bahar	Hazrik		0				UNYT		BUSINESS ADMINISTRATION
Aradul	KAVIT YENILENE		10/1/2003	2003-2004	Guz	Hazrik		0				UNYT		BUSINESS ADMINISTRATION
Aradul	KAVIT YENILENE		21/2/2003	2002-2003	Bahar	Hazrik		0				UNYT		BUSINESS ADMINISTRATION
Aradul	KAVIT YENILENE		10/1/2002	2002-2003	Guz	Hazrik		0				UNYT		BUSINESS ADMINISTRATION

Screen std01-04





When you want to add a new status to your major history (with the 'new' button), 'Student Status' must be selected on the screen. In cases such as 'Registration Freezing' or 'Registration Deletion', the reason can be selected from the list below.

If the 'Registration Freeze' is made for two academic years, history information must be entered for the two academic periods.

University information for students who come/go with lateral transfer, come/go with Erasmus/Farabi, and come/go with summer school ("..." pressing) is entered by selecting. If there is no university name in the list, it can be written in the blank field under the university section. If this information is entered, it will be shown in the transcript which university the student came to with lateral transfer, or which university he went to with Erasmus.

The student's 'Deregistration' or 'Graduation Procedures' are similarly done with the help of this application. In this case, the student's Graduation/Departure Date is updated. (See. [Screenstd01-02](#))

### *STD02 Student Record*

**Purpose and Scope:** This is the application used during the first registration to the university. The latest situation; For students who have 'won the university but have not yet registered', the first registration process is provided with the help of this application by completing all the documents and procedures of the student.

**Description:** With this application, a record of enrollment is added to the student's history information, and the student's first registration date to the university is updated. A similar operation can be performed with the help of 'STD01 Student Search,' but this application has been developed to make the process faster with a single click. In the same application, if desired, a student certificate and military service certificate can also be obtained.

If this program is used up-to-date during university registration, the number of students enrolled in the university can be monitored in a healthy manner. ('STD01 Student Search' or from 'RPR01 Quota Report' under the Reports menu)

Screen std02-01

### *STD03 Student Course*

**Purpose and Scope:** This application enables students' courses in all semesters to be shown, new courses to be assigned, and grades to be corrected/entered on a course basis. The exemption information of the students who come with lateral transfers or the results of the grade objections are



processed using the same application. On a student basis, the conjugate of the courses or the association of another course is also done from this section.

### Description:

The listing is made from the most recent semester; in practice, all student courses are listed on the basis of semesters.

Saved **code** in the list:

If 'I' is the student, it is registered online and the advisor has given approval,

If 'B' is 'B', Student Affairs has manually assigned this course to the student,

If 'E' is Erasmus, the student has taken this course,

' ' (blank) means that the student has registered online but has not been approved by the advisor.

The student was not enrolled in this course. These courses are not shown in the transcript.

Course registration processes (student/advisor approvals) from the web are reflected in the courses and class lists of students in real time.

The '*repeated* course' information in the list is used to indicate which course the student has taken instead of the course he has taken before. This association process is performed with the '*STD03 Courses Taken by the Student*' application. Purpose; In general, except in the case of removing the course and opening another course in its place, it is the ability to associate a private course with the student. For example, consider another course instead of an elective course. As a result of this association, the name of the associated course is shown in parentheses next to the relevant course on the transcript and the 2nd course is not reflected in the credit totals. As an example, the following shows the failing status of a course and the course information taken instead.

The screenshot shows the 'Student Courses' application interface. At the top, there are tabs for 'Student's Courses', 'Student Course Logs', 'Equivalent Course', 'Curriculum Courses', 'Courses Which Student Can Take', 'Transcript', and 'Diploma Report'. Below the tabs, there are buttons for 'New', 'Update', 'Assign Bulk Courses', and 'Register Code Empty Delete Courses'. The main area displays a table of courses with columns for Academic Year, Education Semester, Branch, Catalog No., Course Code, Course No., Course Name, Course Class, Branch, Credit, ECTS Credit, Grade, Letter Grade, Status, Registration Code, Not Included to Average, Free to Entry Make Up Exam, Number of Course Repetitions, Repeated Instead Catalog No., Repeated Instead Course Code, Repeated Instead Course No., and Repeated Course No. The table lists various courses such as 'WESTERN CIVILIZATION II', 'STATISTICS FOR BUSINESS AND ECONOMICS I', 'MANAGERIAL ACCOUNTING', 'PRINCIPLES OF MARKETING', 'INTRO TO MACROECONOMICS', 'WESTERN CIVILIZATION I', 'US History II', 'INTRO TO INTERNATIONAL RELATIONS', 'INDUSTRIAL PSYCHOLOGY', 'Art History I', 'Biology Today', 'Islamic World', 'FINANCIAL ACCOUNTING', 'PRINCIPLES OF MANAGEMENT', 'COMPUTER APPLICATIONS I', 'COMPUTER APPLICATIONS II', 'COLLEGE ALGEBRA', and 'INTRO TO MICROECONOMICS'. The status of each course is indicated by a letter grade and a success/failure status.

Screen std03-01

When the '*Update*' button is pressed, the screen where the update/deletion is performed opens.

If the grade of the course has been entered, '*deletion*' is not allowed, the grade must be emptied first and then deleted.

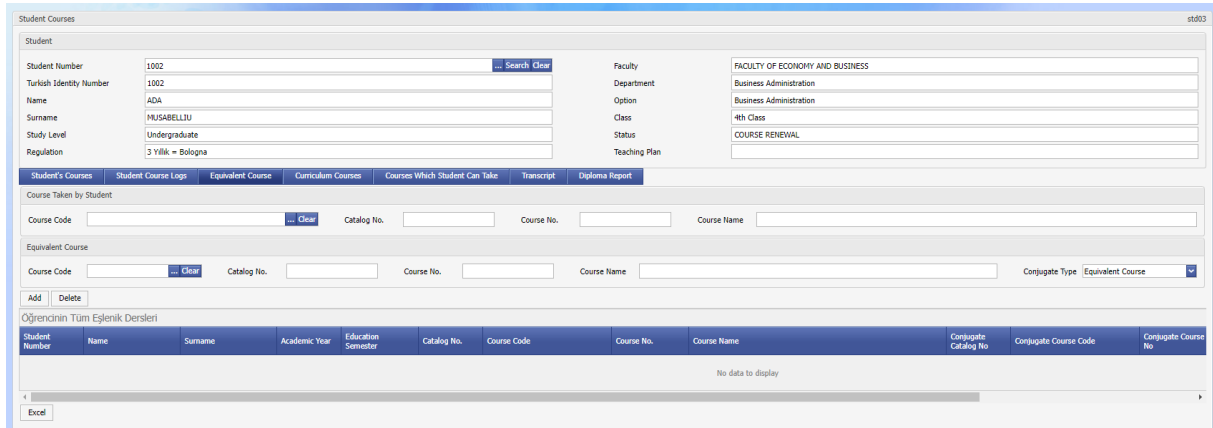
If the course is combined with another course, the information can be viewed by pressing the '*Common Branch Information*' button.

When the '*New*' button is pressed, the screen on which the add/update/delete is made opens.

### 'Conjugate Courses':

All equivalent courses for students are listed.

The conjugate course definition is used to show which course a student has taken in Erasmus corresponds to which course in his or her curriculum. When this definition is made, the course whose equivalent is defined is not shown in the list of courses that the student must take during course registration on the Web. A course can be the equivalent of more than one course; more than one course can also be a conjugate of a course. In the following example, a course in Erasmus is defined as equivalent to a course in the curriculum.



Screen std03-02

### 'Curriculum Courses':

According to the 'teaching plan' to which the student is affiliated (if there is no teaching plan, all the courses opened in the department are shown), it shows the relationship between the courses and the courses taken. It can be seen from this list which course the student has taken or has not taken.

"Report card" and "transcript" can also be viewed from this app.

### STD05 Advisor Assignment

**Purpose and Scope:** Advisor information is collectively assigned to students. It is ensured that *those who have not been assigned* an advisor and students who do not have advisor information are listed, or in case of departure of the advisor faculty member, another advisor *is appointed collectively* after the relevant students are listed.

**Description:** Advisors can be assigned on a class basis or to students who are first enrolled in the university. In addition, operations such as viewing/changing advisor information on an individual student basis can be done from the 'STD01 Student Search' application. This application was developed to facilitate the process of assigning advisors to students.



Advisor Assignment

Student Filter

Branch: Main Degree  
Faculty:  
Department:  
Option:  
Class:  
Registration Year:  
Registration Status:

Advisor:  
Students Not Assigned Advisors  
New Students  
Former Students  
All Registered Students

List Select all Clear Selection

Advisor to be assigned:  
Assign a Advisor to All Assign Advisor to Selected Delete Advisor from All Delete Advisor from Selected

#	Advisor	Student No	Name	Surname	Registration Year	Faculty	Department	Option	Class
		010221001	demene	oğrenci	2021	FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th C
	KOSTAS GKAKOUPIS	1002	ADA	MUSABELLIU	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th C
	MAYTHNEE KULTHAVEESUP	1004	ADELA	ALIAJ	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th C
		1005	AHMED	ABUHALALA	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th C
	KOSTAS GKAKOUPIS	1007	ALEXSANDER	NACI	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th C
	KOSTAS GKAKOUPIS	1009	AMARILDO	PECANJI	2002	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		4th C
		1011	ANISS	ALHAMJUDI	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th C
		1015	ARBAN	AVIHI	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th C
		1017	ARDIT	LIPAJ	2002	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		4th C
	KOSTAS GKAKOUPIS	1018	ARDIT	MEHANI	2002	FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th C
		1019	ARLINDA	FRANE	2002	FACULTY OF LAW AND SOCIAL SCIENCES	Psychology		4th C
		1027	DEVIS	BANO	2002	Faculty	UNECODED		4th C
	SILVANA TOSKA	1028	DRITAN	KOLAMECI	2002	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		4th C
		1029-HS	DRITAN	SHORAJ	2006	Faculty	Non Registered		Thesi
		1030	DRITAN	TAKO	2002	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		4th C
	Prof. JUNA MELUKA	1030-HS	DRITAN	TAKO	2010	INSTITUTE OF ECONOMY AND BUSINESS	MSc in Finance and Accounting		Thesi
		1033-HS	EDVIN	KEPI	2007	Faculty	Non Registered		Thesi
	MARITA FLAGLER	1036	ELONA	GURI	2002	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		4th C
		1039	ERALD	DORÉ	2002	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		4th C
	NICOLA NEXON	1045	ERMR	ALI	2002	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		4th C

Screen std05-01

### STD04 Student Discipline

**Purpose and Scope:** Viewing/listing and recording the disciplinary penalties taken by students is done with this application.

**Description:** When the student's disciplinary penalty is recorded in the system, it starts to appear as 'exists' on the 'Std01 Student Search-Registration information' screen. In addition, the transcript shows a statement that **the student has disciplinary actions**.

Student Disciplinary

Save Delete List

Student Search

Student No: Search Clear Faculty: Class:  
Name: Department: Teaching Level:  
Surname: Option: Status:

Student Discipline Record

Crime Committed (Explain):

Event Date: Start Date:  
Disciplinary Clause: Due Date:  
Punishment Given: Excitation: Punishment, date given by the board:  
Punishment Period: Number of:  
Mahkeme Kararı: Yes Non

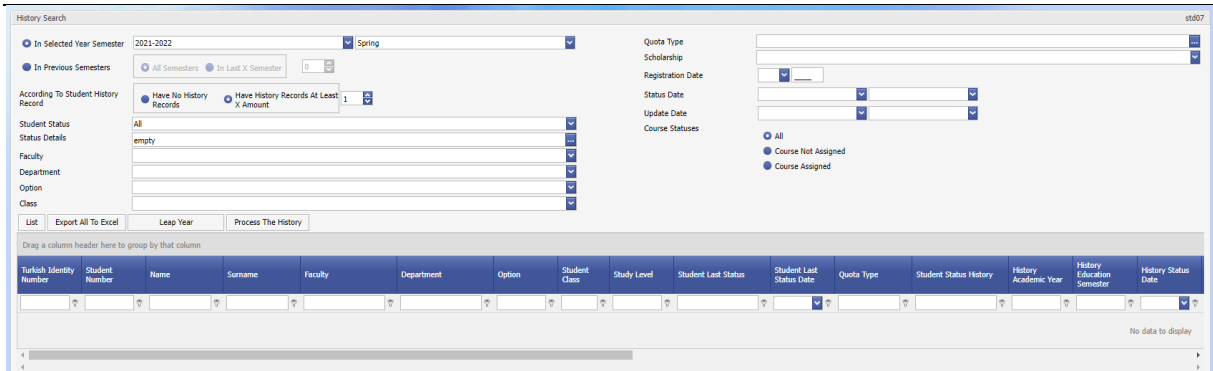
Açıklama:

Screen std04-01

### STD07 History Search

**Purpose and Scope:** According to the history information of the students, the listing of the students who have suspended their registration/come with amnesty/did not renew their registration in the past semesters is done with the help of this application. At the end of the *Course Registration Calendar* (at the end of the excused registrations), the 'not renewed' status is processed in the history of the students who are not registered in the history and who have not registered for any course.

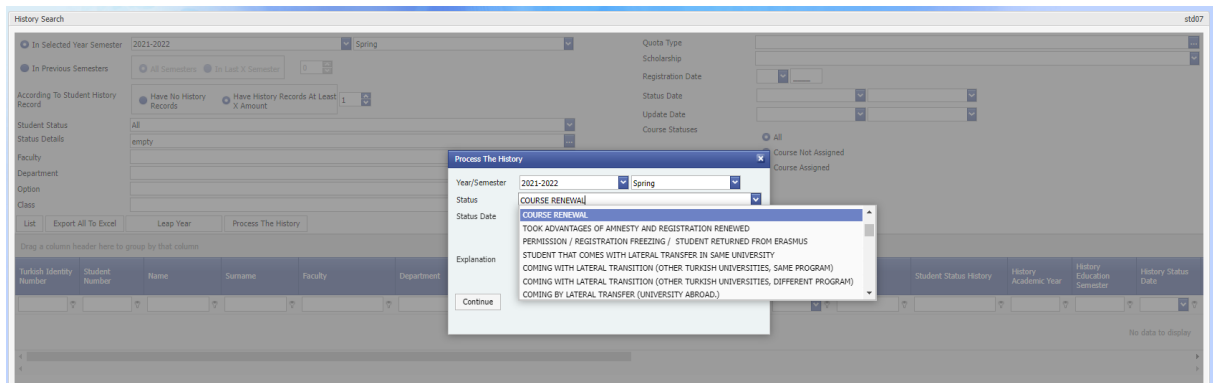
**Description:** The information entered in the 'STD01 Student Search – History (Major)' section can be listed collectively.



Screen std07-01

To check whether a student has at least one record for each school year, the following method was followed.

- ❖ 'Student Status: Registered' is selected, the 'Not registered learners in history' option is checked, and the 'Course not assigned' option lists the learners.
- ❖ After the list has been checked (it can be useful to store a list in excel)
- ❖ When the '*Process History*' button is pressed, 1) Student Status Date, 2) Description and 3) Status 'NOT RENEWED' are selected and the 'Continue' button is pressed, which will be collectively entered into the students' history, as shown below. This process should be done very carefully, as it will be reflected in the history information of the students.



Screen std07-02

Similarly, the 'Learners with no record in history' option is checked, and the 'Course-assigned' option lists the learners. After checking the list, if there is no problem, the students are collectively assigned the 'RENEWED REGISTRATION' status.

**NOTE:** Another purpose of the application is to assign the 'RENEWED REGISTRATION' status information to the active period in the history of the newly enrolled students in the university in order to prevent course registration from the internet, In the registration of courses from the web, the registration of students who have a 'RENEWED REGISTRATION' status in their history is automatically closed, and these students are prevented from taking action.



## STD08 Detailed Search

**Purpose and Scope:** It is an application that allows students to search flexibly according to different search criteria and conditions and to list/query with the requested information.

The reporting processes include listing the data of the institution in the system according to certain criteria and display areas.

There are two types of report shapes.

**Recorded reports;** Reports are registered in the system in the continuous field.

**Reports according to user request;** By setting certain criteria and receiving certain impressions,

It is an application that enables flexible search according to different requests, search criteria, and conditions in student affairs and listing/querying with the requested information.

Some basic search criteria and listings are available on many screens; however, detailed and comprehensive information is provided by this application.

**Inquiry Filters;** You can make basic selections using the After the selection, the detailed information of the group is uploaded to the list next to it.

Logical conditions such as Equal/Not equal, Max, and Min are selected. The columns in the tables in the database are located in the display areas of those that are needed.

**Screening Areas;** section, we select the fields we want to list and add them by clicking.

When we pressed the inquiry button, the list appeared on the screen.

**Excel key;** We can export the list to the Excel environment.

**Saving Polling Filters;** It used to save custom reporting queries that are used continuously. The columns in the tables in the database are located in the display areas of those that are needed.

**Load polling filters;** install unsaved query filters.

## STD13 Student Health Information

**Purpose and Scope:** This is an application in which information about the health status of students is processed. Disability Status, Disability Rate, Health Insurance information can be processed in detail.

**Description:** The disability type information of new students who have won ÖSYM is automatically reflected here. If a student's disability rate is entered, this rate is considered in the tuition calculations.



Student Health Information std13

Filter

Student No:  Faculty:

Student Name:  Department:

Student Surname:  Registration Year:

Disability Situation:  Student Status:

List Clear New Edit

Drag a column header here to group by that column

Student No	Name	Surname	Faculty	Department	Regist	Bk	Bo	Kilo	Permanent Dise	Continuous Mex	Allerj	Hearing	Partially	Orthope	Other H	Handicapped P	Sosyal C	Emekli	SSK	Special	Other	Social	Sex
No data to display																							

Total : 0

Excel Pdf

Screen std13-01

STUDENT NO:  Search

NAME SURNAME:

Faculty:  DEPARTMENT:

Blood Type:  HEIGHT:  WEIGHT:

DO YOU HAVE A CONTINUOUS DISEASE THAT NEEDS FOLLOW-UP? EXPLAIN:

ARE THERE MEDICATIONS YOU CONTINUOUSLY USE? EXPLAIN:

ARE YOU ALLERGIC TO ANY DRUGS OR SUBSTANCES? EXPLAIN:

DO YOU HAVE HEALTH ASSURANCE? WHICH INSTITUTION? PRIVATE INSURANCE? SSK? BAĞKUR?  None

SPECIAL INSURANCE  SSK  BAĞKUR  EMEKLİ SANDIĞI

OTHER(Explain)

DO YOU HAVE A HANDICAPPED?  ODİTORİ  OTHER(Explain)

Handicapped Percent(%)

SIGHT  ORTHOPAEDIC

Screen std13-02

### STD12 Assigning a Curriculum

**Purpose and Scope:** If 'TEACHING PLAN' (Curriculum) is defined in the departments of the students, the process of assigning the teaching plans to the students collectively is done with the help of this application.

**Description:** 'CURRICULUM' (Curriculum) is a definition used to define a different teaching plan when changes occur in the courses in a department and to follow course changes separately. In the 'CRS02 Course Description' application, it is explained how these processes are done.

When enrolling a student, a teaching plan should be assigned to the student, similar to the definition of the regulation to which it is affiliated (if there is a teaching plan in the department). With the



'STD01Student Search' application, this process can be done individually on a student basis, or it is possible to do it collectively with the 'STD12 Assigning a Curriculum' application.

Assigning a Curriculum std12

Student Filter

Faculty

Department

Option

Teaching Plan

Class

Students Who Assigned Teaching Plan

Registration Year

Kayıt Yılı =

Teaching Plan To Assign

Drag a column header here to group by that column

#	Teaching Plan	Student Number	Name	Surname	Faculty	Department
No data to display						

Screen std12-01

### *ENR03 Registration Renewal*

**Purpose and Scope:** It is the application where the course registration process of the students for the current semester is carried out by student affairs. Perform the same functions as your advisor's course registration confirmation screen. It can be used to register courses for excused students.

**Description:** With the 'STD03 Courses Taken by the Student' application, the student can be assigned courses for the relevant semester, and this application is used by the student affairs to facilitate this process. More than one course can be assigned to each student at a time. It has the same function as the advisors' course confirmation screen. The enrollment code of the courses assigned to the learner will be 'B' and the history will also be assigned to the student re-enrollment record.





Registration Renewal enr03

**Filter**

Student ID:

Faculty:

Department:

Option:

Class:  Status:

Degree Code:

Filter Clear Filter Course Enrollment Course Enrollment Report Export to Excel

Student ID	Name	Surname	Faculty	Department	Class	Status	Degree
010221001	deneme	ögrenci	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Cl...	No action yet	Main Degree
1002	ADA	MUSABELLIU	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Cl...	No action yet	Main Degree
1004	ADELA	ALIAJ	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Cl...	No action yet	Main Degree
1005	AHMED	ABUHALALA	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Cl...	No action yet	Main Degree
1007	ALEKSANDER	NACI	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Cl...	No action yet	Main Degree
1009	AMARILDO	FECANI	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations	4th Cl...	No action yet	Main Degree
1011	ANISS	ALHAMUDI	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Cl...	No action yet	Main Degree
1015	ARBAN	AIVXHI	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Cl...	No action yet	Main Degree
1017	ARDIT	LIMAJ	FACULTY OF ENGINEERING AND ARCHITECT...	Computer Science	4th Cl...	No action yet	Main Degree
1018	ARDIT	MIMANI	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Cl...	No action yet	Main Degree
1019	ARLINDA	FRANI	FACULTY OF LAW AND SOCIAL SCIENCES	Psychology	4th Cl...	No action yet	Main Degree
1027	DEVIS	BANO	Faculty	UNDECIDED	4th Cl...	No action yet	Main Degree
1028	DRITAN	KOLANECI	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations	4th Cl...	No action yet	Main Degree
1029-MS	DRITAN	SHORAJ	Faculty	Non Registered	Thesis	No action yet	Main Degree
1030	DRITAN	TAKO	FACULTY OF ENGINEERING AND ARCHITECT...	Computer Science	4th Cl...	No action yet	Main Degree
1030-MS	DRITAN	TAKO	INSTITUTE OF ECONOMY AND BUSINESS	MSc in Finance and Accounting	Thesis	No action yet	Main Degree
1033-MS	EDVIN	KEPI	Faculty	Non Registered	Thesis	No action yet	Main Degree
1036	ELONA	GURI	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations	4th Cl...	No action yet	Main Degree
1039	ERALD	DORE	FACULTY OF ENGINEERING AND ARCHITECT...	Computer Science	4th Cl...	No action yet	Main Degree
1045	ERMIR	ALI	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations	4th Cl...	No action yet	Main Degree
1046-MS	ERMIR	DARDHA	Faculty	Non Registered	Thesis	No action yet	Main Degree

Screen enr03-01

## STD18 Student Attendance

### Student Attendance Screen

To add student attendance to the system, the Student > Student Attendance screen opens from the left menu. On the screen that opens, the fields of Faculty, Department, Class, Academic Year, and Academic Semester and courses are listed.

Among the courses listed, the course for which the absence record will be entered was selected.



Drag a column header here to group by that column

Academic Year	Academic Season	Faculty	Department	Course Code	Course Name	Class	Branch
2021	Spring	Faculty of Education	Arabic Language Teaching	AR0221	Sociological Terms in Arabic	2	
2021	Spring	Faculty of Arts	Arabic Translation and Interpreting	TRA324	Historical Translation Studies	3	
2021	Spring	Institute of Social Sciences	Translation Studies Arabic (30% Arabic) (Thesis)	TRA590	Master's Thesis	13	A
2021	Spring	Institute of Social Sciences	Translation Studies Arabic (30% Arabic) (Thesis)	TRA532	Special Topics in Translation	11	
2021	Spring	Faculty of Theology	Theology	ILH108	Methodology of Tafsir	1	
2021	Spring	Institute of Social Sciences	Islamic Studies	TIB656	Stages of the Qur'anic Revelation	11	
2021	Spring	International Faculty of Islamic and Religious Studies	Islamic and Religious Studies	IBL108	Methodology of Tafsir	1	
2021	Spring	Institute of Social Sciences	Islamic Studies	TIB690	Doctoral Dissertation	13	C
2021	Spring	Institute of Social Sciences	Islamic Studies	TIB538	Contemporary Approaches to the Qur'anic Interpretation	11	
2021	Spring	Institute of Social Sciences	Islamic Studies	TIB800	Ph.D. Seminar	11	C

Page 1 of 85 (844 Items) < Prev 1 2 3 4 5 6 7 ... 83 84 85 Next >

Select Report English

Update as all continuous Update as all non-continuous

For each student related to the selected course, an attendance record was entered collectively with the 'Update All as Absentee' or 'Update All Continuously' buttons, even if they wished individually. Absences are exported from the system with the "Report" button.

Records of Course Attendance

Drag a column header here to group by that column

#	Branch Code	Student ID	Student Name/Surname	Classroom Code	Date	Start Time	Finish Time	Attendance	Course Type	Authorized	Reported
<a href="#">Edit</a>	AnaDal	040520010	Canan AL	B114	03/03/2022	11:00 AM	11:50 AM	<input type="checkbox"/>	Teorik	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	AnaDal	040520010	Canan AL	B114	03/03/2022	12:00 PM	12:50 PM	<input type="checkbox"/>	Teorik	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	AnaDal	040520010	Canan AL	B114	10/03/2022	11:00 AM	11:50 AM	<input type="checkbox"/>	Teorik	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Update</a> <a href="#">Cancel</a>	AnaDal	040520010	Canan AL	B114	3/10/2022	12:00 PM	12:50 PM	<input checked="" type="checkbox"/>	Teorik	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Edit</a>	AnaDal	040520010	Canan AL	B114	17/03/2022	11:00 AM	11:50 AM	<input type="checkbox"/>	Teorik	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	AnaDal	040520010	Canan AL	B114	17/03/2022	12:00 PM	12:50 PM	<input type="checkbox"/>	Teorik	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	AnaDal	040520010	Canan AL	B114	24/03/2022	11:00 AM	11:50 AM	<input type="checkbox"/>	Teorik	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	AnaDal	040520010	Canan AL	B114	24/03/2022	12:00 PM	12:50 PM	<input type="checkbox"/>	Teorik	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	AnaDal	040520010	Canan AL	B114	31/03/2022	11:00 AM	11:50 AM	<input type="checkbox"/>	Teorik	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	AnaDal	040520010	Canan AL	B114	31/03/2022	12:00 PM	12:50 PM	<input type="checkbox"/>	Teorik	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	AnaDal	040520010	Canan AL	B114	07/04/2022	11:00 AM	11:50 AM	<input type="checkbox"/>	Teorik	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	AnaDal	040520010	Canan AL	B114	07/04/2022	12:00 PM	12:50 PM	<input type="checkbox"/>	Teorik	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	AnaDal	040520010	Canan AL	B114	14/04/2022	11:00 AM	11:50 AM	<input type="checkbox"/>	Teorik	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	AnaDal	040520010	Canan AL	B114	14/04/2022	12:00 PM	12:50 PM	<input type="checkbox"/>	Teorik	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	AnaDal	040520004	Hatice YILMAZ	B114	03/03/2022	11:00 AM	11:50 AM	<input type="checkbox"/>	Teorik	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	AnaDal	040520004	Hatice YILMAZ	B114	03/03/2022	12:00 PM	12:50 PM	<input type="checkbox"/>	Teorik	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	AnaDal	040520004	Hatice YILMAZ	B114	10/03/2022	11:00 AM	11:50 AM	<input type="checkbox"/>	Teorik	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	AnaDal	040520004	Hatice YILMAZ	B114	10/03/2022	12:00 PM	12:50 PM	<input type="checkbox"/>	Teorik	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	AnaDal	040520004	Hatice YILMAZ	B114	17/03/2022	11:00 AM	11:50 AM	<input type="checkbox"/>	Teorik	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit</a>	AnaDal	040520004	Hatice YILMAZ	B114	17/03/2022	12:00 PM	12:50 PM	<input type="checkbox"/>	Teorik	<input type="checkbox"/>	<input type="checkbox"/>

Page 1 of 2 (28 Items) < Prev 1 2 Next >

Note  
Just double click on the record that you want to change the attendance status.

It is sufficient to click on the student twice to add an attendance record specific to the student. For the detailed process, click on the "Update" field next to it, select the check sign in the "Continue" column, and then select the "Apply" button. If the student is to be considered On Leave, the check is marked in the "On Leave" field, and if the student has received a health report, the check is marked in the "Reported" field.

## MNY02 Tuitions Fee and Scholarship Calculation

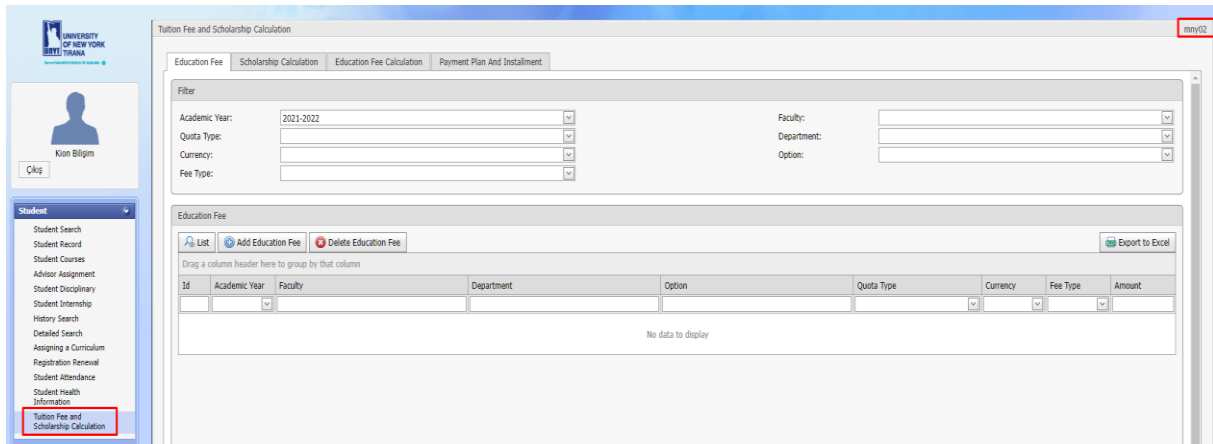
### Tuition Fee and Scholarship Calculation

The following transactions are performed in the system through the Finance Module.

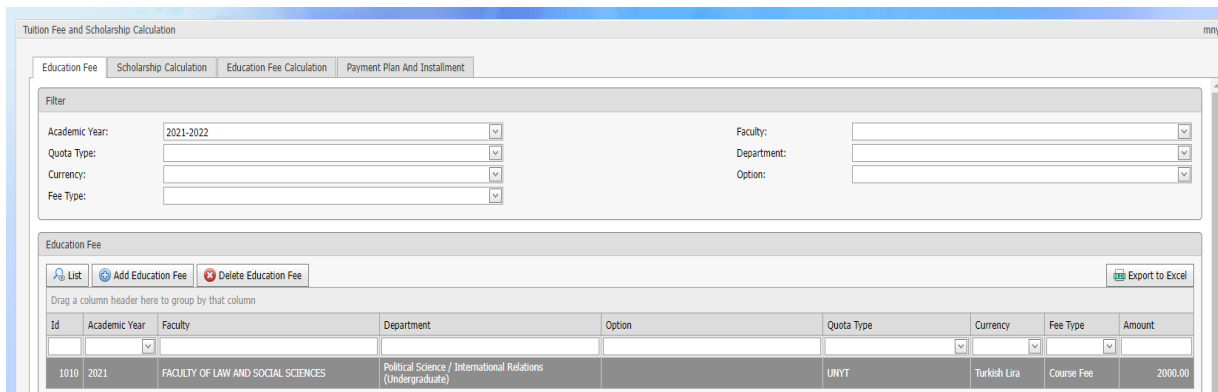
- Definition of tuition fees for departments
- Calculation of scholarships
- Application of scholarships in tuition fees
- Creation and installment of payment plans, management of additional fees and debts

## Tuition Fee Definitions

To access the finance module, the Student > Tuition Fee and Scholarship Calculation menu was selected.



The first screen in the menu that opens is the Tuition Fee Definition screen. On this screen, tuition fees are listed according to academic years based on the faculty and department. The listed tuition fees can be imported into Excel using the 'Export to Excel' button. A selected fee definition can be deleted from the system using the "Delete Fee" button.

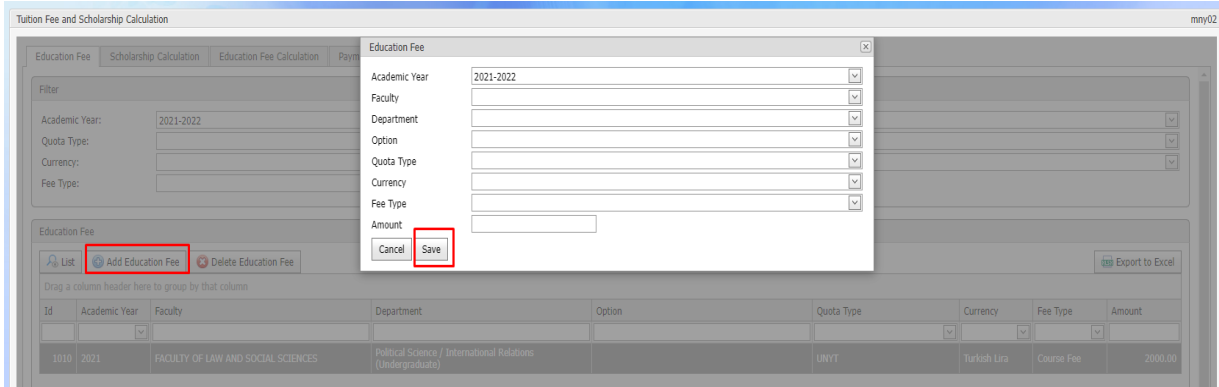


To add a new tuition fee to the system, select the "Add Tuition Fee" button. After the relevant information is entered on the screen, the training fee is defined in the system. This information:

- Academic Year > For which academic year the fee will be valid
- Faculty – Department – Option > Which department the fee will be valid for<sup>1</sup>
- Quota Type > For which quota types the fee will be valid

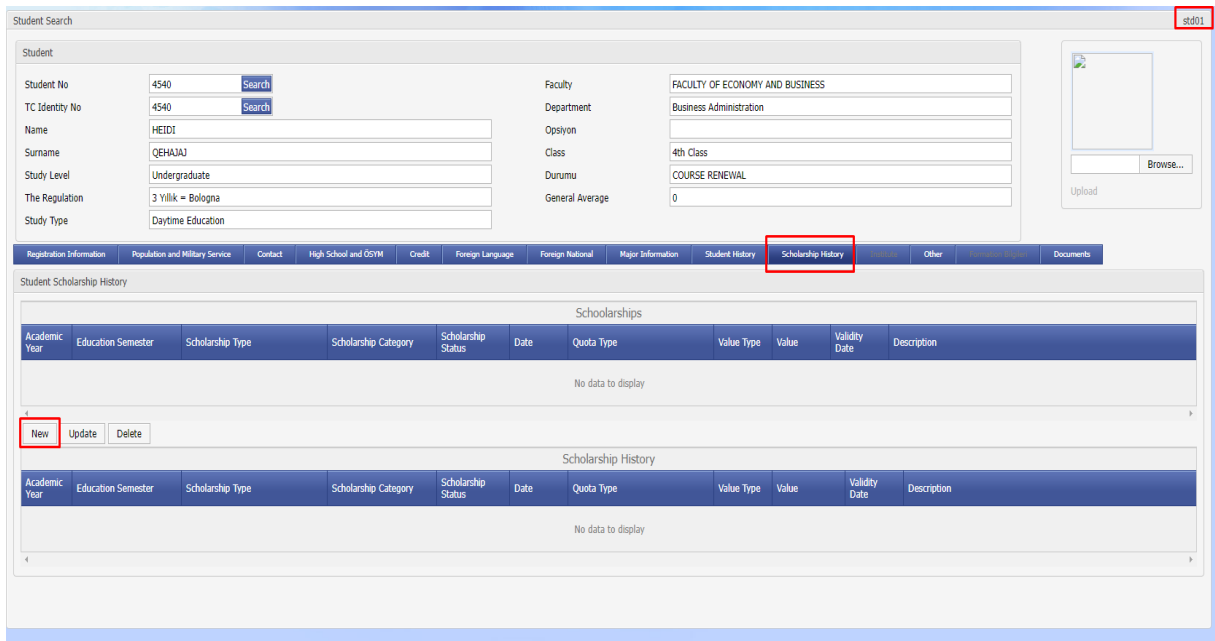
<sup>1</sup> Note: If the student has more than one department, tuition fee and scholarship can be defined.

- Currency > In which currency the fee will be paid
- Fee Type > Type of fee created
- Quantity > The value of the charge in units



## Student Scholarship Description

To define a scholarship for the student, the student card is accessed by selecting the relevant students on the Student Search screen. The Scholarship History Screen was accessed. The "New" button is selected to add a new scholarship specific to the student.



Detailed information about the student scholarship was defined and recorded through the open field.

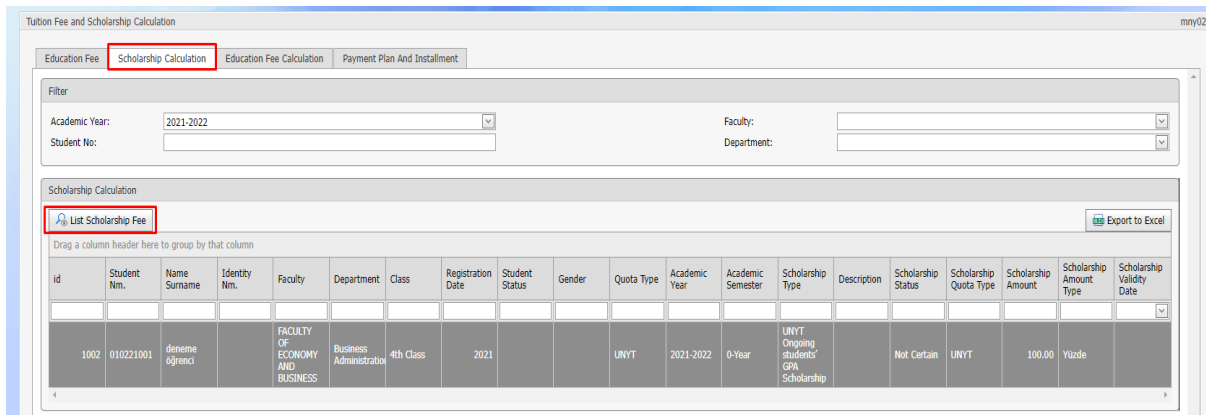
- Academic Year > From what date the scholarship will be applied
- Academic Semester > From which semester the scholarship will be applied

- Date > Date of award of the scholarship
- Scholarship Type > Category of the scholarship
- Scholarship Status > Status of the scholarship awarded
- Quota Type > Which quota types the scholarship will be valid for
- Value Type > Whether the scholarship is awarded in percentage or quantity
- Amount > Scholarship value
- Validity Date > Until what date the scholarship will be valid
- Description

Scholarships enrolled in students will be listed on the Scholarship Calculation screen and applied as a discount when calculating tuition fees.

### Student Scholarship Listing

When you want to list the scholarships of all students in the system, the "Scholarship Calculation" tab opens. On the screen that opens, a list can be made specific to the academic year, faculty, and department, as well as a student-specific listing can be made by entering the student number. This screen was used only to list student scholarships.



id	Student Nm.	Name Surname	Identity Nm.	Faculty	Department	Class	Registration Date	Student Status	Gender	Quota Type	Academic Year	Academic Semester	Scholarship Type	Description	Scholarship Status	Scholarship Quota Type	Scholarship Amount	Scholarship Amount Type	Scholarship Validity Date
1002	010221001	deneme öğrenci		FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Class	2021			UNYT	2021-2022	0-Year	UNYT Ongoing students' GPA Scholarship		Not Certain	UNYT	100.00	Yuzde	

### Student Tuition Fee Calculation

After the tuition fees and student scholarships are defined, the "Tuition Fee Calculation" screen opens to calculate the fixed-price tuition fees of the students.



Tuition Fee and Scholarship Calculation

Education Fee | Scholarship Calculation | **Education Fee Calculation** | Payment Plan And Installment

Filter

Academic Year: 2021-2022 Faculty: Department: Student No: Department:

Education Fee

**Calculate Education Fee** **Save Education Fee** Export to Excel

Drag a column header here to group by that column

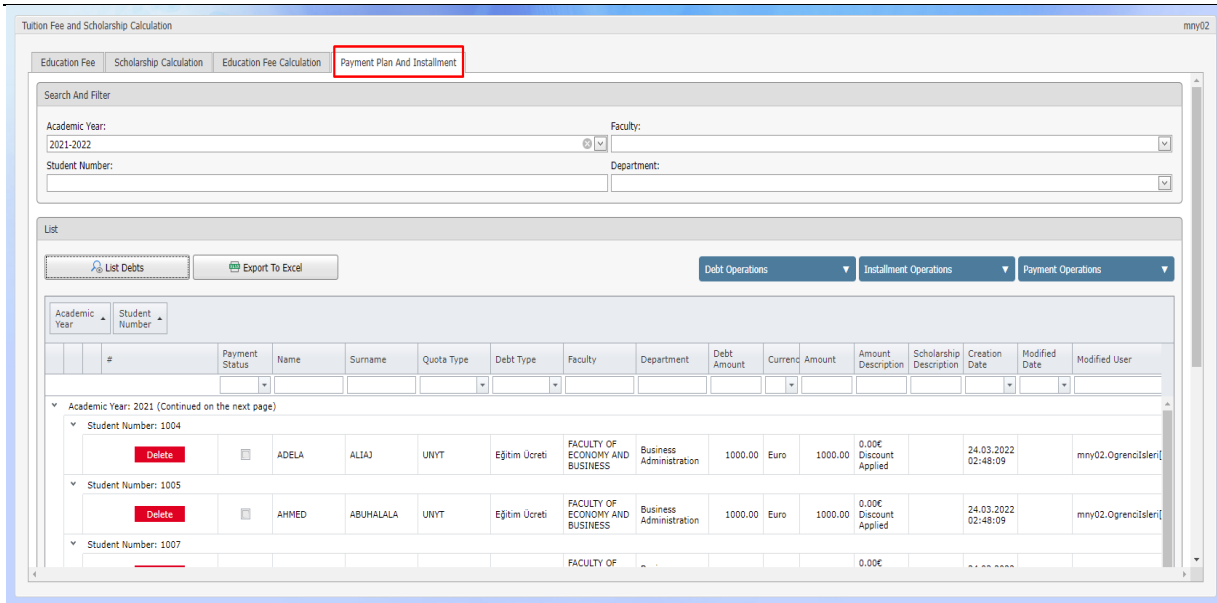
Student Nm.	Academic Year	Faculty	Department	Currency	Registration Date	Registration Status	Name Surname	Program Fee	Discount Ratio	Amount	Scholarship Quota Type	Scholarship Payment Type
1004	2021-2022	FACULTY OF ECONOMY AND BUSINESS	Business Administration	Euro	2002	KAYIT YENILEME	ADELA ALIAJ	1000.00	0.00	1000.00	UNYT	Bolum Ucreti
1005	2021-2022	FACULTY OF ECONOMY AND BUSINESS	Business Administration	Euro	2002	KAYIT YENILEME	AHMED ABUHALALA	1000.00	0.00	1000.00	UNYT	Bolum Ucreti
1007	2021-2022	FACULTY OF ECONOMY AND BUSINESS	Business Administration	Euro	2002	KAYIT YENILEME	ALEKSANDER NACI	1000.00	0.00	1000.00	UNYT	Bolum Ucreti
1011	2021-2022	FACULTY OF ECONOMY AND BUSINESS	Business Administration	Euro	2002	KAYIT YENILEME	ANISS ALHAMUDI	1000.00	0.00	1000.00	UNYT	Bolum Ucreti
1015	2021-2022	FACULTY OF ECONOMY AND BUSINESS	Business Administration	Euro	2002	KAYIT YENILEME	ARBAN AVSHI	1000.00	0.00	1000.00	UNYT	Bolum Ucreti
1018	2021-2022	FACULTY OF ECONOMY AND BUSINESS	Business Administration	Euro	2002	KAYIT YENILEME	ARDIT MIMANI	1000.00	0.00	1000.00	UNYT	Bolum Ucreti

On the screen that opens, the tuition fee can be calculated and recorded specific to the academic year, faculty, department, and student number. After the desired filters are defined, the "Calculate Tuition Fee" button is selected. The system generates a tuition fee by calculating the defined fees and scholarships for students eligible for the filtered set. The calculation is saved with the "Save Tuition Fee" button.

## Payment Plan and Installments

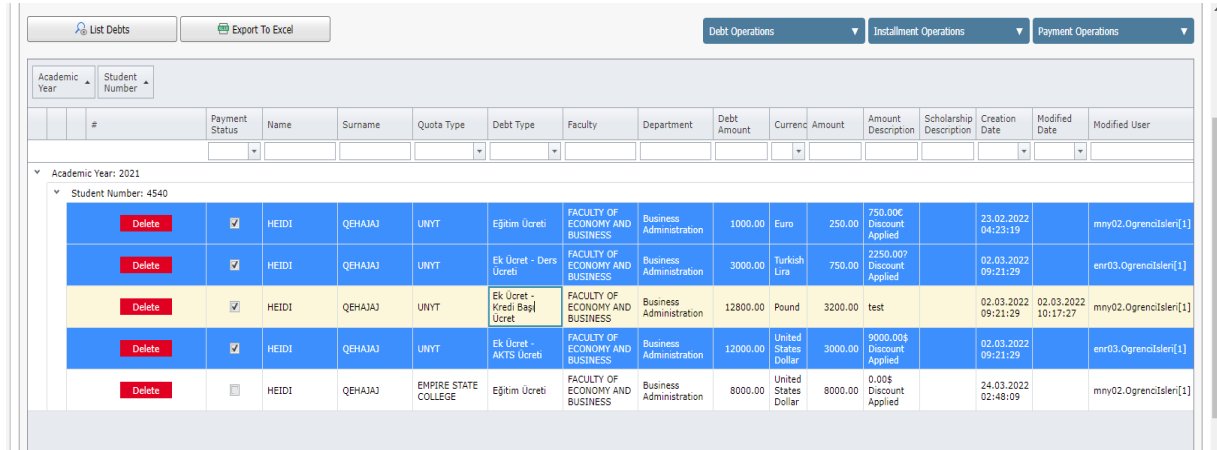
The following transactions were performed on the Tuition Fee and Scholarship Calculation screens:

- Listing the final fees of the students
- Creating a payment plan by making installments for each fee belonging to the students
- Addition of additional fees to students and their installments
- Adding student payment records to the system
- Producing the Student Payment Report file



## Student Fee and Debt Listing

The Tuition Fee and Scholarship Calculation screen opens, and information can be listed according to academic year, faculty, department, and student number. The data produced in the list can be exported using the 'Export to Excel' button.



## Debt Write-Off

When any row was selected from the list, it was automatically painted yellow. Debts that have been paid are shown in blue. The debit record can be deleted with the "Delete" button for the selected line. After the delete button is used, the process is completed with the "Save Changes" button at the bottom<sup>2</sup>.

<sup>2</sup> Note: If any payment record is defined for the debit record, the debt cannot be deleted.







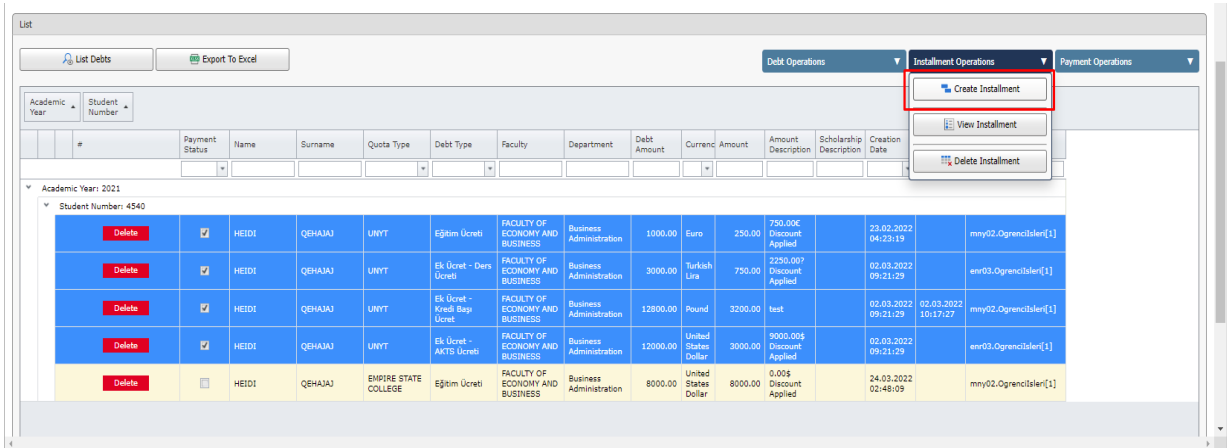
- Academic Year > For which year the fee is added
- Quota Type > For which diploma program the additional fee is added
- Currency > In which currency the fee will be paid
- Debt Type > Surcharge Type
- Amount > Value of the fee
- Description

## Installment Transactions

If it is desired to make installments for student debt, first, it is noted that there is no collection of that debt. The system does not install the collected debts. After selecting any student debt, the following transactions can be made for the relevant registration via the "Installment Transactions" menu:

- Creating Installments
- Editing Installments
- Deleting Installments

To create installments, the relevant student fee is selected, and the relevant information is defined on the screen that opens by selecting the "Installment Transactions – Create Installment" button.



The screenshot displays a web application interface for managing student debts. At the top, there are navigation tabs for 'Debt Operations', 'Installment Operations', and 'Payment Operations'. The 'Installment Operations' tab is active, and a dropdown menu is open, showing three options: 'Create Installment', 'View Installment', and 'Delete Installment'. The 'Create Installment' option is highlighted with a red box. Below the menu, there is a table with columns for 'Academic Year', 'Student Number', 'Payment Status', 'Name', 'Surname', 'Quota Type', 'Debt Type', 'Faculty', 'Department', 'Debt Amount', 'Currenc', 'Amount', 'Amount Description', 'Scholarship Description', 'Creation Date', and 'mny02.OgrenciIsteri[1]'. The table contains five rows of data, each with a 'Delete' button in the first column. The first row shows a debt of 1000.00 Euro for a student named HEIDI QEHAAJ, with a '750.00K Discount Applied' of 250.00. The second row shows a debt of 3000.00 Turkish Lira for the same student, with a '2250.00K Discount Applied' of 750.00. The third row shows a debt of 12800.00 Pound for the same student, with a 'test' amount of 3200.00. The fourth row shows a debt of 12000.00 United States Dollar for the same student, with a '9000.00K Discount Applied' of 3000.00. The fifth row shows a debt of 8000.00 United States Dollar for a student named HEIDI QEHAAJ at EMPIRE STATE COLLEGE, with a '0.00K Discount Applied' of 8000.00.

The information required to create the installments is as follows.

- Installment Start Date > On which day the first installment collection will be
- Number of Installments > How many installments the debt will be divided into
- Period Interval > How many months the installment amount will be paid



When you want to make an arrangement for an existing installment, the "Installment Transactions – Review Installment" button is selected. On the screen that opens, all values such as installment amount, number of installments, and installment date can be changed. On the screen that opens, installment values can be changed, as well as the number and period of installments, to create a new installment table. If this information changes, the system updates the installment table by preserving the paid record and the total amount<sup>3</sup>.

The installment records of the selected payment plan are as follows. From this section, you can make changes on the installment records that have not been paid yet.

**Recalculate the Remaining Installments**

Remaining Total Installment Amount:*	Installment Start Date:*
<input type="text" value="8000.01"/>	<input type="text" value="4/27/2022"/>
Period:*	Installment Number:*
<input type="text" value="2"/>	<input type="text" value="3"/>

Student No.	Installment No.	Installment Date	Payment Status	Payment Date	Amount
4540	1	27.04.2022	<input type="checkbox"/>		2666.67
4540	2	27.06.2022	<input type="checkbox"/>		2666.67
4540	3	27.08.2022	<input type="checkbox"/>		2666.67
<b>Total Installment Count : 3</b>					<b>Total Amount : 8000.01000000</b>

As shown in the image below, when the information is changed, it is important that the total amount matches the current debt amount.

<sup>3</sup> Only the values of any instalment that has already been paid cannot be changed.

Installment Details

The installment records of the selected payment plan are as follows. From this section, you can make changes on the installment records that have not been paid yet.

**Recalculate the Remaining Installments**

Remaining Total Installment Amount:\* 8000.01  
 Installment Start Date:\* 4/27/2022  
 Period:\* 2  
 Installment Number:\* 3

Preview Reset Save

Student No.	Installment No.	Installment Date	Payment Status	Payment Date	Amount
4540	1	27.04.2022	<input type="checkbox"/>		2666.67
4540	2	27.06.2022	<input type="checkbox"/>		12321
4540	3	07.09.2022	<input type="checkbox"/>		3
<b>Total Installment Count : 3</b>					<b>Total Amount : 14990.6700000</b>

2 Preview changes Save changes Cancel changes

## Add Student Payment Record

List

List Debts Export To Excel

Debt Operations Installation Operations **Payment Operations**

Add Payment Record  
 Show Debt Record  
 Create Payment Report

#	Payment Status	Name	Surname	Quota Type	Debt Type	Faculty	Department	Debt Amount	Currenc	Amount	Amount Description	Scholarship Description	Creation Date	Modified Date	Modified User
Academic Year: 2021															
Student Number: 4540															

When you want to add the collection information of any selected debt to the system, the "Add Payment Record" button is selected from the "Payment Transactions" menu. On the screen that opens, if the debt is debt in installments, direct installments are selected.<sup>4</sup>

<sup>4</sup> If you want to add a payment record for a debt that has been collected, the system does not allow it.

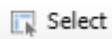
Faculty:

Installment to be paid Σ

Selected record has an installment. Please select next installment number to continue.

Student No.	Installment No.	Amount	Installment Date
4540	1	2666.67	27.04.2022
4540	2	2666.67	27.06.2022
4540	3	2666.67	27.08.2022

**Total Installment Count : 3**      **Total Amount : 8000.01**



After detailed information regarding the selected installment collection is defined, the payment registration is completed.

Create Payment Record Σ

Selected Installment Number : 1

Academic Year:* <input type="text" value="2021"/>	Student No.:* <input type="text" value="4540"/>
Amount:* <input type="text" value="2666.67"/>	Payment Type:* <input type="text" value="Havale"/>
Payment Date:* <input type="text" value="4/27/2022"/>	Receipt No.: <input type="text" value="1"/>
Description: <input style="width: 100%;" type="text" value="12312"/>	

This information includes the following:

- Payment Type > EFT, Money Order, Cash
- Payment Date
- Receipt Number
- Description



The collected installment is indicated by a green tint.

Installment No.	Amount	Installment Date
1	2666.67	4/27/2022
2	2666.67	6/27/2022
3	2666.67	8/27/2022

### Student Collection Deletion

To delete a collection that has been made, the "Payment Transactions – View Collection" button is selected. With the "Delete" button next to the collection on the screen that opens, the collection is deleted and saved.

#	Payment Status	Name	Surname	Quota Type	Debt Type	Faculty	Department	Debt Amount	Currency	Amount	Amount Description	Scholarship Description	Creation Date	Modified Date	Modified User
	<input checked="" type="checkbox"/>	HEIDI	QEHAAJ	UNYT	Eğitim Ücreti	FACULTY OF ECONOMY AND BUSINESS	Business Administration	1000.00	Euro	250.00	750.00K Discount Applied		23.02.2022 04:23:19		mny02.Ogrencisler[1]
	<input checked="" type="checkbox"/>	HEIDI	QEHAAJ	UNYT	EK Ücret - Ders Ücreti	FACULTY OF ECONOMY AND BUSINESS	Business Administration	3000.00	Turkish Lira	750.00	2250.00K Discount Applied		02.03.2022 09:21:29		emr03.Ogrencisler[1]
	<input checked="" type="checkbox"/>	HEIDI	QEHAAJ	UNYT	EK Ücret - Kredi Başv. Ücreti	FACULTY OF ECONOMY AND BUSINESS	Business Administration	12800.00	Pound	3200.00	test		02.03.2022 09:21:29	02.03.2022 10:17:27	mny02.Ogrencisler[1]

After a collection is deleted, the controls associated with that debt will be removed, and editing and debt deletion will also be possible.

Payment Records

Installment information of selected record are shown below.

#	Student No.	Installment No.	Installment Date	Payment Type	Payment Date	Receipt No
<input checked="" type="checkbox"/>	4540	1	27.04.2022	Havale	27.04.2022	1

Preview changes Save changes Cancel changes



## Create a Payment Report

The "Payment Transactions – Create Payment Report" button is selected to receive the report used by the university regarding the student's payments from the system on a student basis. According to the current format of the system, a payment report can be created and exported.

The screenshot shows a web application interface for managing student debts. At the top, there is a search and filter section with fields for Academic Year (2021-2022), Student Number (4540), Faculty, and Department. Below this is a 'List' section with buttons for 'List Debts' and 'Export To Excel'. A table displays a list of debts with columns for Payment Status, Name, Surname, Quota Type, Debt Type, Faculty, Department, Debt Amount, Currency, Amount, Amount Description, Scholarship Description, Creation Date, Modified Date, and Modified User. A red box highlights the 'Create Payment Report' button in the top right corner of the table area.

The screenshot shows a 'Report' window titled 'PAYMENT CALENDAR' for the University of New York - Tirana. The report includes the following sections:

- STUDENT INFORMATION**
  - Student Code: 4540
  - Student Name: HEIDI QEHAIAJ
  - Major: FACULTY OF ECONOMY AND BUSINESS - Business Administration
  - Academic Year: 2021
- PAYMENT INFORMATION**
  - Total Agreement Amount: 36800.00 \$
  - Total Agreement Amount (Discounted): 15200.00 \$
  - Payment: 9866.67 \$
  - Balance: 5333.33 \$
- PAYMENTS**

Debt Type	Debt Amount	Amount	Currency	Debt Description	Scholarship	Payment Date
Eglim Ucreti	1000.00	250.00	Euro	750.00€ Discount Applied		15.02.2022
Eglim Ucreti	8000.00	8000.00	United States Dollar	0.00\$ Discount Applied		
EK Ucret - Ders Ucreti	3000.00	750.00	Turkish Lira	2250.00₺ Discount Applied		02.03.2022
EK Ucret - Kredi Boru Ucreti	17800.00	1700.00	Discount	test		02.03.2022

## Course

The use of screens under the course tab (Course Catalog, Course Description, Academic Year Course Description, Course Registration Status, Student Branch Assignment, Grade Entry, List of Students Not Entered, Successful Student Grade Increase, Collective Course Assignment, Student Course Deletion/Transfer, Course Schedule, Course Load Definition) is shown.

### CRS01 Course Catalogue

**Purpose and Scope:** In the Course Catalogue

- Add/update/delete courses
- Defining the Prerequisite
- List the sections under which the course is defined
- Linking the courses under the department to another course in the catalogue if desired

This application enables operations to be performed.





**Description:** With the help of this application, the definition of information such as course code, name, foreign language name, ects credits, theoretical, practical, application, and credits' on the basis of the course is provided. Departments define the courses offered with the help of course catalogue information. They cannot change course information on a departmental basis. The authority to update courses from the course catalogue belongs to the departments that use the course catalogue. Closing a course in the course catalogue does not close the courses under it. The faculty/department and faculty members responsible for the course are for informational purposes only.

The student course in Erasmus is also defined in the catalogue, and the status of the courses is selected as *'taken outside the university.'* Erasmus courses are also defined in the *'CRS02 Course Description'* application. Erasmus courses are assigned to students with the *'STD03 Student Course'* application. Thus, it is ensured that the courses are shown with their original names in the Transcript and Diploma Supplement.

With List, 'Open/Closed' or 'All courses' can be searched by 'Course Code' or 'Name.'

Course Catalogue application filtering section:

The screenshot displays the 'Course Catalogue' application interface. At the top right, the identifier 'crs01' is visible. The main area is divided into a 'Course Catalog Filter' section on the left and a 'Responsible' section on the right. The filter section includes dropdown menus for Course Code, Course Name, Course Status (set to 'Active'), Course Type, Course Variety, Elective Course Group, Teaching Style, Course Level, Annual Semester, Course Period, Created Year, Removal Year, and Education Language. There is also a 'Publish on the Web' checkbox. The 'Responsible' section has dropdowns for Faculty, Department, and Faculty Member, along with a 'Clear' button. Below the filters are buttons for 'List', 'New', 'Update', and 'Multiple Selection'. The main part of the interface is a table with the following columns: Created Year, Catalog No, Course Code, Course Name, American Kodu, Annual Semester, Theoric, Application, Laboratory, Credit, Ects Credit, Course Type, Course Status, Course Variety, Course Period, and Course Level. The table lists various courses, including '3. Elective at Faculty/Department Level', 'Art Course (Gen. Ed)', 'Art History II', 'MUSIC IN WESTERN CIVILIZATION', 'Art History I', 'Art History II', 'Photography', 'DRAWING & DESIGN', 'History of Architecture, Art and Urban Design I', 'INTRO TO FILM ANALYSIS', 'History of Motion Pictures', 'THEATRES & ACTING: Theory and Practice', and 'HUMAN BIOLOGY'. Some rows are highlighted in gray, indicating closed courses. At the bottom left, there is a page indicator: 'Page 1 of 106 (1895 items)'. At the bottom center, there are navigation buttons: '1', '2', '3', '4', '5', '6', '7', '104', '105', '106', 'Next >'.

Screen crs01-01

'Catalogue No' courses can be used as a distinguishing information from each other. After the courses are listed (courses listed in gray indicate closed courses), pressing the *'update'/'new'* button opens the screen showing the details of the course information. The 'Foreign Language Name' of the course can be entered with the 'Languages' button next to the name field. In the new course description, registration should be made with the Turkish name of the course and the name of the foreign language should then be entered.



The screenshot displays the 'Course Catalogue' interface. A 'Course Name' dialog box is open, allowing for the definition of course names in multiple languages. The dialog box contains a table with the following structure:

#	Language	Course Code	Course Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Buttons for 'Save', 'Cancel', and 'Close' are located at the bottom of the dialog. The background form includes sections for 'Definition Info' (Catalog No: 3774, Name: 3. Elective at Faculty/Department Level), 'Credit Informations' (Theoric: 0, Application: 0, Laboratory: 0, Credits: 0, ECTS Credits: 0), 'Properties' (Course Status: Active, Course Type: Essential, Course Level: Bachelor Degree, etc.), and 'Description'.

Screen crs01-02

In addition, the 'Course Name' can be defined separately for all languages supported by the system. The definition of the Course Name according to language can be accessed via the 'Languages' button in the Course Name definition field.

#### 'CourseCatalogue':

Information about courses linked to a catalogue can be found on the catalogue course page. It was used to list the sections under which the course was defined. If desired, the listed courses can be linked to another course in the catalog. To do this, the relevant course is selected, and the 'Change Catalog' button is pressed. Hereafter, the relevant course is selected from the catalog. For example, to combine courses that we consider to be the same course into a single catalog, this can be performed for each course to be merged. It should be noted here that the course code, name, and credit information of the courses will change and will affect the transcripts taken in the past.

The faculty, Department, Class information of the courses can be viewed here. Detailed information on the course can be accessed using the Update button.

" **Course Information'**: Used to go back to the previous detail screen.

The catalog information button was not used.



Course Catalogue crs01

[Ders Bilgileri](#) [Katalog Bilgileri](#) [On Koyal Dersler](#) [Ders Dersler](#) [Katalog Dersler](#)

Catalog No  Course Code  Course Name

Course Objectives

Language   Publish on the Web

Course Objectives

Screen crs01-03

'Update':

Detailed information regarding the course catalog can be found here. Credit information such as Theoretical, Practical, ECTS credits in the 'Course Code,' 'Course Name' and 'Credit' information in the definition information are valid definitions for all courses linked to this catalog.

'Normal Selection':

Course selection in the course catalog is performed on a course basis by selecting each course from the list. The method can be changed with multiple selections.

Course Catalogue crs01

Course Catalog Filter

Course Code  Course Name  Course Status  Course Type  Course Variety  Elective Course Group  Teaching Style

Course Level  Annual Semester  Course Period  Created Year  Removal Year  Education Language

Responsible  
Faculty   
Department   
Faculty Member

Publish on the Web

List

Created Year	Catalog No	Course Code	Course Name	Amerikan Kodu	Annual Semester	Theoric	Application	Laboratory	Credit	Ects Credit	Course Type	Course Status	Course Variety	Course Period	Course Level
2021	3774		3. Elective at Faculty/Department Level		Term	0	0	0	0	0	Essential	Açık	Field Course	Annual	Bachelor Degree
2021	3776		Art Course (Gen. Ed)		Year	0	0	0	0	0	Selective	Açık	Elective	Annual	Bachelor Degree
2021	2	101102	Art History II	101102	Year	0	0	0	3	3	Essential	Açık	Field Course	Annual	Bachelor Degree
1900	686	101103	MUSIC IN WESTERN CIVILIZATION		Term	0	0	0	3	3	Essential	Açık	Field Course		
1900	828	101104	Art History I		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
1900	981	101105	Art History II		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
2021	863	101302	Photography		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
1900	19	101304	DRAWING & DESIGN		Term	0	0	0	3	3	Essential	Açık	Field Course		
2021	6774	101305	Photography	101305	Term	0	0	0	3	3	Essential	Açık	Field Course		
1900	1648	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	3	3	Essential	Açık	Field Course		
2021	6784	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
1900	628	121304	INTRO TO FILM ANALYSIS		Term	0	0	0	3	3	Essential	Açık	Field Course		
1900	1115	122101	History of Motion Pictures		Term	0	0	0	3	3	Essential	Açık	Field Course		
1900	816	131301	THEATRES & ACTING: Theory and Practice		Term	0	0	0	3	3	Essential	Açık	Field Course		
1900	841	131302	THEATRES & ACTING: Theory and Practice		Term	0	0	0	12	12	Essential	Açık	Field Course		
1900	318	151170	HUMAN BIOLOGY		Term	0	0	0	3	3	Essential	Açık	Field Course		

'Multiple Selection':

Individual course selections were made in the course catalog. Multi-Select feature: It provides the selection of the specified courses or all of them. Select All or select on a course-by-course basis by checking the box on the left corner of the course.



Course Catalogue crs01

Course Catalog Filter

Course Code:   
Course Name:   
Course Status: Active  
Course Type:   
Course Variety:   
Elective Course Group:   
Teaching Style:

Course Level:   
Annual Semester:   
Course Period:   
Created Year:   
Removal Year:   
Education Language:

Responsible:   
Faculty:   
Department:   
Faculty Member:

Publish on the Web

List | Select All | Clear Selection | Select | Open Common Courses | Normal Selection

#	Created Year	Catalog No	Course Code	Course Name	American Kodu	Annual Semester	Theoric	Application	Laboratory	Credit	Ects Credit	Course Type	Course Status	Course Variety	Course Period	Course Level
✓	2021	3774		3. Elective at Faculty/Department Level		Term	0	0	0	0	0	Essential	Açk	Field Course	Annual	Bachelor Degree
■	2021	3776		Art Course (Gen. Ed)		Year	0	0	0	0	0	Selective	Açk	Elective	Annual	Bachelor Degree
✓	2021	2	101102	Art History II	101102	Year	0	0	0	3	3	Essential	Açk	Field Course	Annual	Bachelor Degree
■	1900	686	101103	MUSIC IN WESTERN CIVILIZATION		Term	0	0	0	3	3	Essential	Açk	Field Course		
✓	1900	828	101104	Art History I		Term	0	0	0	12	12	Essential	Açk	Field Course		Bachelor Degree
■	1900	981	101105	Art History II		Term	0	0	0	12	12	Essential	Açk	Field Course		Bachelor Degree
■	2021	863	101302	Photography		Term	0	0	0	12	12	Essential	Açk	Field Course		Bachelor Degree
✓	1900	19	101304	DRAWING & DESIGN		Term	0	0	0	3	3	Essential	Açk	Field Course		
■	2021	6774	101305	Photography	101305	Term	0	0	0	3	3	Essential	Açk	Field Course		
■	1900	1648	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	3	3	Essential	Açk	Field Course		
✓	2021	6784	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	12	12	Essential	Açk	Field Course		Bachelor Degree
■	1900	628	121304	INTRO TO FILM ANALYSIS		Term	0	0	0	3	3	Essential	Açk	Field Course		
■	1900	1115	122101	HISTORY OF MOTION PICTURES		Term	0	0	0	3	3	Essential	Açk	Field Course		
■	1900	816	131301	THEATRES & ACTING: Theory and Practice		Term	0	0	0	3	3	Essential	Açk	Field Course		
■	1900	841	131302	THEATRES & ACTING:Theory and Practice		Term	0	0	0	12	12	Essential	Açk	Field Course		
■	1900	318	151170	HUMAN BIOLOGY		Term	0	0	0	3	3	Essential	Açk	Field Course		

'Open Common Course':

Of the determined courses; In the 'crs02 – Course Description' application, it is used to open collectively as 'University Partner/Faculty Partner'. Otherwise, in the 'crs02 – Course Description' application, the courses will have to be defined one by one as 'University Partner/Faculty Partner'.

Course Catalogue crs01

Course Catalog Filter

Course Code:   
Course Name:   
Course Status: Active  
Course Type:   
Course Variety:   
Elective Course Group:   
Teaching Style:

Course Level:   
Annual Semester:   
Course Period:   
Created Year:   
Removal Year:   
Education Language:

Responsible:   
Faculty:   
Department:   
Faculty Member:

Publish on the Web

List | Select All | Clear Selection | Select | Open Common Courses | Normal Selection

Create University / Faculty Common Course

Faculty:   
Department:   
Class: Prep Class  
Academic Year:

Cancel | Okay

#	Created Year	Catalog No	Course Code	Course Name	American Kodu	Annual Semester	Theoric	Application	Laboratory	Credit	Ects Credit	Course Type	Course Status	Course Variety	Course Period	Course Level
■	2021	3774		3. Elective at Faculty/Department Level		Term	0	0	0	0	0	Essential	Açk	Field Course	Annual	Bachelor Degree
■	2021	3776		Art Course (Gen. Ed)		Year	0	0	0	0	0	Selective	Açk	Elective	Annual	Bachelor Degree
■	2021	2	101102	Art History II	101102	Year	0	0	0	3	3	Essential	Açk	Field Course	Annual	Bachelor Degree
■	1900	686	101103	MUSIC IN WESTERN CIVILIZATION		Term	0	0	0	3	3	Essential	Açk	Field Course		
■	1900	828	101104	Art History I		Term	0	0	0	12	12	Essential	Açk	Field Course		Bachelor Degree
■	1900	981	101105	Art History II		Term	0	0	0	12	12	Essential	Açk	Field Course		Bachelor Degree
■	2021	863	101302	Photography		Term	0	0	0	12	12	Essential	Açk	Field Course		Bachelor Degree
■	1900	19	101304	DRAWING & DESIGN		Term	0	0	0	3	3	Essential	Açk	Field Course		
■	2021	6774	101305	Photography	101305	Term	0	0	0	3	3	Essential	Açk	Field Course		
■	1900	1648	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	3	3	Essential	Açk	Field Course		
■	2021	6784	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	12	12	Essential	Açk	Field Course		Bachelor Degree
■	1900	628	121304	INTRO TO FILM ANALYSIS		Term	0	0	0	3	3	Essential	Açk	Field Course		
■	1900	1115	122101	HISTORY OF MOTION PICTURES		Term	0	0	0	3	3	Essential	Açk	Field Course		
■	1900	816	131301	THEATRES & ACTING: Theory and Practice		Term	0	0	0	3	3	Essential	Açk	Field Course		
■	1900	841	131302	THEATRES & ACTING:Theory and Practice		Term	0	0	0	12	12	Essential	Açk	Field Course		
■	1900	318	151170	HUMAN BIOLOGY		Term	0	0	0	3	3	Essential	Açk	Field Course		

Courses defined in the course catalog can be transferred to an Excel environment (Turkish/English). Prerequisite-defined courses are listed separately.



#	Created Year	Catalog No	Course Code	Course Name	Amerikan Kodu	Annual Semester	Theoric	Application	Laboratory	Credit	Eccts Credit	Course Type	Course Status	Course Variety	Course Period	Course Level
	2021	3774		3. Elective at Faculty/Department Level		Term	0	0	0	0	0	Essential	Açık	Field Course	Annual	Bachelor Degree
	2021	3776		Art Course (Gen. Ed)		Year	0	0	0	0	0	Selective	Açık	Elective	Annual	Bachelor Degree
	2021	2	101102	Art History II	101102	Year	0	0	0	0	3	Essential	Açık	Field Course	Annual	Bachelor Degree
	1900	686	101103	MUSIC IN WESTERN CIVILIZATION		Term	0	0	0	3	3	Essential	Açık	Field Course		
	1900	828	101104	Art History I		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
	1900	981	101105	Art History II		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
	2021	863	101302	Photography		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
	1900	19	101304	DRAWING & DESIGN		Term	0	0	0	3	3	Essential	Açık	Field Course		
	2021	6774	101305	Photography	101305	Term	0	0	0	3	3	Essential	Açık	Field Course		
	1900	1648	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	3	3	Essential	Açık	Field Course		
	2021	6784	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
	1900	628	121304	INTRO TO FILM ANALYSIS		Term	0	0	0	3	3	Essential	Açık	Field Course		
	1900	1115	122101	History of Motion Pictures		Term	0	0	0	3	3	Essential	Açık	Field Course		
	1900	816	131301	THEATRES & ACTING: Theory and Practice		Term	0	0	0	3	3	Essential	Açık	Field Course		
	1900	841	131302	THEATRES & ACTING:Theory and Practice		Term	0	0	0	12	12	Essential	Açık	Field Course		
	2021	318	151170	HUMAN BIOLOGY		Term	0	0	0	3	3	Essential	Açık	Field Course		

### 'Prerequisite Courses:

In the course catalog, the prerequisite definition given to the course means that it is valid for every section in the teaching plan that includes this course in the '*crs02 – Course Description*' application. In other words, if the prerequisite definition for course B is to pass course A and is valid for all faculties, it is necessary to define the prerequisite from the catalog. If there is a prerequisite definition for the same course that is different from the '*crs02 – Course Description*' application, the definition in the teaching plan for that section is valid.

When it comes to such a situation, the prerequisite definition of course B is only valid in A, B, and C faculties, but if it is not desired to apply prerequisites in other faculties, it would be appropriate to make the prerequisite definition from the application '*crs02 – Course Description*.'

If a student does not meet the prerequisite for a course during course registration, he/she will not be able to register for the course. In the prerequisite definitions, **Condition** can be: 'and' can be 'or' or options such as **passing the course or taking the course** can be selected as a prerequisite.

### 'Elective Pool Courses':

If it is desirable to create elective course groups, a virtual pool course in which elective courses are included should be defined. When registering this course from the Course Catalog, it should be noted that the Elective Course Group: 'Yes' option is checked.



Course Catalogue crs01

Course Catalog Filter

Course Code:   
 Course Name:   
 Course Status: Active  
 Course Type:   
 Course Variety:   
 Elective Course Group:   
 Teaching Style:

Course Level:   
 Annual Semester:   
 Course Period:   
 Created Year:   
 Removal Year:   
 Education Language:

Responsible: Faculty:   
 Department:   
 Faculty Member:

Publish on the Web

List New Update Multiple Selection

Created Year	Catalog No	Course Code	Course Name	American Kodu	Annual Semester	Theoric	Application	Laboratory	Credit	ECTS Credit	Course Type	Course Status	Course Variety	Course Period	Course Level
2021	3774		3. Elective at Faculty/Department Level		Term	0	0	0	0	0	Essential	Açık	Field Course	Annual	Bachelor Degree
2021	3776		Art Course (Gen. Ed)		Year	0	0	0	0	0	Selective	Açık	Elective	Annual	Bachelor Degree
2021	2	101102	Art History II	101102	Year	0	0	0	3	3	Essential	Açık	Field Course	Annual	Bachelor Degree
1900	686	101103	MUSIC IN WESTERN CIVILIZATION		Term	0	0	0	3	3	Essential	Açık	Field Course		
1900	828	101104	Art History I		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
1900	981	101105	Art History II		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
2021	863	101302	Photography		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
1900	19	101304	DRAWING & DESIGN		Term	0	0	0	3	3	Essential	Açık	Field Course		
2021	6774	101305	Photography	101305	Term	0	0	0	3	3	Essential	Açık	Field Course		
1900	1648	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	3	3	Essential	Açık	Field Course		
2021	6784	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	12	12	Essential	Açık	Field Course		Bachelor Degree
1900	628	121304	INTRO TO FILM ANALYSIS		Term	0	0	0	3	3	Essential	Açık	Field Course		
1900	1115	122101	History of Motion Pictures		Term	0	0	0	3	3	Essential	Açık	Field Course		
1900	016	131301	THEATRE & ACTING: Theory and Practice		Term	0	0	0	3	3	Essential	Açık	Field Course		

For example, if a student from the PSYCE 001 group has to take three elective courses, three elective course groups should be defined: PSCYE 001, PSCYE 002, and PSCYE 003. The content of each group will be determined by the application of 'crs02 – Course Description.'

List Save Delete Open Common Course

Definition Info

Catalog No:   
 Code:   
 Name:   
 Created Yil: 2021-2022  
 Senate Date:

American Kodu:   
 Languages:   
 Lifted Year:   
 Senate Change Date:

Credit Informations

Theoric:  Application:  Laboratory:  Credits:  ECTS Credits:

Properties

Course Status: Active  
 Course Type: Essential  
 Course Variety: Field Course  
 Elective Course Group:   
 Yearly Term: Term  
 Course Period:   
 Teaching Type: Formal Learning

Course Level:   
 Enter Grade: Regular  
 Average Attendance: Include  
 View in Transcript: Show  
 Language of Education:   
 Survey Evaluation: Yes  
 Publish on the Web

Responsible: Faculty: Faculty  
 Department:   
 Faculty Member:

Resource Usage

Theoretical Total Time:  App Total Hours:   
 Theoretical Resource Type:  Application Resource Type:

Description

Substitute Course 1:  Substitute Course 2:

### CRS02 Course Definition

**Purpose and Scope:** It is an application in which comprehensive operations such as defining the courses taught under the department (information such as whether the course/semester/course is compulsory or not/whether it will be shown on the transcript/whether it will be included in the average), creating elective course pools, removing the course, determining which course will be opened instead, and connecting the course to the 'teaching plan' (a curriculum, if any). In addition, if the course has a prerequisite or equivalent course, it can be defined using this application.

**Description:** After the courses defined under a faculty/department are listed (gray courses are closed courses), English/Turkish course names can be listed as **Excel/Pdf**.



Course Definition crs02

Course Filter

Faculty:  Course Status: Active  Study Level:

Department:  Course Course:  Annual Term:

Option:  Course Variety:  Teaching Semester:

Class:  Contribution to Average:  Start Year:

Course Code:  View on the Transcript:  End Year:

Course Name:  Elective Course Group:  Education language:

Publish on the Web  Those Without a Teaching Plan  If Failed, Cannot Pass to the Next Class

List New Update Copy All Pools as Common

Catalog No	Course Code	Course No	Course Name	American Code	Faculty	Department	Option	Class
3774		6750	3. Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		2nd
3774		6757	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Psychology		2nd
3776		6758	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th
3774		6863	3. Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	Applied Banking and Finance		2nd
3776		7024	Art Course (Gen. Ed)					1st
3774		7035	3. Elective at Faculty/Department Level					Prep
3776		7102	Art Course (Gen. Ed)		FACULTY OF LAW AND SOCIAL SCIENCES	Psychology		4th
3774		7116	3. Elective at Faculty/Department Level		FACULTY OF ENGINEERING AND ARCHITECTURE	Design		2nd
3774		7125	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		2nd
3774		7129	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		2nd
3776		7134	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		2nd
3776		7143	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		4th
3776		7149	Art Course (Gen. Ed)		FACULTY OF ENGINEERING AND ARCHITECTURE	Architecture		3rd

Screen crs02-01

Pressing the 'Update'/'New' button opens the screen, showing details of the information.

Course Definition crs02

Course Prerequisite Courses Elective Courses Electives Pool Equivalent Courses

List Save Delete

Catalog Informations

Code:  Clean Catalog No: 3774 Course No: 6750

Name: 3. Elective at Faculty/Department Level American Code:

Course Names by Language

Language	Course Name
No data to display	

CREDIT INFORMATION

Theoric:  Application:  Lab:  Credit:  ECTS Credit:

Course

Faculty: FACULTY OF ECONOMY AND BUSINESS Annual Term:

Department: 7 Economics and Finance Teaching Semester:

Option:  Change the Option Main Degree:

Class: 2nd Class Change the Class

Faculty Department Teaching Plans

Teaching Plan	Start Year
Accounting 2021-2022	2021
Economics 2021-2022	2021
Finance 2021-2022	2021

Teaching Plans of the Course

Teaching Plan	Start Year
Finance 2021-2022	2021

Features

Course Status: Active  Grade Entry: Regular

Course Type: Essential  Contribution to the Average: Include

Course Variety: Field Course  View on Transcript: Show

Screen crs02-02

### Inclusion of the course in the Teaching Plan

If the Faculty has previously defined the department's teaching plan (curriculum) under the department (Def11), these definitions are displayed. If a course is not defined under the teaching plan (in the section on the right), it is a course for which all students are responsible. (Listed in course registrations). If the 'CRS02 Course Description' belongs to a single teaching plan as shown on the -02 screen, it is a course that the students who are subject to this teaching plan are responsible for. The 'add' button is pressed to add the course under the teaching plan, and the 'delete' button is pressed to remove it.

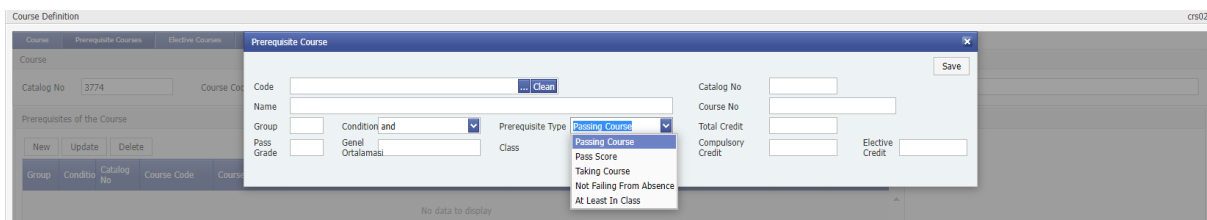
## Reflection of course changes on the system

If the course name or credit has changed, the following path is followed: First, the new course is defined with the '*CRS01 Course Catalog*' definition, then the course is created in the '*CRS02 Course Definition*'. The old course is closed; a newly created course is defined as a course that is opened instead. With this process, during course registration, students who fail that course will be presented with a new course. In the transcript, this course will be reflected in the GPA as a single course. This process applies to all students taking the relevant course.

### 'Prerequisite Courses':

In the course catalog, the prerequisite definition given to the course means that it is valid for every section in the teaching plan that includes this course in the '*crs02 – Course Description*' application. In other words, if the prerequisite definition for course B is to pass course A and is valid for all faculties, it is necessary to define the prerequisite from the catalog. If there is a prerequisite definition for the same course that is different from the '*crs02 – Course Description*' application, the definition in the teaching plan for that section is valid.

When it comes to such a situation, the prerequisite definition of course B is only valid in A, B, and C faculties, but if it is not desired to apply prerequisites in other faculties, it would be appropriate to make the prerequisite definition from the application '*crs02 – Course Description*'.



Screen crs02-03

If a student does not meet the prerequisite for a course during course registration, he/she will not be able to register for the course. In the prerequisite definitions, **the Condition can be 'and' or 'or'** or options such as passing the course, **taking the course**, etc. can be selected as prerequisites.

### 'Equivalent Courses':

The course was defined on the screen. For example, the course taken in Erasmus may correspond to one or more courses in the department. When we enter this information, the student will not be shown equivalent courses during course registration. These definitions can also be used for adaptation.

### 'Elective Pool Courses':

From the '*crs01 – Course Catalog*' application, a virtual pool course representing the elective course group can be defined. Which courses are included in the content of this pool?





Course Definition crs02

Course Prequisite Courses Elective Courses Electives Pool Equivalent Courses

Course

Catalog No  Course Code  Course No  Course Name

Elective Courses of the Course

#	Catalog No	Course Code	Course No	Course Name
<input type="checkbox"/>	1597	MRKT 401	2369	Marketing Communications: Advertising and Promotion
<input type="checkbox"/>	1172	MRKT 304	7056	International Marketing
<input type="checkbox"/>	1732	MRKT 203	2504	Customer Relationship Management
<input type="checkbox"/>	1751	MRKT 201	2523	Principles of Marketing
<input type="checkbox"/>	3765	MNG 306	7058	Cultural Heritage Management
<input type="checkbox"/>	3763	MNG 305	7057	International Management
<input type="checkbox"/>	444	LAW 423	1179	Albanian Business and Labor Law
<input type="checkbox"/>	1556	FIN 322	2326	Risk Management and Insurance
<input type="checkbox"/>	532	ENG 401	1267	Advanced Business English
<input type="checkbox"/>	3764	eBUS 305	7059	e-Business Web Technologies
<input type="checkbox"/>	1577	BUSN 401	2347	Leadership
<input type="checkbox"/>	1132	BI 301	1897	Business Information Systems
<input type="checkbox"/>	6771	ACCT 322	7061	Accounting Ethics
<input type="checkbox"/>	6770	ACCT 321	7060	Advanced Financial Reporting

### Copy from another selective pool:

When creating the content of a new pool, it is used to copy the content of another My Pool that is the same rather than adding individual courses. If desired, adds/subtracts can be made to the courses in the pool.

### Copy all pools as a common course.

It is used to define all elective course pools defined under departments as 'University Associate/Faculty Associate'. At this stage, the content of the repositories must be defined by the user.

Course Definition crs02

Course Filter

Faculty  Department  Option  Class  Course Code  Course Name

Publish on the Web

Course Status  Course Course  Course Variety  Contribution to Average  View on the Transcript  Elective Course Group  Teaching Plan

Study Level  Annual Term  Teaching Semester  Start Year  End Year  Education language

If Failed, Cannot Pass to the Next Class

Those Without a Teaching Plan

Copy All Pools as Common

Catalog No	Course Code	Course No	Course Name	American Code	Faculty	Department	Option	Class
3774		6750	3. Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		2nd
3774		6757	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Psychology		2nd
3776		6758	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th
3774		6863	3. Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	Applied Banking and Finance		2nd
3776		7024	Art Course (Gen. Ed)					1st
3774		7035	3. Elective at Faculty/Department Level					Pres
3776		7102	Art Course (Gen. Ed)					4th
3774		7116	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Psychology		4th
3774		7116	3. Elective at Faculty/Department Level		FACULTY OF ENGINEERING AND ARCHITECTURE	Design		2nd
3774		7125	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		2nd
3774		7129	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		2nd
3776		7134	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		2nd
3776		7143	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		4th
3776		7149	Art Course (Gen. Ed)		FACULTY OF ENGINEERING AND ARCHITECTURE	Architecture		3rd

Prerequisite Courses, Elective Courses, Equivalent Courses (in English/Turkish) can be taken to excel the environment.



## Definition of a University Common Course

Course Definition crs02

Course Filter

Faculty: University Annual  
 Department: Faculty Annual  
 Option:   
 Class:   
 Course Code:   
 Course Name:   
 Publish on the Web

Course Status: Active  
 Course Course:   
 Course Variety:   
 Contribution to Average:   
 View on the Transcript:   
 Elective Course Group:   
 Teaching Plan:   
 Those Without a Teaching Plan

Study Level:   
 Annual Term:   
 Teaching Semester:   
 Start Year:   
 End Year:   
 Education language:   
 If Failed, Cannot Pass to the Next Class

List New Update Copy All Pools as Common

Catalog No	Course Code	Course No	Course Name	American Code	Faculty	Department	Option	Class
3776		7024	Art Course (Gen. Ed)					1st
3774		7035	3. Elective at Faculty/Department Level					Prec
2	101102	735	Art History II					Prec
686	101103	1422	MUSIC IN WESTERN CIVILIZATION					Prec
828	101104	1570	Art History I					Prec
981	101105	1745	Art History II					Prec
863	101302	1605	Photography					3rd
19	101304	752	DRAWING & DESIGN					Prec
6774	101305	7078	Photography	101305				Prec
1648	111130	2420	History of Architecture, Art and Urban Design I					Prec
628	121304	1363	INTRO TO FILM ANALYSIS					Prec
1115	122101	1880	History of Motion Pictures					Prec
816	131301	1552	THEATRES & ACTING: Theory and Practice					Prec

Common courses on the basis of university; In order to be able to open as a 'University Partner' from the 'crs03 – Academic Year Course' application, it is necessary to first make a 'crs02 – Course Description.'

Lesson: Even if it is defined as 'University Associate,' if it is a course in the student's own teaching plan, it must be defined in the teaching plan of the student's department. Courses defined as 'university common' will be offered to students studying in the departments in the teaching plan.

Course Definition crs02

Course Filter

Faculty:   
 Department:   
 Option:   
 Class:   
 Course Code:   
 Course Name:   
 Publish on the Web

Course Status: Active  
 Course Course:   
 Course Variety:   
 Contribution to Average:   
 View on the Transcript:   
 Elective Course Group:   
 Teaching Plan:   
 Those Without a Teaching Plan

Study Level:   
 Annual Term:   
 Teaching Semester:   
 Start Year:   
 End Year:   
 Education language:   
 If Failed, Cannot Pass to the Next Class

List New Update Copy All Pools as Common

Catalog No	Course Code	Course No	Course Name	American Code	Faculty	Department	Option	Class
3774		6750	3. Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		2nd
3774		6757	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Psychology		2nd
3776		6758	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th
3774		6863	3. Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	Applied Banking and Finance		2nd
3776		7024	Art Course (Gen. Ed)					1st
3774		7035	3. Elective at Faculty/Department Level					Prec
3776		7102	Art Course (Gen. Ed)		FACULTY OF LAW AND SOCIAL SCIENCES	Psychology		4th
3774		7116	3. Elective at Faculty/Department Level		FACULTY OF ENGINEERING AND ARCHITECTURE	Design		2nd
3774		7125	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		2nd
3774		7129	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations		2nd
3776		7134	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		2nd
3776		7143	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		4th
3776		7149	Art Course (Gen. Ed)		FACULTY OF ENGINEERING AND ARCHITECTURE	Architecture		3rd

## Faculty Partner – Course Description

A lesson: If it is desired to be elected by all students in the faculty, it must be opened as a 'Faculty Partner' in the academic year course. The department selection should be Faculty Associate. First, the course must be defined as 'Faculty Associate' in the 'crs02 – Course Description' application.



Course Definition crs02

Course Filter

Faculty: FACULTY OF ECONOMY AND BUSINESS  
 Department: Faculty Annual  
 Option:   
 Class:   
 Course Code:   
 Course Name:   
 Publish on the Web

Course Status: Active  
 Course Course:   
 Course Variety:   
 Contribution to Average:   
 View on the Transcript:   
 Elective Course Group:   
 Teaching Plan:   
 Those Without a Teaching Plan

Study Level:   
 Annual Term:   
 Teaching Semester:   
 Start Year:   
 End Year:   
 Education language:   
 If Failed, Cannot Pass to the Next Class

List New Update Copy All Pools as Common

Catalog No	Course Code	Course No	Course Name	American Code	Faculty	Department	Option	Class
1307	407501	5931	Doctoral Thesis in Computer Science		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		PhD
1350	PUBL. 3	5908	National Scientific Journal Publication		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		PhD
1349	PUBL. 2	5902	Int'l Scientific Journal Publication 2		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		PhD
1348	PUBL. 1	5896	Int'l Scientific Journal Publication 1		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		PhD
1347	CONF. PAP. 3	5889	National Scientific Conference Paper or Poster		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		PhD
1346	CONF. PAP. 2	5883	Int'l Conference Paper or Poster 2		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		PhD
1345	CONF. PAP. 1	5876	Int'l Conference Paper or Poster 1		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		PhD
1343	CMFH-PHD	5864	Comprehensive Exams		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		PhD
1207	407610	5600	Natural Language Processing		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		PhD
1206	407609	5599	Advanced Networking		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		PhD
1200	407603	5598	Security Engineering		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		PhD
1199	407602	5597	Machine Learning		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		PhD
1197	407102	5596	Advanced Algorithms and Complexity Theory		INSTITUTE OF ENGINEERING AND ARCHITECTURE	PhD in Computer Science		PhD

Course: Even if it is defined as 'Faculty Associate, if it is a course in the student's own teaching plan, it must be defined in the teaching plan of the student's department. Courses defined as 'faculty common' will be presented to students studying in the departments in the teaching plan.

Course Definition crs02

Course Filter

Faculty: FACULTY OF ECONOMY AND BUSINESS  
 Department:   
 Option:   
 Class:   
 Course Code:   
 Course Name:   
 Publish on the Web

Course Status: Active  
 Course Course:   
 Course Variety:   
 Contribution to Average:   
 View on the Transcript:   
 Elective Course Group:   
 Teaching Plan:   
 Those Without a Teaching Plan

Study Level:   
 Annual Term:   
 Teaching Semester:   
 Start Year:   
 End Year:   
 Education language:   
 If Failed, Cannot Pass to the Next Class

List New Update Copy All Pools as Common

Catalog No	Course Code	Course No	Course Name	American Code	Faculty	Department	Option	Class
3774		6750	3. Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		2nd
3776		6758	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th
3774		6863	3. Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	Applied Banking and Finance		2nd
3776		7134	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		2nd
3776		7143	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		4th
2	101102	2547	Art History II		FACULTY OF ECONOMY AND BUSINESS	Business Administration		PhD
2	101102	2548	Art History II		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		PhD
2	101102	2549	Art History II		FACULTY OF ECONOMY AND BUSINESS	Business Administration		4th
2	101102	2553	Art History II		FACULTY OF ECONOMY AND BUSINESS	Business Administration		PhD
2	101102	2556	Art History II		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		PhD
828	101104	4911	Art History I		FACULTY OF ECONOMY AND BUSINESS	Economics and Finance		PhD
863	101302	5005	Photography		FACULTY OF ECONOMY AND BUSINESS	Business Administration		PhD
863	101302	5008	Photography		FACULTY OF ECONOMY AND BUSINESS	Business Administration		PhD

### CRS03 Academic Year Course Description

**Purpose and Scope:** It is the application in which the courses opened on a departmental basis in an academic year/semester/faculty member(s) who teach these courses are defined. If the courses are to be taught in more than one 'branch,' the definition of the branch is made with this application.

- Combining one course with another is within the scope of this application.
- By defining a quota for the courses offered, a certain number of students can be enrolled in the course.
- If faculty members make grade entries on the web, the stage of the grade entries is also displayed with the help of this application.



- The course-based fees of courses offered in summer schools are also defined by this application.

**Description:** If the course definition of the academic year is not made before course registration, the courses will not be listed in front of the students.

Catalog No	Course Code	Course No	Course Name	Section	Faculty Member No	Responsible Faculty Member	Most Quota	Minimum Quota	Remaining Quota	Non-Department Quota	Academic Year
848	3023103	1590	Introduction to Speech Communication	1	756	Dr. Elvis Nasto	5	0	0	35	2021-2022
845	401601	7157	Computer Applications		755	Instructor KRISTI GOREA	2	0	0	23	2021-2022
830	421103	7156	College Algebra		630	Assistant Lecturer FIZELINI LEKLI	2	0	0	40	2021-2022
855	501102	1597	Intro to Microeconomics	1	513	Prof. FATBARDHA KADIU	3	0	0	37	2021-2022
855	501102	1597	Intro to Microeconomics	2	513	Prof. FATBARDHA KADIU	3	0	0	37	2021-2022
842	611102	7155	English Composition I		418	Assistant Lecturer MICHELE ELIZABETH BIRING-PANI	2	0	0	38	2021-2022
843	612101	7166	English Composition II	2	714	Assistant Lecturer KLODJANA SKENDAJ	3	0	0	41	2021-2022
843	612101	7166	English Composition II	4	714	Assistant Lecturer KLODJANA SKENDAJ	3	0	0	41	2021-2022
6787	711107	7167	History of the Albanian State		732	Prof. Dr. BLEKZINA KUQI	5	0	0	45	2021-2022
6785	711108	7161	World History I		492	Dr. ADAM EHRLECH	3	0	0	35	2021-2022
846	751102	1588	Sociology		711	Instructor EDA GEMI	3	0	0	41	2021-2022
6788	762101	7168	Anthropology and Justice		728	Prof. EMINA KARO	5	0	0	35	2021-2022
1094	764104	1859	Legal Environment of Business		684	Assistant Lecturer LEDJA BURNAZI	26	0	0	0	2021-2022
1266	765601	2031	Internship and Senior Project				25	0	0	0	2021-2022
6791	773105	7171	Administrative Procedures		528	Instructor OLSI VANGJELI	30	0	0	0	2021-2022
6793	774101	7178	Law and Politics of the European Union		411	Assistant Lecturer HEKTOR RUCI	18	0	0	8	2021-2022
1149	774102	7179	Banking and Financial Law		757	Instructor Ilir Barjaba	22	0	0	8	2021-2022
1264	775101	2029	Public International Law		411	Assistant Lecturer HEKTOR RUCI	22	0	0	8	2021-2022
1263	775102	2028	Domestic and International Human Rights Law		411	Assistant Lecturer HEKTOR RUCI	26	0	0	0	2021-2022

**'Collective Academic Year Course Creation'** process,

At the beginning of the semester, it provided convenience in creating courses. All defined open courses under the department/closed courses are collectively opened under the department. The user makes the necessary edits by deleting courses that should not be opened.

It should be noted that if there are students who will take that course, those courses must be defined.

**'Create Academic Year Courses with Selected Courses'** process,

By selecting certain courses, they can be used in cases where it is necessary to create a course in the academic year. When the key is pressed, 'Course Search' opens. From here on, the user can list the courses with filters such as faculty/department/open-closed course status and complete the process by marking the courses that need to be opened.

It should be noted that if there are students who are closed but will take that course, those courses must be defined.



Catalog No	Course Code	Course No	Course Name	American Code	Faculty	Most Quota	Minimum Quota	Remaining Quota	Non-Department Quota	Academic Year
848	302103									
845	401601					2	0	0	0	23 2021-2022
830	421103					2	0	0	0	40 2021-2022
855	501102					3	0	0	0	37 2021-2022
855	501102	3774	3. Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	3	0	0	0	37 2021-2022
842	611102	3774	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES	BETH	2	0	0	38 2021-2022
843	612101	3776	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS	IDAJ	3	0	0	41 2021-2022
843	612101	3774	3. Elective at Faculty/Department Level		FACULTY OF ECONOMY AND BUSINESS	IDAJ	3	0	0	41 2021-2022
6787	711107	3776	Art Course (Gen. Ed)			5	0	0	0	45 2021-2022
6785	711108	3774	3. Elective at Faculty/Department Level			3	0	0	0	35 2021-2022
846	751102	3776	Art Course (Gen. Ed)		FACULTY OF LAW AND SOCIAL SCIENCES		3	0	0	41 2021-2022
6788	762101	3774	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES		5	0	0	35 2021-2022
1094	764104	3774	3. Elective at Faculty/Department Level		FACULTY OF ENGINEERING AND ARCHITECTU		26	0	0	0 2021-2022
1266	765601	3774	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES		25	0	0	0 2021-2022
6791	773105	3774	3. Elective at Faculty/Department Level		FACULTY OF LAW AND SOCIAL SCIENCES		30	0	0	0 2021-2022
6793	774101	3776	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS		18	0	0	8 2021-2022
1149	774102	3776	Art Course (Gen. Ed)		FACULTY OF ECONOMY AND BUSINESS		22	0	0	8 2021-2022
1264	775101					22	0	0	0	8 2021-2022
1263	775102					26	0	0	0	0 2021-2022
		2028	Domestic and International Human Rights Law	411	Assistant Lecturer HEKTOR RUCI					

### Creation of branches;

On the example screen, the MK 121 course is opened as '2' branches. To open a branch, it is necessary to hover over over the relevant course and press the 'Create Branch' button.

Type how many more branches will be added and select the letter or number option.

Example: When we hover over a course with a branch of '0' and select '1' and a number, a new course with a branch of '1' is created.

It is necessary to press the 'List' key to see the result of this operation.

The choice of letters, on the other hand, helps to name branches such as 'A,' 'B.'

After creating these branch names, updates were made to the detail screen.

For example, such as 'A Double,' 'B Single.' The assignment of branches to students is done with the 'CRS05 Student Branch Assignment' application.



Academic Year Course Filter

Academic Year: 2021-2022  
Education Semester: Spring  
Course Code:   
Course Name:   
Section:   
Teaching Plan:   Those Without the Teaching Plan  
Note Input Status:   No Notes Entered  
Education Language:   
Responsible Faculty Member:    
 Search in the Joined Section  Merged With Another Section

Catalog No	Course Code	Course No	Course Name	Section	Faculty Member No	Responsible Faculty Member	Most Quota	Minimum Quota	Remaining Quota	Non-Department Quota	Academic Year
948	302103	1590	Introduction to Speech Communication	1	756	Dr. Elvis Nasto	5	0	0	35	2021-2022
845	401601	7157	Computer Applications		755	Instructor KRISTI GOREA	2	0	0	23	2021-2022
830	421103	7156	College Algebra		630	Assistant Lecturer FIZELINI LEKLI	2	0	0	40	2021-2022
855	501102	1597	Intro to Microeconomics	1	513	Prof. FATBARHA KADIU	3	0	0	37	2021-2022
855	501102	1597	Intro to Microeconomics	2	513	Prof. FATBARHA KADIU	3	0	0	37	2021-2022
842	611102	7155	English Composition I		418	Assistant Lecturer MICHELE ELIZABETH BIRING-PANI	2	0	0	38	2021-2022
843	612101	7166	English Composition II	2	714	Assistant Lecturer KLODJANA SKENDAJ	3	0	0	41	2021-2022
843	612101	7166	English Composition II	4	714	Assistant Lecturer KLODJANA SKENDAJ	3	0	0	41	2021-2022
6787	711107	7167	History of the Albanian State		732	Prof. Dr. BLERINA KUQI	5	0	0	45	2021-2022
6785	711108	7161	World History I		492	Dr. ADAM EHRILICH	3	0	0	35	2021-2022
846	751102	1588	Sociology		711	Instructor EDA GEMI	3	0	0	41	2021-2022
6788	762101	7168	Anthropology and Justice		728	Prof. EMINA KARO	5	0	0	35	2021-2022
1094	764104	1859	Legal Environment of Business		684	Assistant Lecturer LEDJA BURNAZI	26	0	0	0	2021-2022
1266	765601	2031	Internship and Senior Project				25	0	0	0	2021-2022
6791	773105	7171	Administrative Procedures		528	Instructor OLSI VANGIELI	30	0	0	0	2021-2022
6793	774101	7178	Law and Politics of the European Union		411	Assistant Lecturer HEKTOR RUCI	18	0	0	8	2021-2022
1149	774102	7179	Banking and Financial Law		757	Instructor Ilir Barjaba	22	0	0	8	2021-2022
1264	775101	2029	Public International Law		411	Assistant Lecturer HEKTOR RUCI	22	0	0	8	2021-2022
1263	775102	2028	Domestic and International Human Rights Law		411	Assistant Lecturer HEKTOR RUCI	26	0	0	0	2021-2022

Screen crs03-02

Pressing the 'Update'/'New' button opens the screen, showing details of the information.

Academic Year Course Description crs03

Course

Academic Year: 2021-2022  
Academic Period: Spring  
Faculty:   
Department:   
Option:   
Class:   
Course Code:    
Catalog No:   
Course No:   
Course Name:   
Section:   
Language of Education:

Faculty Members

Title	Name	Surname	Responsible
No data to display			

Fee

Theoretical:  Lab:  Total:

Quota

At least:  Most:  Remainder:  Outside Department Most:

Merged Section

Faculty:   
Department:   
Option:   
Class:   
Course Code:    
Catalog No:   
Course No:   
Course Name:   
Section:

Faculty Departments to Enroll for University Common Courses

Faculty	Department	Option	Education Level	Quota
No data to display				

Screen crs03-03

### Identification of Faculty Members

The instructor(s) who teach the course are assigned on this screen. If there is more than one faculty member, only one person is designated as responsible, and the responsible faculty member can enter the grade online.



---

### **Course/Branch Merging:**

If students in one course/branch are to be taught together with another course/branch, the branch merger process is conducted. The relevant lesson, '*... key, press Save.*' Then, with the '*Update Students' Courses*' button, students who take the course are transferred to another class. If this is not done, students will remain in their old classes. If the course content is the same, students can be transferred to a different department or even to another course with a different code. This affects the class rosters and lists in the grade entry. The course chosen during course registration is shown in the student's transcript. This did not cause a change in the transcript. On the sample screen, students who took the mat 111 course in the faculty of engineering in the summer school were transferred to the math 111 class in the faculty of arts and sciences. If you want to cancel this merge, the '*Delete Opened Course*' button is pressed. Then the '*Save*' and '*Update Students' Courses*' operation is done. Thus, the merged branch and course are equalized. It should be noted that if a course is combined with another course, the responsible faculty member should not be appointed, as in the example screen.

The relevant lesson when trying to merge... *If the 'key' is off*, it means that another course has been merged with the selected course and it is not allowed to merge with another course.

For example, whether course A is combined with Course B, course B cannot be combined with lesson C.àà

If you want to combine courses A and B in course C, it is necessary to combine them as  $A \rightarrow C$  and  $B \rightarrow C$ .

If a department is combined with a course or merged from another course, it can be listed using the '*Search in Merged Branch*' and '*Merged with Another Branch*' options on the first screen of the '*CRS03 Academic Year Course Description*.'

If only one student is going to take the course in another class, what must be done is. It is necessary to create a branch for that student, assign the student to that branch, and combine the course with the course related to this application.

### **Step-by-step explanation of the sequence of operations**

#### **Branch Division Merged:**

1. Step: Selecting the course to be merged

If students in one course/branch are to be taught together with another course/branch, the branch merger process is conducted. The relevant lesson, '*... key, press Save.*'

2. Step: Confirmation of the selected course with the registration process



Academic Year Course Description std03

List Save Delete

---

Course

Academic Year: 2021-2022 Academic Period: Spring

Faculty: Department: Option: Class: Course Code: Catalog No: Course No:

Course Name: Section: Language of Education: Update Students' Education Languages

---

Faculty Members

Title	Name	Surname	Responsible
No data to display			

Add New Delete Assign Responsible Delete Responsibility

---

Fee

Theoretical: Lab: Total: Quota: At least: Most: Remainder: Outside Department Most:

---

Merged Section

Faculty: Department: Option: Course Code: Catalog No: Course No:

Course Name: Section: Delete Opened Course: Update Students' Courses

---

Faculty Departments to Enroll for University Common Courses

Faculty	Department	Option	Education Level	Quota
No data to display				

New Update Delete Copy Another Course Department Quotas

### 3. Step: Reflecting on Students' Course Information

Then, with the '**Update Students**' Courses 'button, the students who take the course are transferred to another class. If this is not done, students will remain in their old classes. If the course content is the same, students can be transferred to a different department or even to another course with a different code.

When the '**Continue**' button is pressed in the warning that appears on the screen, the process continues by updating the common course number and common branch information of the students.

The '**Cancel**' button was used to stop the process.

Student; The course number and branch information taken from the department of the course are shown below. (std03 – Courses Learned)

Student Courses std03

Student

Student Number: 1005 Faculty: FACULTY OF ECONOMY AND BUSINESS

Turkish Identity Number: 1005 Department: Business Administration

Name: AHMED Option: Business Administration

Surname: ABUHALALA Class: 4th Class

Study Level: Undergraduate Status: COURSE RENEWAL

Regulation: 3 Yıllık = Bologna Teaching Plan:

Student's Courses Student Course Logs Equivalent Course Curriculum Courses Courses Which Student Can Take Transcript Diploma Report

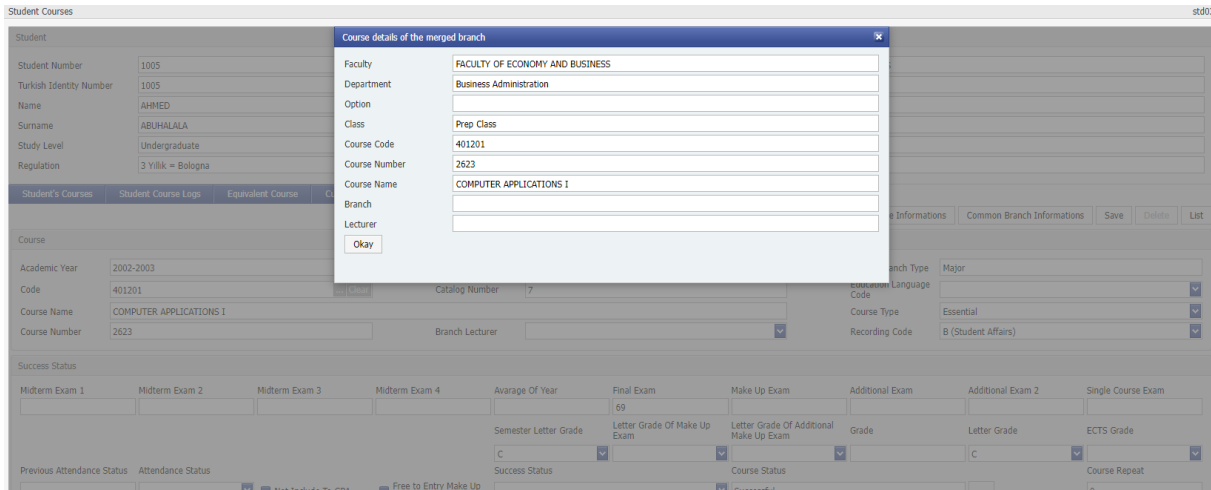
New Update Assign Bulk Courses Register Code Empty Delete Courses

Drag a column header here to group by that column

Academic Year	Education Semester	Branch	Catalog No.	Course Code	Course No.	Course Name	Course Class	Branch	Credit	ECTS Credit	Grade	Letter Grade	Status	Registration Code	Not Include to Average
2002-2003	Autumn	Major	7	401201	2623	COMPUTER APPLICATIONS I	Prep Class		3	3	0	C	Successful	B	<input type="checkbox"/>
2002-2003	Spring	Major	5	421101	2588	COLLEGE ALGEBRA	Prep Class		3	3	0		Successful	B	<input type="checkbox"/>
2002-2003	Autumn	Major	9	601101	2649	INTENSIVE ESL	Prep Class		0	0	0	B-	Successful	B	<input type="checkbox"/>
2002-2003	Spring	Major	10	602102	2669	ACADEMIC ESL	Prep Class		0	0	0	D	Unsuccessful	B	<input type="checkbox"/>
2002-2003	Spring	Major	15	701104	2747	STUDENT DEVELOPMENT	Prep Class		3	3	0	D	Unsuccessful	B	<input type="checkbox"/>



In response to this course, the number and branch information of the other course taken by the student as a partner can be seen as follows with the 'update' and 'Common Branch Information' buttons.



### Definition of Quota Information:

**Minimum Area:** Represents the minimum number of students who can take the course. It is actively used in summer schools (for cases where courses chosen by less than a certain number of students should not be opened). This is not important for the fall–spring semesters.

**Maximum Field:** Represents the maximum number of students who can take the course. If left blank, it means that unlimited students can be enrolled in the department.

For courses defined as University Joint/Faculty Joint, the **Maximum Area** is invalid and the **Non-Departmental Maximum Area** must be used.

**Most Non-Departmental Areas:** Outside the department where the course is opened; this represents the maximum number of students who can take the course from other departments. If the **out-of-department** field is given a value of **-1**, it means that no student from outside the department will be able to select the course.

### The issue we should not forget here:

Quotas inside and outside the department were isolated from each other. If the maximum number of students is defined for a course as 50 people and the **maximum** number of **non-departmental** people is defined, this does not mean that 40 people take the course from within the department and 10 people from outside the department, but that 60 people can take the course in total. Therefore, for non-departmental students to receive unlimited, the **Non-Departmental Maximum** field must be left zero or blank.

### Definition of Quota Sub-Breakdowns

When a student wants to select a course and add it to their list, the quota control procedure is called and respectively,



For its own department (the course can be the course of its own department, or a sub-breakdown can be defined for the department. The sub-breakdown always takes precedence.) Is the quota defined? If so, is there a vacancy?

If the course does not belong to its own department (including priority for sub-breakdowns for common or other departmental courses), is it a non-departmental quota? If so, is there a vacancy?

He tries to register with the student by asking questions. If yes, for one of the two items, the student records the course.

The conditions that enable a student to be counted from the quota of an academic year course are as follows:

**The save code** is full, or,

**In the Advisor Approval** field, click

**-1** (A course has been added to the list but has not yet been approved),

**1** (Advisor approval),

**3** (Add Subtract Approved) or,

**2, 4** (The advisor has rejected the course),

**In the Student Consent field**

**-1** (A course has been added to the list but has not yet been approved),

**1** (Student consent has been given),

**3** (Add and subtract approved) to be one of the values,

In the example above, the course was opened as a '**University Partner**,' but only two faculties were required to take this course. Faculty of Law: A total of 145 people will be able to choose, 143 and 2 to the Faculty of Pharmacy. Except for these faculties/departments, no student was able to choose the course. (Because the most field outside the section is given -1) Since the system is a sub-breakdown on the basis of faculty/department, it primarily looks at it, and it also takes into account whether the course is opened jointly by the University/Faculty. If the sub-breakdowns were not defined or the Common Fields were not opened, the Most and Non-Partition Most Fields would be active.

In another example, it shows the 'in-department quota' with the Most Fields. Everyone was considered to have taken a joint course from outside the department. Therefore, it does not matter what is written there; it can remain empty. In addition, the values defined in the sub-breakdown always take precedence. For example, if it were defined as 50 for non-departmental, in addition to the 17 sub-breakdowns in the example, a total of 50 more people could be registered from any section outside these sub-breakdowns. Therefore, as in the screenshot, for courses with a sub-breakdown, the non-departmental quota should be given as -1.



## Definition of University Joint/Faculty Joint Quota

Academic Year Course Filter

Academic Year: 2021-2022  
 Education Semester: Spring  
 Course Code:   
 Course Name:   
 Section:   
 Note Input Status:  No Notes Entered  
 Education Language:

Faculty: FACULTY OF ENGINEERING AND ARCHITECTURE  
 Department: Faculty Annual  
 Option:   
 Class:   
 Teaching Plan:   Those Without the Teaching Plan  
 Responsible Faculty Member:    
 Search in the Joined Section  Merged With Another Section

List New Update Create Section Create Collective Academic Year Course Create Collective Academic Year Course (Exce) Create Academic Year Courses with Selected Courses

Catalog No	Course Code	Course No	Course Name	Section	Faculty Member No	Responsible Faculty Member	Most Quota	Minimum Quota	Remaining Quota	Non-Department Quota	Academic Year
848	302103	1590	Introduction to Speech Communication	1	756	Dr. Elvis Nasio	5	0	0	35	2021-2022
845	401601	7157	Computer Applications		755	Instructor KRISTI GOREA	2	0	0	23	2021-2022
830	421103	7156	College Algebra		630	Assistant Lecturer FIZLENI LEKLI	2	0	0	40	2021-2022
855	501102	1597	Intro to Microeconomics	1	513	Prof. FATBARDHA KADIU	3	0	0	37	2021-2022
855	501102	1597	Intro to Microeconomics	2	513	Prof. FATBARDHA KADIU	3	0	0	37	2021-2022
842	611102	7155	English Composition I		418	Assistant Lecturer MICHELE ELIZABETH EIRJING-PANI	2	0	0	38	2021-2022

In the example above, Lesson: Since it is open jointly in the Faculty of Engineering, 50 people from all departments will be able to choose this course. As no sub-breakdown is given and the university/faculty is defined as a partner, students in the Faculty of Engineering are deemed to have taken this joint course from outside the department. Therefore, the **Non-Departmental Quota** field should be filled in.

### University Joint Academic Year Course Creation

A lesson: If it is desired to be elected by all students at the university, it must be opened as a 'university partner' in the academic year. The department selection should be Faculty Associate. First, the course must be defined as 'University Partner' in the 'crs02 – Course Description' application. If a course is opened as a common university course, it does not need to be opened separately on a departmental basis.

### Faculty Joint - Academic Year Course Creation

A lesson: If it is desired to be elected by students in all departments affiliated with a particular faculty, it must be opened as a 'faculty partner' as a department in the Academic Year Course. Faculty Selection should be selected as the Faculty of Engineering, and Department Selection should be selected as the Faculty Partner. First, the course must be defined as 'Faculty Associate' in the 'crs02 – Course Description' application.



Academic Year Course Description crs03

Academic Year Course Filter

Academic Year	<input type="text" value="2021-2022"/>	Faculty	<input type="text" value="FACULTY OF ENGINEERING AND ARCHITECTURE"/>
Education Semester	<input type="text" value="Spring"/>	Department	<input type="text" value="Faculty Annual"/>
Course Code	<input type="text"/>	Option	<input type="text"/>
Course Name	<input type="text"/>	Class	<input type="text"/>
Section	<input type="text"/>	Teaching Plan	<input type="text" value="Those Without the Teaching Plan"/>
Note Input Status	<input type="text"/> <input type="checkbox"/> No Notes Entered	Responsible Faculty Member	<input type="text"/> <input type="button" value="Clear"/>
Education Language	<input type="text"/>	<input type="checkbox"/> Search in the Joined Section	<input type="checkbox"/> Merged With Another Section

Catalog No	Course Code	Course No	Course Name	Section	Faculty Member No	Responsible Faculty Member	Max Quota



**crs01, crs02 crs03 Example**

Course Catalogue crs01

Course Catalog Filter

Course Code:  Course Level:  Responsible: Faculty:  Department:  Faculty Member:

Course Name:  Annual Semester:  Course Period:

Course Status: Active  Created Year:  Removal Year:  Education Language:

Course Type:  Course Variety:  Elective Course Group:  Teaching Style:

Publish on the Web

Created Year	Catalog No	Course Code	Course Name	Amerikan Kodu	Annual Semester	Theoric	Application	Laboratory	Credit	Ect Cre
2021	3774		3. Elective at Faculty/Department Level		Term	0	0	0	0	
2021	3776		Art Course (Gen. Ed)		Year	0	0	0	0	
2021	2	101102	Art History II	101102	Year	0	0	0	3	
1900	686	101103	MUSIC IN WESTERN CIVILIZATION		Term	0	0	0	3	
1900	828	101104	Art History I		Term	0	0	0	12	
1900	981	101105	Art History II		Term	0	0	0	12	
2021	863	101302	Photography		Term	0	0	0	12	
1900	19	101304	DRAWING & DESIGN		Term	0	0	0	3	
2021	6774	101305	Photography	101305	Term	0	0	0	3	
1900	1648	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	3	
2021	6784	111130	History of Architecture, Art and Urban Design I		Term	0	0	0	12	
1900	628	121304	INTRO TO FILM ANALYSIS		Term	0	0	0	3	
1900	1115	122101	History of Motion Pictures		Term	0	0	0	3	
1900	816	131301	THEATRES & ACTING: Theory and Practice		Term	0	0	0	3	
1900	841	131302	THEATRES & ACTING:Theory and Practice		Term	0	0	0	12	

On the search page of the Crs01 Course Catalog Application, Open/Closed or All courses can be searched according to the Course Code or Name.

Detailed information about the course catalog can be obtained by using the update button. Credit information such as Theoretical, Practical, ECTS credits in the Course Code, Course Name and Credit information in the description information is valid for all courses linked to this catalog.

Course Catalogue crs01

Üzeri Bilgileri | Katalog Bilgileri | Ön Koşul Duruşları | **Course Name**

Definition Info

Catalog No: 3774  
Code:   
Name: 3. Elective at Faculty/Depart  
Created Yıl: 2021-2022  
Senate Date:

Credit Informations

Theoric: 0 Application: 0 Laboratory: 0 Credits: 0 ECTS Credits: 0

Properties

Course Status: Active Course Level: Bachelor Degree  
Course Type: Essential Enter Grade: Regular  
Course Variety: Field Course Average Attendance: Include  
Elective Course Group: Yes View in Transcript: Show  
Yearly Term: Term Language of Education: English  
Course Period: Annual Survey Evaluation: Yes  
Teaching Type: Formal Learning Publish on the Web:

Description

Course Name:  Language:  Course Code:

Responsible: Faculty:  Department:  Faculty Member:

Resource Usage

Theoretical Total Time:   
Theoretical Resource Type:



In addition, the Course Name can be defined separately for all languages supported by the system. The definition of the Course Name according to language can be accessed via the Languages button in the course name definition field.

Course Catalogue

Course

Catalog No: 3774 Course Code: Course No: Course Name: 3. Elective at Faculty/Department Level

New Update Change Catalog

Drag a column header here to group by that column

#	Catalog No	Course Code	Course No	Course Name	Faculty	Department	Option
<input type="checkbox"/>	3774		6750	deneme	FACULTY OF ECONOMY AND BUSINESS	Economics and Finance	
<input type="checkbox"/>	3774		6757	deneme	FACULTY OF LAW AND SOCIAL SCIENCES	Psychology	
<input type="checkbox"/>	3774		6863	deneme	FACULTY OF ECONOMY AND BUSINESS	Applied Banking and Finance	
<input type="checkbox"/>	3774		7035	deneme	University Annual	Faculty Annual	
<input type="checkbox"/>	3774		7116	deneme	FACULTY OF ENGINEERING AND ARCHITECTURE	Design	
<input type="checkbox"/>	3774		7125	deneme	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations	
<input type="checkbox"/>	3774		7129	deneme	FACULTY OF LAW AND SOCIAL SCIENCES	Political Science / International Relations	

The information of the courses linked to this catalog can be found on the catalog course page. Faculty and Department Class information of the courses can be viewed here. Detailed information on the course can be accessed using the Update button.

Course Catalogue

Course Prerequisite Courses Elective Courses Electives Pool Equivalent Courses

List Save Delete

Catalog Informations

Code: Name: 3. Elective at Faculty/Department Level

Catalog No: 3774 Course No: American Code:

CREDIT INFORMATION

Theoric: 0 Application: 0 Lab: 0 Credit: 0 ECTS Credit: 0

Course Names by Language

Language	Course Name
İngilizce	deneme

Course

Faculty: Department: Option: Class: Annual Term: Teaching Semester: 1st Term: Main Degree:

Teaching Plans

Teaching Plan	Start Year
No data to display	

Add Delete

Teaching Plans of the Course

Teaching Plan	Start Year
No data to display	

Features

Course Status: Active Grade Entry: Regular

Course Type: Essential Contribution to the Average: Include

Course Variety: Field Course View on Transcript: Show

Elective Course Group: Yes Learning Language: Publish on the Web: If unsuccessful, cannot pass the next class

Start Year:

Here, the Code, Name, and credit information from the catalog of the course cannot be changed. Faculty, Department, Class information was assigned to the new course description. This information cannot be changed while the course is being updated. Apart from that, the Teaching Period, Course Schedule, Course Features, Course Type Information such as Course Type, and Course Status can be changed.



Course

Faculty:  Annual Term:

Department:  Teaching Semester:

Option:  Change the Option:

Class:  Change the Class:

Faculty Department Teaching Plans

Teaching Plan	Start Year
No data to display	

Add Delete

Teaching Plans of the Course

Teaching Plan	Start Year
No data to display	

Features

Course Status:  Grade Entry:

Course Type:  Contribution to the Average:

Course Variety:  View on Transcript:

Elective Course Group:  Learning Language:

Start Year:   Publish on the Web  If unsuccessful, cannot pass the next class

Course Change

Removed/Changed Year:  Change:

Substitute Course 1

Faculty:  Department:

Catalog No:  Course No:

Code:  Delete

Course Name:

Substitute Course 2

Faculty:  Department:

Catalog No:  Course No:

Code:  Delete

Course Name:

If the course is closed and a new course is opened in its place, this definition can also be made in the Course Change section.

Course Definition crs02

Course Filter

Faculty:  Faculty of Engineering and Architecture

Department:  Computer Science

Option:

Class:

Course Code:

Course Name:

Publish on the Web

Course Status:  Active

Course Course:

Course Variety:

Contribution to Average:

View on the Transcript:

Elective Course Group:

Teaching Plan:

Those Without a Teaching Plan

Study Level:

Annual Term:

Teaching Semester:

Start Year:

End Year:

Education language:

If Failed, Cannot Pass to the Next Class

List New Update Copy All Pools as Common

Catalog No	Course Code	Course No	Course Name	American Code	Faculty	Department	Option
3776		7150	Art Course (Gen. Ed)		FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	
2	101102	2555	Art History II		FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	
19	101304	2801	DRAWING & DESIGN		FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	
1648	111130	6484	History of Architecture, Art and Urban Design I		FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	
1115	122101	5444	History of Motion Pictures		FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	
318	151170	3774	HUMAN BIOLOGY		FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	
20	201101	2816	STATISTICS FOR BUSINESS AND ECONOMICS I		FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	
3	211101	2563	FINANCIAL ACCOUNTING		FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	
4	212102	2578	MANAGERIAL ACCOUNTING		FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	
49	241101	3123	PRINCIPLES OF MANAGEMENT		FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	

By using the Crs02 Course Application, Courses can be searched with features such as Faculty and Department and listed in the results. Thus, course details can be accessed without using the course catalog.



Academic Year Course Description crs03

Academic Year Course Filter

Academic Year: 2021-2022  
 Education Semester: Spring  
 Course Code:   
 Course Name:   
 Section:   
 Note Input Status:   No Notes Entered  
 Education Language:

Faculty: FACULTY OF ENGINEERING AND ARCHITECTURE  
 Department: Computer Science  
 Option:   
 Class:   
 Teaching Plan:   Those Without the Teaching Plan  
 Responsible Faculty Member:

Search in the Joined Section  Merged With Another Section

Catalog No	Course Code	Course No	Course Name	Section	Faculty Member No	Responsible Faculty Member	Most Quota
1641	CS 102	6437	Computer Applications		755	Instructor KRISTI GOREA	0
1664	CS 103	6528	Introduction to Computer Science and Engineering	1	604	Assistant Lecturer MARJANA PRIFTI-SKENDULI	40
1664	CS 103	6528	Introduction to Computer Science and Engineering	2	604	Assistant Lecturer MARJANA PRIFTI-SKENDULI	40
1665	CS 104	6532	Introduction to Programming	1	735	Instructor NELDA KOTE	25
1665	CS 104	6532	Introduction to Programming	2	760	Instructor Fiona Teli	25
1665	CS 104	6532	Introduction to Programming	3	759	Instructor Emiranda Loka	25
1733	CS 203	6653	Database Systems		306	Instructor DENIS SAATCIU	0
1412	CS 206	6006	Algorithms and Complexity	1	453	Assistant Lecturer ELTON BALLHYSA	0
1412	CS 206	6006	Algorithms and Complexity	2	744	Instructor ODETA SHKRELI KROMICI	0
689	CS 207	4597	System Analysis and Design	1	760	Instructor Fiona Teli	0
689	CS 207	4597	System Analysis and Design	2	760	Instructor Fiona Teli	0
1678	CS 208	6588	Data Structures	1	561	Assistant Lecturer OLTIONA SULA	0
1678	CS 208	6588	Data Structures	2	561	Assistant Lecturer OLTIONA SULA	0
1636	ENG 101	6384	Composition I		418	Assistant Lecturer MICHELE ELIZABETH BURING-PANI	0

In the Crs03 Academic Year Course application, the courses taught in the semesters, the branches opened, and the faculty members who teach the course are followed in detail.

Academic Year Course Description crs03

Course

Academic Year: 2021-2022  
 Faculty:   
 Department:   
 Option:   
 Class:

Academic Period: Spring  
 Course Code:   Catalog No:  Course No:   
 Course Name:   
 Section:   
 Language of Education:

Faculty Members

Title	Name	Surname	Responsible
No data to display			

Fee

Theoretical:  Lab:  Total:

Quota

At least:  Most:  Remainder:  Outside Department Most:

Merged Section

Faculty:  Course Code:  Catalog No:  Course No:   
 Department:  Course Name:

On the course description screen of the academic year, which can be accessed by clicking the update button from the list, the branch information of the course, the faculty members, and the responsible faculty member can be defined. In addition, branch merge or branch merger cancellation transactions are also performed.



Academic Year Course Description crs03

Academic Year Course Filter

Academic Year: 2021-2022  
 Education Semester: Spring  
 Course Code:   
 Course Name:   
 Section:   
 Note Input Status:  No Notes Entered  
 Education Language:

**Courses to be collectively created in the academic year**

Ođretim Yılı: 2021-2022  
 Ođretim Dönemi: Spring  
 Fakülte: FACULTY OF ENGINEERING AND ARCHITECTURE  
 Bölüm: Computer Science  
 Course Type: Essential  
 Dersin Türü: Elective  
 Elective Course Group: ECS  
 Let Removed Courses Also Open  
 Year of Removal: 2021-2022

Course No	Course Name	Section	Faculty Member No	Responsible Faculty Member	Most Quota
6437	Computer Applications	755		Instructor KRISTI GOREA	0
604	Introduction to Computer Science and Engineering	1	604	Assistant Lecturer MARJANA PRIFTI-SKENDULI	40
604	Introduction to Computer Science and Engineering	2	604	Assistant Lecturer MARJANA PRIFTI-SKENDULI	40
6532	Introduction to Programming	1	735	Instructor NELDA KOTE	25
6532	Introduction to Programming	2	760	Instructor Fiona Teli	25
6532	Introduction to Programming	3	759	Instructor Emiranda Loka	25
6653	Database Systems		306	Instructor DENIS SAATCIU	0
6006	Algorithms and Complexity	1	453	Assistant Lecturer ELTON BALLHYSA	0
6006	Algorithms and Complexity	2	744	Instructor ODETA SHKRELI KROMICI	0
4597	System Analysis and Design	1	760	Instructor Fiona Teli	0
4597	System Analysis and Design	2	760	Instructor Fiona Teli	0
6588	Data Structures	1	561	Assistant Lecturer OLTIONA SULA	0

With the Create Collective Academic Year Course feature, the Faculty Department is selected as a class if desired, and courses of the selected period and annual courses are assigned to the selected academic year and semester. A branch was created for each of them.

Academic Year Course Description crs03

Academic Year Course Filter

Academic Year: 2021-2022  
 Education Semester: Spring  
 Course Code:   
 Course Name:   
 Section:   
 Note Input Status:  No Notes Entered  
 Education Language:

**Enter the number of Sections you want to create.**

Letter  Number

Course No	Course Name	Section	Faculty Member No	Responsible Faculty Member	Most Quota
6437	Computer Applications	755		Instructor KRISTI GOREA	0
604	Introduction to Computer Science and Engineering	1	604	Assistant Lecturer MARJANA PRIFTI-SKENDULI	40
604	Introduction to Computer Science and Engineering	2	604	Assistant Lecturer MARJANA PRIFTI-SKENDULI	40
6532	Introduction to Programming	1	735	Instructor NELDA KOTE	25
6532	Introduction to Programming	2	760	Instructor Fiona Teli	25
6532	Introduction to Programming	3	759	Instructor Emiranda Loka	25
6653	Database Systems		306	Instructor DENIS SAATCIU	0
6006	Algorithms and Complexity	1	453	Assistant Lecturer ELTON BALLHYSA	0
6006	Algorithms and Complexity	2	744	Instructor ODETA SHKRELI KROMICI	0
4597	System Analysis and Design	1	760	Instructor Fiona Teli	0
4597	System Analysis and Design	2	760	Instructor Fiona Teli	0
6588	Data Structures	1	561	Assistant Lecturer OLTIONA SULA	0

If a course is divided into branches, the Create Branch Property is used. He was selected from the course search list. Then, the number of branches to be divided into is written. Letters such as A, B, and C or numbers such as 0, 1, 2, and 3 can be used as branch names.



Academic Year Course Description crs03

Academic Year Course Filter

Academic Year: 2021-2022 Faculty: FACULTY OF ENGINEERING AND ARCHITECTURE  
 Education Semester: Spring Department: Computer Science  
 Course Code: Course No.:  
 Course Name: Class:  
 Section: Teaching Plan:  Those Without the Teaching Plan  
 Note Input Status:  No Notes Entered Responsible Faculty Member:   
 Education Language:  Search in the Joined Section  Merged With Another Section

Catalog No	Course Code	Course No	Course Name	Section	Faculty Member No	Responsible Faculty Member	Most Quota
1641	CS 102	6437	Computer Applications		755	Instructor KRISTI GOREA	0
1664	CS 103	6528	Introduction to Computer Science and Engineering	1	604	Assistant Lecturer MARJANA PRIFTI-SKENDULI	40
1664	CS 103	6528	Introduction to Computer Science and Engineering	2	604	Assistant Lecturer MARJANA PRIFTI-SKENDULI	40
1665	CS 104	6532	Introduction to Programming	1	735	Instructor NELDA KOTE	25
1665	CS 104	6532	Introduction to Programming	2	760	Instructor Fiona Teli	25
1665	CS 104	6532	Introduction to Programming	3	759	Instructor Emiranda Loka	25
1733	CS 203	6653	Database Systems		306	Instructor DENIS SAATCIU	0
1412	CS 206	6006	Algorithms and Complexity	1	453	Assistant Lecturer ELTON BALLHYSA	0
1412	CS 206	6006	Algorithms and Complexity	2	744	Instructor ODETA SHKRELI KROMICI	0

### CRS04 Course Registration Status

**Purpose and Scope:** This study shows the registration status of all university students at the time of online registration.

**Description:** Online Course registration (during the active academic year and semester) is completed with the *advisor's Approval* after the *Student Approval*. Some students can register for courses by going directly to an advisor. Alternatively, after the student was enrolled, the advisor may not have given consent. If the approval status is '1, approved students can be listed, and if the approval status is '0, students with unapproved status can be listed. Confirmation of Enrollment shows the latest status of the approval process.

### CRS05 Student Section Assignment

**Purpose and Scope:** This application is used to assign or change branches to students.

**Description:** First, after the branches of the course are defined in the '*CRS03 Academic Year Course Description*' application, the students enrolled in the course are listed and assigned to the branches of the course.

Student Section Assignment crs05

Student Branch Assign

Academic Year: 2021-2022 Education Semester: Spring Faculty:   
 Course Code:  Course No.:  Department:   
 Catalog No.:  Class:   
 Course Name:   
 Branch Selection:  Show All Branches  Temporary Recorded Students  
 Branch:

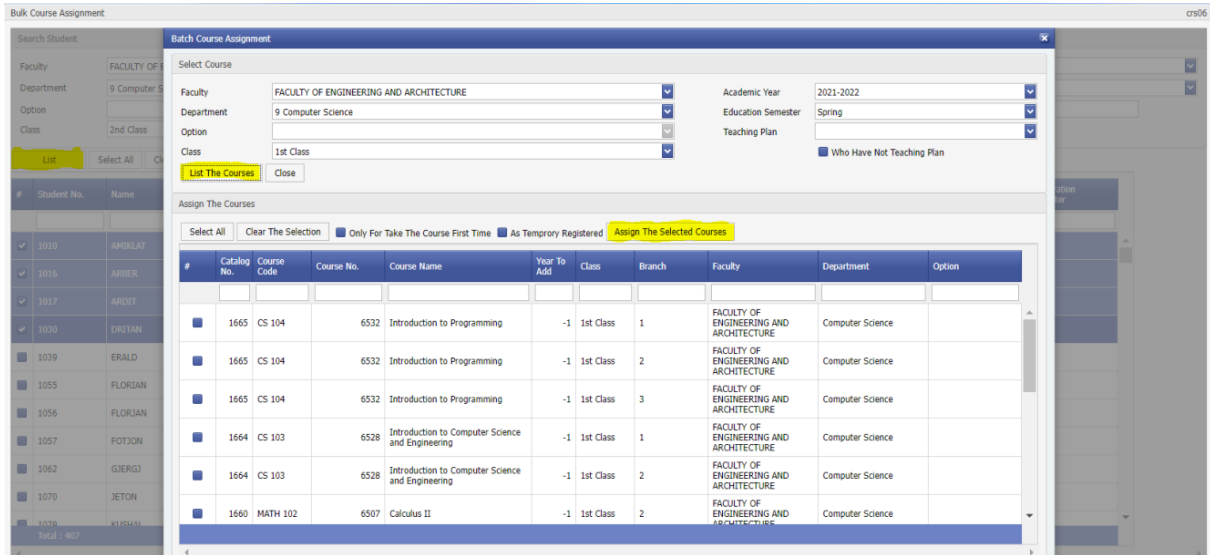
Drag a column header here to group by that column

#	Branch	Student No.	Student Name	Student Surname	Student Faculty	Student Department	Student Option	Student Class	Student Status	Catalog No	Course Code	Course No	Co
No data to display													



Students are selected by listing and assigned to the desired branch with 'Assign Bulk Branch.'

### CRS06 Bulk Course Assignment



**Purpose and Scope:** This application allows a single student or students to assign courses collectively.

**Description:** The application is often used to assign 'preparatory' or 1st year courses collectively to students admitted to university for the first time. The assignment process can be conducted on a departmental basis. For the courses to be assigned to be listed, the courses must be opened in the relevant semester in the 'CRS03 Academic Year Course Description' application. If there are branch definitions of the courses offered, the course assignments on the student are made based on the branch.

Toplu Ders Atama

Öğrenci Arama

Fakülte: FEN EDEBİYAT FAKÜLTESİ

Bölüm: 12 MATEMATİK

Opsiyon:

Kayıt Yılı: 2013

Sınıf: 1. sınıf

Öğretim Yılı: 2013-2014

Öğretim Dönemi: 1-Güz

Öğrenci No:

Listele

Listelenen Öğrencilere Ders Ata

Step 1

Step 2

Step 3

Ders Seç

Fakülte: FEN EDEBİYAT FAKÜLTESİ

Bölüm: 11 İSTATİSTİK

Sınıf: 1. sınıf

Öğretim Yılı: 2013-2014

Öğretim Dönemi: 1-Güz

Dersleri Listele

Step 4

Seçilen Dersleri Ata

#	Ders Kodu	Konuluğu Yılı	Ders Adı	Sınıf	Şube
<input checked="" type="checkbox"/>	IST103	0	Ölçme I	1. sınıf	A
<input checked="" type="checkbox"/>	IST107	0	İşletme I	1. sınıf	A
<input checked="" type="checkbox"/>	IST109	0	İktisat I	1. sınıf	A
<input checked="" type="checkbox"/>	MAT181	0	İktisat I	1. sınıf	A
<input checked="" type="checkbox"/>	SOS123	0	Sosyoloji I	1. sınıf	A
<input checked="" type="checkbox"/>	IST203	0	Doğrusal Programlama I	1. sınıf	A
<input checked="" type="checkbox"/>	MAT281	0	Analiz II	1. sınıf	A
<input type="checkbox"/>	IST301	0	Örnekleme	1. sınıf	A
<input type="checkbox"/>	MAT381	0	Diferansiyel Denklemler I	1. sınıf	A
<input type="checkbox"/>	IST401	0	Çok Değişkenli Analiz I	1. sınıf	A

Page 1 of 3 (24 items) < Prev 1 2 3 Next >

Screen grd06-01

### CRS07 Course Schedule

**Purpose and Scope:** This is applied when the weekly course schedule is entered. In addition, the weekly course schedule of the student/instructor/classroom can be viewed, and if there are conflicting courses, they can be checked.

**Description:** If the Weekly Course Schedule is defined before course registration, the student is notified of course conflicts, if any, during course registration on the internet. In addition, students can view their course schedule weekly after course registration.

To define the weekly course schedule:

- 'With the 'Course Hours' button, the start and end times of the courses should be defined based on the faculty.



Course Schedule crs07

Student Based  
Student ID:    Student Name:

Faculty Member Based  
Faculty Member No:    Title Name:   
Surname:

Department-Class Based  
Faculty:  Academic Year:  2021-2022  
Department:  Academic Period:  Spring  
Option:

Class:  Course:   
Section:  Classroom:   
Faculty Member:  Course Type:

List New Course Hours Classrooms Export to Excel Overlapping Courses

Synchronize with the Academic Year Course   All faculty members

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 <sup>00</sup>						
9 <sup>00</sup>						
10 <sup>00</sup>						
11 <sup>00</sup>						
12 <sup>00</sup>						
13 <sup>00</sup>						
14 <sup>00</sup>						
15 <sup>00</sup>						
16 <sup>00</sup>						
17 <sup>00</sup>						

Screen crs07-01

- 'With the 'Classrooms' button, classrooms such as Classrooms, Lecture Halls, Lab can be registered on the basis of the university, if desired, without selecting the faculty, department; If desired, it can be defined on the basis of the faculty, if desired, on the basis of the department.

The course schedule is displayed by listing on the basis of faculty, department, and class.

By pressing the 'New' button, the identification detail screen was opened.

For the courses to be selected, they must be opened in the relevant semester in the '*CRS03 Academic Year Course Description*' application. The instructor who teaches the course comes from the definitions in the '*CRS03 Academic Year Course Description*' application. Registration is done by entering the day, time, and classroom and, if desired, explanation information.

If a course is given in more than one course hour, the Detail Definition screen opens when clicking on the weekly course schedule for ease of registration. Here, you can change the time, select the '*New Record*' sign and press the '*Save*' button.

With the '*Synchronize with Academic Year Course*' button on the first screen, if there are any deleted branches or courses in the '*CRS03 Academic Year Course*', it deletes these records from the course schedule, and if the instructor has changed, it updates this information. If the '*Prepare Report*' button is selected and the '*all faculty members*' option is selected, it lists the information entered in the weekly course schedule in excel environment.

### *GRD01 Grade Entry*

**Purpose and Scope:** This is an application where grades are entered on a course basis. Depending on the regulations, it works according to numeric/letter/letter-relative grading systems. The grades of the courses can be taken as 'transcripts' on a course basis.



**Description:** During grade entry, the weights of the exams are defined with 'Exam Definitions'. The calculation process was carried out with a relative calculation. If a faculty member enters grades online, the grades at the time of the faculty member's final registration can be viewed with this

Course Loads (crs10)

Calculation

application .The final Registration can be reversed.

The screenshot shows the 'Grade Entry' application interface. At the top right, the identifier 'grd01' is visible. Below the title bar is a 'Filter' section with dropdown menus for Year (2021-2022), Term (Spring), Faculty (All), Department (All), Class (All), and Status (All). Below the filter is a table with the following columns: Year, Term, Faculty, Department, Option, Course Code, Course Name, Class, Section, Instructor, Status, and Status Date. The table contains 11 rows of data. At the bottom of the interface, there is a 'Process' bar with buttons for 'Grade Entry', 'Grade Entry Report', 'Undo Grade Entry', 'Excel', 'Unapproved Courses (Final)', and 'Unapproved Courses (Make-Up)'. The page number 'Page 1 of 10 (91 items)' is also visible.

Year	Term	Faculty	Department	Option	Course Code	Course Name	Class	Section	Instructor	Status	Status Date
2021 - 2022	Spring	FACULTY OF LAW AND SOCIAL SCIENCI	Law		LAW 207	CIVIL LAW II	2nd Class		Instructor PLARENT RUKA	Grades not entered	
2021 - 2022	Spring	FACULTY OF LAW AND SOCIAL SCIENCI	Law (UOG)		773105	Administrative Procedures	4th Class		Instructor OLSI VANGJELI	Grades not entered	
2021 - 2022	Spring	FACULTY OF ENGINEERING AND ARCHI	Architecture		ARCH 108	Introduction to Architecture	1st Class		Instructor DANIELA KAVAJA	Grades not entered	
2021 - 2022	Spring	FACULTY OF ENGINEERING AND ARCHI	Architecture		ENG 102	Composition II	1st Class	1	Assistant Lecturer ENKLEVA PRIFTI	Grades not entered	
2021 - 2022	Spring	FACULTY OF ENGINEERING AND ARCHI	Architecture		ENG 102	Composition II	1st Class	3	Assistant Lecturer ENKLEVA PRIFTI	Grades not entered	
2021 - 2022	Spring	FACULTY OF ENGINEERING AND ARCHI	Architecture		ENG 102	Composition II	1st Class	5	Assistant Lecturer ELOHA ZIREK (QYRA	Grades not entered	
2021 - 2022	Spring	FACULTY OF LAW AND SOCIAL SCIENCI	Law		ENG 102	Composition II	1st Class	2	Assistant Lecturer KLODJANA SHENDAJ	Grades not entered	
2021 - 2022	Spring	FACULTY OF LAW AND SOCIAL SCIENCI	Law		ENG 102	Composition II	1st Class	4	Assistant Lecturer KLODJANA SHENDAJ	Grades not entered	
2021 - 2022	Spring	FACULTY OF LAW AND SOCIAL SCIENCI	Law		IR 102	Introduction to Sociology	1st Class		Instructor EDA GEMI	Grades not entered	
2021 - 2022	Spring	FACULTY OF LAW AND SOCIAL SCIENCI	Law		HIST 101	History of the Albanian State	1st Class		Prof. Dr. BLERINA KUQI	Grades not entered	

Screen grd01-01

### CRS10 Course Load Description

**Purpose and Scope:** In an academic year, it is the application in which the maximum Credit Load and maximum Number of Courses that students can take during course registration on the basis of faculty/department/class / course schedule are defined.



Class	Academic Period	Course Load	Total credit range		Threshold
1. Class	Fall	15			
1. Class	Spring	15			
2. Class	Fall	15	>= 30	<= 44	Threshold1
2. Class	Spring	15	>= 45	<= 59	Threshold1.3
3. Class	Fall	15	>= 60	<= 74	Threshold1.5
3. Class	Spring	15	>= 75	<= 89	Threshold1.7
4. Class	Fall	15	>= 90	<=104	Threshold1.8
4. Class	Spring	15	>= 105		Threshold1.9

Note: The credit load of each department is different. The above is just the example.

**Description:** At the same time, according to the definitions herein, the student's academic disability checks work in conjunction.

(4) Genel not ortalaması (CGPA) aşağıdaki limitlerin altında olan ve dört yıllık programlara kayıtlı öğrencilere Madde 23(6), 23(7) ve 23(9)'da belirtilen kıstaslar uygulanır.

İkinci Akademik Dönem veya 1. Yıl sonunda	1.00
Üçüncü Akademik Dönem sonunda	1.30
Dördüncü Akademik Dönem sonunda	1.50
Beşinci Akademik Dönem sonunda	1.70
Altıncı Akademik Dönem sonunda	1.80
Yedinci Akademik Dönem sonunda	1.90

(5) Genel not ortalaması (CGPA) aşağıdaki limitlerin altında olan ve 2 yıllık programlara kayıtlı öğrencilere Madde 23(6), 23(7) ve 23(9)'da belirtilen kıstaslar uygulanır:



Course Load Description crs10

Academic Year: 2021-2022 Academic Semester: Spring

Class:  Search

Academic Year	Academic Semest	Faculty Name	Department Name	Class	Option Name	Teaching Plan	Maximum Course Count	Maximum Course L
No data to display								

No data to paginate | < Prev | Next >

Screen crs10-01

With the 'Edit' option, the number of credits and course scan be entered and saved with 'Update.'The list of defined faculties, departments, and teaching plans was synchronized. Course load definitions can be imported into Excel/Pdf environments if desired.

#### GRD04 List of Students whose Grades are not Entered

**Purpose and Scope:** This is an application used to list students whose grades have not been entered after the grade entry process is completed. Simultaneously, it is checked whether the course/branch taken by the student is assigned to a faculty member. Doing this before the note entry process can be helpful in finding missing definitions.

**Description:** After the course registration, after the 'excuse' registration, some students may not have entered grades due to the fact that they were not assigned a branch in the courses reserved for branches. The grade entry stage status of course-based grade entries (entering the instructor from the Internet) is also made from the 'CRS03 Academic Year Course Description' application. On the other hand, this application provides student-based grade entry control. It can be used for control purposes in cases where student affairs make grade entries.

List of Students Whose Grades are not Entered grd04

The Filter

Faculty: FACULTY OF LAW AND SOCIAL SCIENCES

Department:

Year - Semester: 2021 Spring

Those who are not assigned to any faculty member

Only Those Who Will Take the Make-Up Exam

Drag a column header here to group by that column

Faculty	Department	Student No	Name	Surname	Class	Section	Course Code	Course Name	Öğretim Üyesi
No data to display									

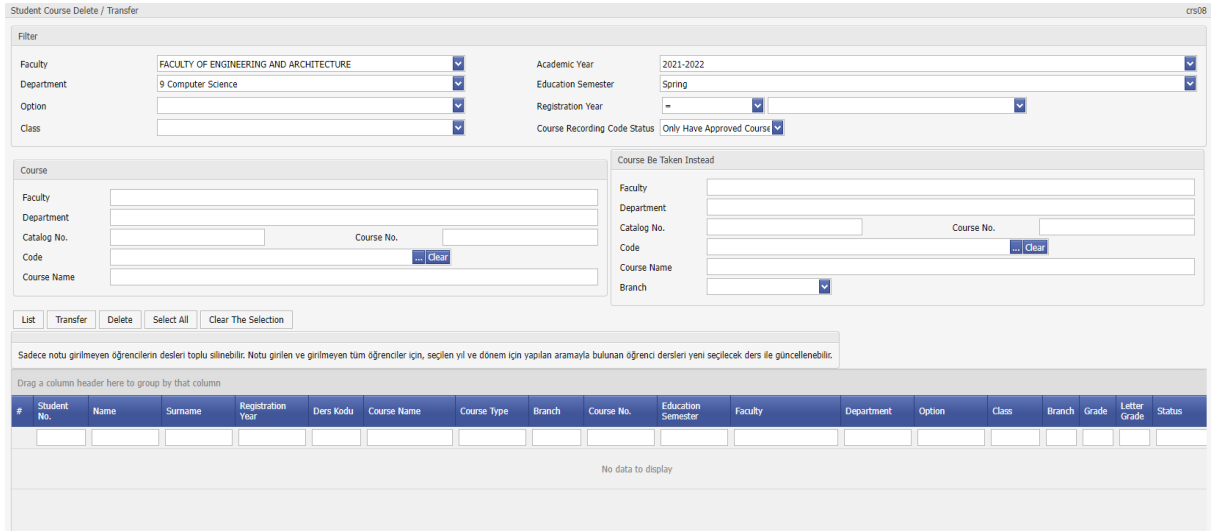
Screen grd04-01



## CRS08 Student Course Deletion/Transfer

**Purpose and Scope:** It is used to delete course registrations of students enrolled in a course collectively or transfer them to another course.

**Description:** The process can be performed in the current academic year. After the relevant course is selected and listed, the course must not be graded for the students to be deleted or transferred to another course.



The screenshot shows the 'Student Course Delete / Transfer' interface. It features a filter section with dropdown menus for Faculty (FACULTY OF ENGINEERING AND ARCHITECTURE), Department (9 Computer Science), Academic Year (2021-2022), Education Semester (Spring), Registration Year, and Course Recording Code Status (Only Have Approved Course). Below the filter are two sections for course selection: 'Course' and 'Course Be Taken Instead', each with input fields for Faculty, Department, Catalog No., Course No., Code, Course Name, and Branch, and a 'Clear' button. At the bottom, there is a table with columns: #, Student No., Name, Surname, Registration Year, Ders Kodu, Course Name, Course Type, Branch, Course No., Education Semester, Faculty, Department, Option, Class, Branch, Grade, Letter Grade, and Status. The table is currently empty, displaying 'No data to display'.

Screen crs08-01

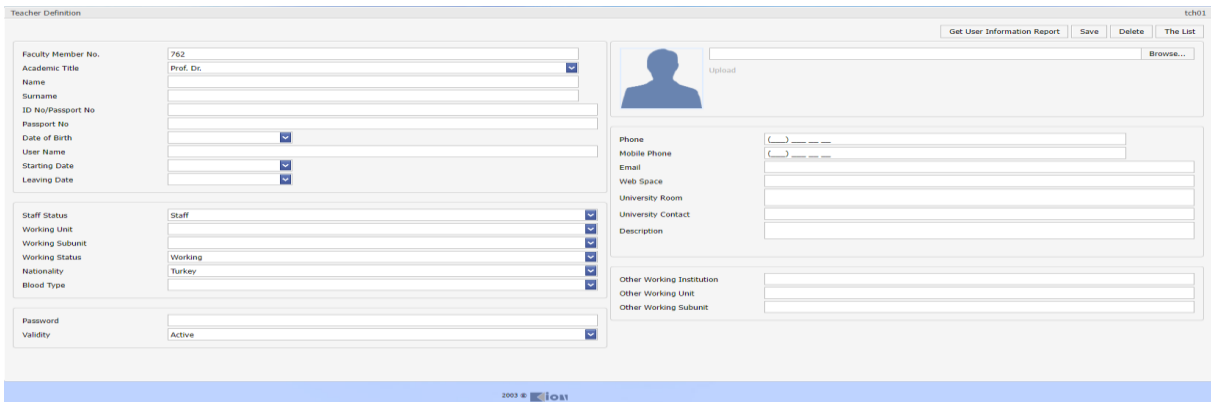
## Teacher Definition

The gold (Teacher Definition) screen of the Faculty Member tab is shown.

### TCH01 Teacher Definition

**Purpose and Scope:** This is an application in which faculty members are defined and their information is updated.

**Description:** When defining a new faculty member, it must be checked by calling with the surname to avoid registering duplicate faculty members. Often, the mistake is to search for faculty members with faculty information and register it multiple times by different faculties.



The screenshot shows the 'Teacher Definition' interface. It features a form with various input fields and dropdown menus. The form is divided into several sections: Faculty Member No. (762), Academic Title (Prof. Dr.), Name, Surname, ID No./Passport No., Passport No., Date of Birth, User Name, Starting Date, Leaving Date, Staff Status (Staff), Working Unit, Working Subunit, Working Status, Nationality (Turkey), Blood Type, Password, and Validity (Active). There is also a section for 'Other Working Institution' with fields for Other Working Unit and Other Working Subunit. The interface includes a 'Get User Information Report' button, 'Save', 'Delete', and 'The List' buttons. A profile picture upload area is also visible.

Faculty members log into the system from the *faculty member website* with their information and passwords in the e-mail field. If their working status is changed to 'dropped', they will not be able to log in from the website. If a photo of a faculty member is transferred to the system, they will be able to see it when they enter the website. Similarly, the students he advises will be able to see the advisor's photo, the room at the university, and phone information.

The list of units where faculty members work includes the faculties defined in the system and the units defined in the '*DEF06 Unit Definition for Faculty Members*' application. Under the Rectorate unit, units such as the School of Foreign Languages and Turkish Language Research Institute can also be defined.

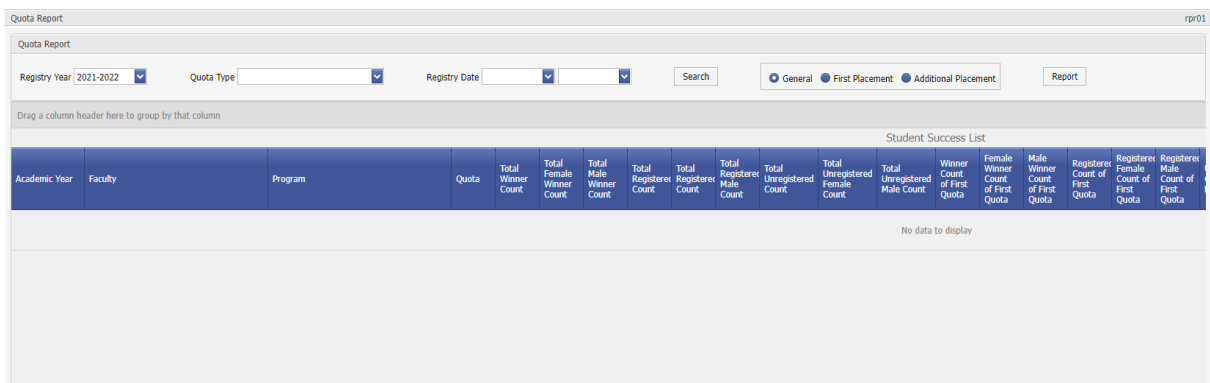
## Report

The use of the gold (Quota Report, Course Class Report, Course Quota Report, Success Report, KYK List, ÖSYM Report, YÖKSİS Report, KYK Monthly Status Report, Course-based Success Report, Success Statistics, ÖSYM Numbers, Survey Results, and Prerequisite Report) screens of the Report tab is shown.

### *RPR01 Quota Report*

**Purpose and Scope:** This report shows the number of quotas based on departments List and the number of students placed and enrolled during the first registrations to the university.

**Description:** Quota numbers should be entered in advance with the '*Definition of the ENR01 ÖSYM Code* application.



Academic Year	Faculty	Program	Quota	Total Winner Count	Total Female Winner Count	Total Male Winner Count	Total Registered Count	Total Registered Male Count	Total Registered Female Count	Total Unregistered Count	Total Unregistered Male Count	Total Unregistered Female Count	Winner Count of First Quota	Female Winner Count of First Quota	Male Winner Count of First Quota	Registered Count of First Quota	Registered Female Count of First Quota	Registered Male Count of First Quota
No data to display																		

### *RPR02 Course Class Report*

**Purpose and Scope:** It is the application used to get the 'Class list/Attendance list/Grade notification list' after Course Registrations.

**Description:** Class lists appear under the merged courses if the courses have been merged ('*CRS03 Academic Year Course Description*').



After selecting the listing options, the 'Inquire' button displays the students as a list, and after the list option such as 'Class List' is checked, the 'Report' button is pressed.

Screen rpr02-01

### RPR03 Course Quota Report

**Purpose and Scope:** This report is used to determine the number of students on the basis of courses.

**Description:** After the course registration process is completed, the number of students per course can be monitored.

Screen rpr03-01

### RPR09 Student Number Report

**Purpose and Scope:** This is an application in which the number of students is shown as a table on the basis of girls/boys and classes.

**Description:** If the current year and semester or the date of the day are entered as the update date, the currently enrolled students will be listed. It must be equal to the number of registered students in the 'STD01 Student Search' application; if it is not equal, it may be due to incomplete/undefined information such as gender. When the 'Student Numbers' button is pressed after the 'list' operation, the relevant table is created as excel.



Student Numbers Report rpr09

Year / Semester: 2021-2022 Spring

Student Status: All

Status Detail: empty

Faculty: FACULTY OF ENGINEERING AND ARCHITECTURE

Department: 9 Computer Science

Option: [ ]

Quota Type: [ ]

Scholarship Type: [ ]

Scholarship Status: Not Certain

Registration Year: [ ]

Status Date: [ ]

Update Date: [ ]

ID No/Passport N	Student No.	Name Surname	Faculty	Department	Option	Registration	Graduation Date	Study Level	Gender	Quota Type	Scholarship Type	Scholarsh
1030	1030	DRITAN TAKO	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		2002		Undergraduate	Male	UNYT	Regular	Not Certa
1039	1039	ERALD DORE	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		2002		Undergraduate	Male	UNYT		
1055	1055	FLORIAN HAJRO	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		2002		Undergraduate	Male	UNYT		
1079	1079	KUSHAL PANDEY	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		2002		Undergraduate	Male	UNYT		
1081	1081	LORENC LITI	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		2002		Undergraduate	Male	UNYT		
1084	1084	MAHDI HADDADI	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		2002		Undergraduate	Male	UNYT		
1101	1101	SHAHIN NASERI	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		2002		Undergraduate	Male	UNYT		
1104	1104	SOKOL LIXMETA	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		2002		Undergraduate	Male	UNYT		
1105	1105	SORROUSH SABERI	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		2002		Undergraduate	Female	UNYT		
1110	1110	IRENA BASHA	FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science		2002		Undergraduate	Female	UNYT		

Page 1 of 41 (407 items) < Prev 1 2 3 4 5 6 7 ... 39 40 41 Next >

Screen rpr09-01

### RPR12 Course-Based Success Report

**Purpose and Scope:** This is the application where student courses and their grades are listed.

The results of the courses can be used for collective evaluation in the departments. In the courses, students who have remained in past semesters can be identified and used to estimate the number of students in the next semester. For general course types, such as preparatory classes, pass/fail lists can be taken collectively. Students who have not taken a course are listed. For example, there may be those who have not been assigned an internship course.

**Description:** The results can be listed on the basis of academic year and semester; the latest status option is checked, and if a student has taken the course in the spring and summer semesters, the results for the summer semester are listed.

Course lists are taken based on the course in which the student is enrolled. (Although the course code/department is different, the list is taken on the basis of the course in which he/she is enrolled)

Course Based Success Inquiry rpr12

Filter

Academic Year: 2020-2021

Education Status: Spring

Last Status: [ ]

Course Options:  Course Type  Course  Course Catalog

Course Type: [ ]

Success Status: [ ]

Letter/Grade: [ ]

Student Status: Registered

Faculty: FACULTY OF ENGINEERING AND ARCHITECTURE

Department: 9 Computer Science

Option: [ ]

Department in Turkish: [ ]

Class: [ ]

Registration Year: [ ]

Quota Type: [ ]

List Excel Students Not Take Course

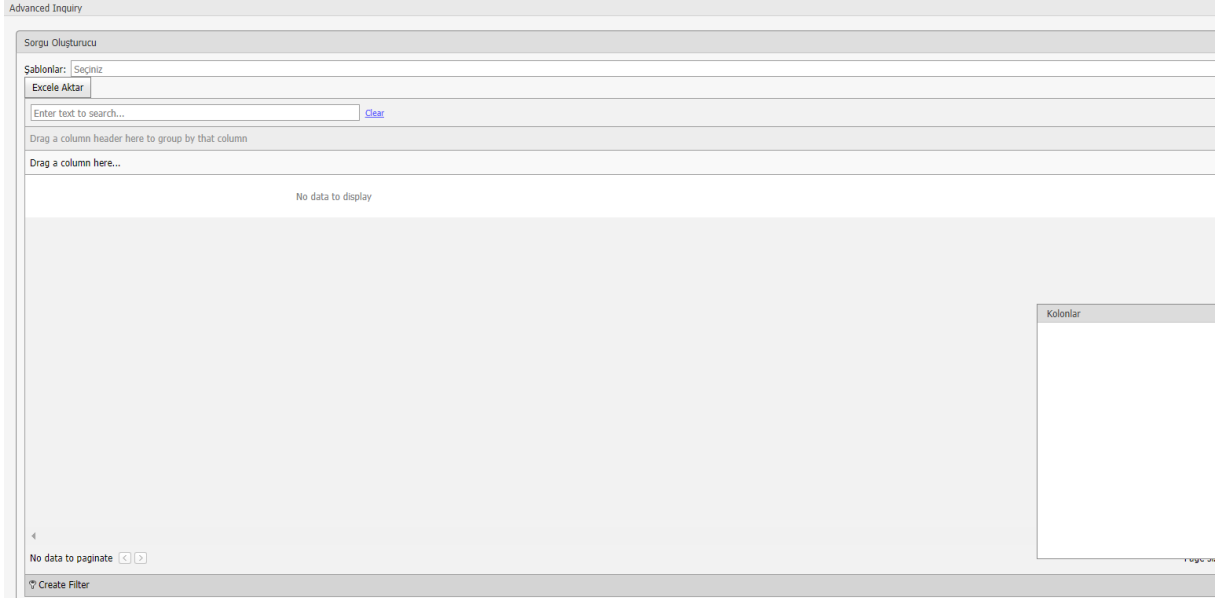
Drag a column header here to group by that column

Academ	Educat	Faculty	Department	Option	Class Of Cou	Course No.	Diers Kodu	Course Name	Course Statu	Course Type	Not Include To Gen	Credit	Theoric	Pratical	Lab	Ects Ore	Quota Type	Student Status	ID No/Pass
No data to display																			

Screen rpr12-01

## RPR18 Advance Inquiry

The advanced report is a screen prepared to receive the special reports requested by the institution. On this screen, you can choose from ready-made query templates, export to Excel, or filter by grouping as desired from the grip below.



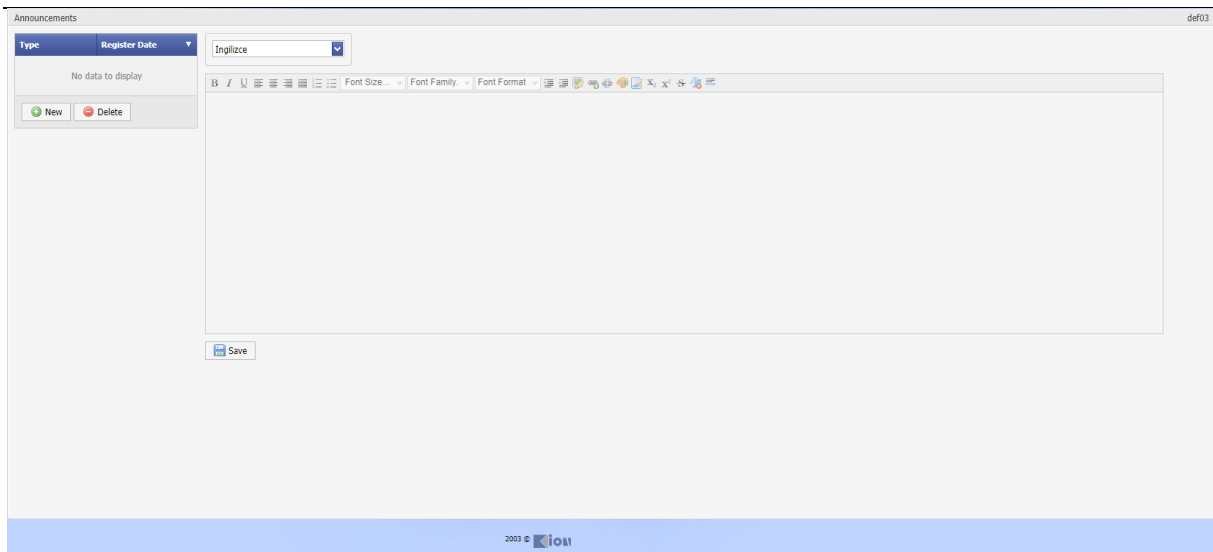
## Definitions

The use of the gold screens (Parameter, Announcement, Unit Definition for Faculty Members, Faculty/Department/Option, Parent/Unit, Diploma Supplement, Calendar Entry, Collective Picture Assignment, Document Definition, University Definitions, District/Military Service Department Branch Definition, and YÖKSİS Unit ID Definition) of the Definition tab is shown.

### DEF03 Announcement

**Purpose and Scope:** It is the application used to publish announcements on the student or faculty member page in the system / to print explanations in applications such as Course Registration, Grade Entry, and Transcript.

**Description:** By selecting New, the Page Type to be Sent and the Registration Date are determined using the list. The announcement that will be published is that with the largest registration date. Previous announcements can be optionally deleted, stored, and archived. With Save Announcement, the announcement begins to be published from the registration date.



Screen def03-01

### DEF08 Faculty / Department / Options

**Purpose and Scope:** With the help of this application, the faculty/vocational school/institute and departments/departments of the university can be created. The existing records can be updated.

**Description:** The 'Faculty / Department / Option' Definition application consists of three separate sections that list the 'Faculty / Department / Option' Information and registered organizations that are used to register new units.

### IDENTIFICATION OF NEWLY OPENED FACULTIES AND DEPARTMENTS

Faculty										
Faculty	Faculty Name	Faculty Short Name	Normal Education Period	Max. Education Period	Faculty Type	Yök Code	Study Level	Regulation	Status	
1	Faculty	01	4	7	Faculty	0	Undergraduate	0	Open	
2	FACULTY OF LAW AND SOCIAL SCIENCES	02	4	7	Faculty	0	Undergraduate	0	Open	
3	FACULTY OF ECONOMY AND BUSINESS	03	4	7	Faculty	0	Undergraduate	0	Open	
4	FACULTY OF ENGINEERING AND ARCHITECTURE	04	4	7	Faculty	0	Undergraduate	0	Open	
5	INSTITUTE OF ECONOMY AND BUSINESS	05	2	3	Institute	0	Masters	0	Open	
6	INSTITUTE OF LAW AND SOCIAL SCIENCES	06	2	3	Institute	0	Masters	0	Open	
7	INSTITUTE OF ENGINEERING AND ARCHITECTURE	07	2	3	Institute	0	Masters	0	Open	

Department															
Departm	Department Name	Department Short Name	Normal Education Period	Max. Education Period	Study Level	Diploma Study Level	Education Type	Upper Group	Option Start Year	Preparat Class	Other Preparat Class	Educatio In Foreign Language	Education Language	Yök Code	Status
11	ENGLISH LANGUAGE & LITERATURE	ENGLISH LANGUAGE & LITERATURE	4	7	Undergraduate		Daytime Education		0	No	No	No	Ingilizce	0	Open
13	ZCOMMUNICATION	ZCOMMUNICATION	4	7	Undergraduate		Daytime Education		0	No	No	No	Ingilizce	0	Open
17	UNDECIDED	UNDECIDED	4	7	Undergraduate		Daytime Education		0	No	No	No	Ingilizce	0	Open
18	OTHER	OTHER	4	7	Undergraduate		Daytime Education		0	No	No	No	Ingilizce	0	Open
43	Univ-COMMUNICATION & JOURNALISM	Univ-COMMUNICATION & JOURNALISM	4	7	Undergraduate		Daytime Education		0	No	No	No	Ingilizce	0	Open
74	SHQIP-ADMINISTRIM BIZNESI	SHQIP-ADMINISTRIM BIZNESI	4	7	Undergraduate		Daytime Education		0	No	No	No	Ingilizce	0	Open
75	SHQIP-FINANCE	SHQIP-FINANCE	4	7	Undergraduate		Daytime Education		0	No	No	No	Ingilizce	0	Open
76	SHQIP-SISTEME TE INFORMACIONIT	SHQIP-SISTEME TE INFORMACIONIT	4	7	Undergraduate		Daytime Education		0	No	No	No	Ingilizce	0	Open
92	Non Registered	Non Registered	4	7	Undergraduate		Daytime Education		0	No	No	No	Ingilizce	0	Open

Screen def08-01

Faculty members defined at the top are listed. To add new faculty information, we first press the 'New' button.

The procedures to be performed before university placement (ÖSYM and DGS) were as follows:

If a new faculty / department has been opened at the university,



## Definitions under Faculty / Department / Option (def01)

(Preparatory-2nd education, etc... Attention should be paid to the information)

In the current faculty/department definitions, it should be checked whether preparatory education is taught in a similar way, and if there is a 2nd education, the accuracy of this information should be checked. This is because when transferring data from the OSYM, the student's class is assigned according to these parameters.

### NEW FACULTY INFORMATION LOGIN

Attention should be paid to the faculty codes. By giving a code that has not been used before, information such as faculty type, education level, and regulation should be selected and recorded.

The screenshot shows a software interface with a table of department and option data. A 'Faculty' dialog box is open, allowing for the entry of faculty-specific information. The dialog box includes fields for Faculty (0), Faculty Name, Faculty Short Name, Normal Education Period, Max. Education Period, Faculty Type (dropdown), Yök Code, Study Level (dropdown), Regulation (dropdown), and Status (dropdown). The background table has columns for Department Name, Department Short Name, Study Level, Diploma Study Level, Education Type, Group, Preparatory Class, Other Preparatory Class, Education in Foreign Language, Education Language, Yök Code, and Status.

Screen def08-02

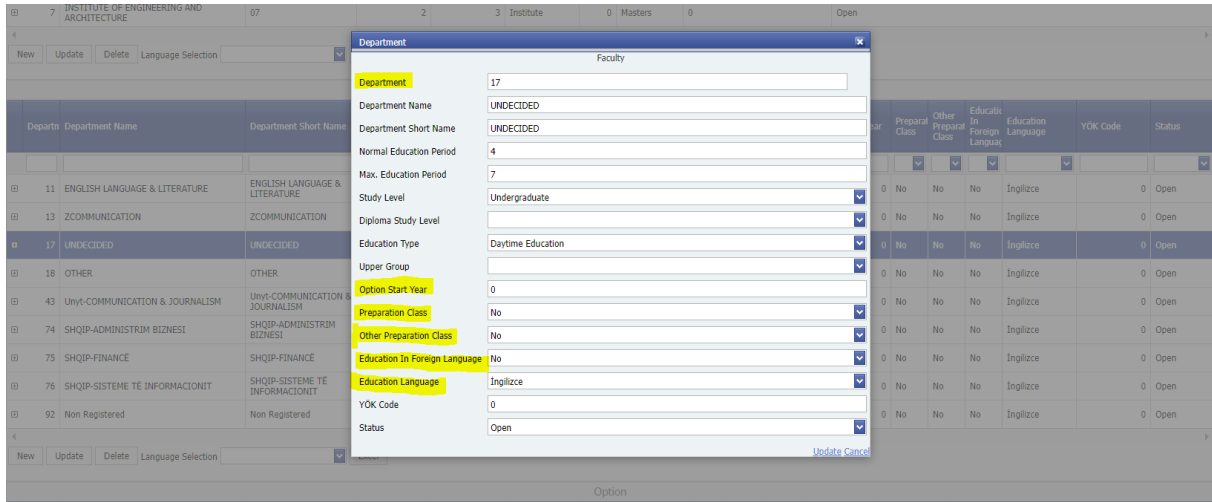
After the faculty information is recorded, department definitions can be made.

### NEW CHAPTER INFORMATION ENTRY

The screenshot shows a software interface with a table of department and option data. The 'Department' header is highlighted in yellow. The table has columns for Department Name, Department Short Name, Normal Education Period, Max. Education Period, Study Level, Diploma Study Level, Education Type, Upper Group, Option Start Year, Preparatory Class, Other Preparatory Class, Education in Foreign Language, Education Language, Yök Code, and Status. The background table has columns for Option Name, Option Short Name, Study Level, Diploma Study Level, Education Type, Group, Preparatory Class, Other Preparatory Class, Education in Foreign Language, Education Language, Yök Code, and Status.

First, the relevant faculty member was selected from the list in the upper department. If there are previously defined departments in the faculty, they are displayed in the department list.

By pressing the 'New' button, new partition information is saved as follows: when saving a new section, special attention should be paid to the section code. Definitions related to preparatory classes should be made correctly.



Preparatory Class: When 'var' is marked, it means (compulsory preparation). While the data of the winning students from OSYM are transferred, the CLASS information of the students who won this section will be transferred as preparation. Preparatory Class: In the sections marked as 'none,' CLASS information is transferred as 1.

### CAL01 Calendar Entry

**Purpose and Scope:** It is the application in which the Process Start and End dates are determined in the programs defined in the university units.

ÖSYM First Registration, Student Course Registration, Final Grade Entries, Semester Midterm Grade Entries. The start and end dates for the processes defined from the parameter application are recorded under the name of the Academic Calendar.

**Description:** With the help of this application, to determine the dates of the process(s) in the faculties/departments, first, selection can be made according to the criteria of **Year, Semester, Faculty, Department, Faculty Type, and Class**. Year, Period is the required field. When the other criteria are left blank, this means that all. Start and end dates of the processes for the faculty/department selected from the list, advisor deadline; Only the selected process for the selected faculty department will be valid.

**Objective:** To ensure that the academic subjects determined by the institutions before the start of the academic year are defined by the start-end dates.





## Job Description

The academic calendar of the institution for the academic year is determined by the recommendation of the units and the senate's decision. The start and end dates of the units begin and end when the time is specified in the academic calendar. According to the decision from the Senate, the academic calendar start and end dates covering an academic year of the university and the units in which they are valid are added.

Academic calendars can be made up to sub-breakdowns on the basis of faculty, department, program, and class.

## Sample Academic Calendar Titles

- **Course-Taking Start-End Date:** The student will be active in taking courses within the specified date range.
- **Midterm Grade Entry (Midterm) Start - End Date:** If defined, midterm grade entries are made within the specified date range.
- **Final Exam Grade Entry (Final):** If defined, midterm grade entries are made within the specified date range.
- **Evaluation Survey:** This allows students who want to see their grades to be surveyed without showing their grades within the specified date range.
- **Days without compulsory attendance:** Course attendance is not within the specified range.
- **Fee payment Start - End Date:** Fee payment will be active within the specified date range.

Calendar Course Registration

Process :

Academic Year: 2021-2022

Semester : Spring

Faculty Type :

List Clear

New Edit Delete

Calendar Course Registration

Drag a column header here to group by that column

Process	Academic Year	Semester	Faculty Type	Faculty Name	Department Name	Class Name	Online Registration Status	Student Starting	Student Ending	Advisor Last	Start Add-Remove	Start Add-Remove	Add-Remove Advisor Last
No data to display													

Excel Pdf

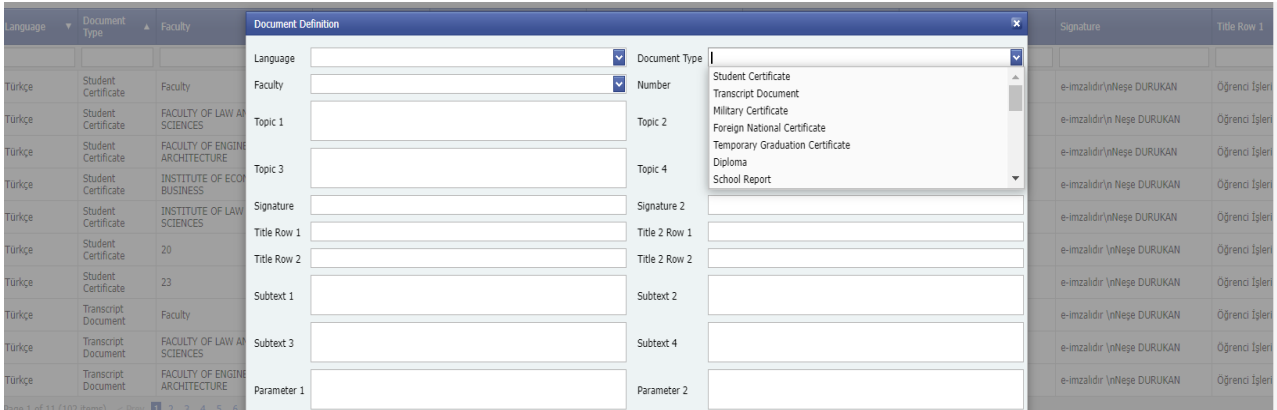
Screen cal01-01

## DEF10 Document Definition

**Purpose and Scope:** It is possible to change the fields such as title, subtext, signature and title to be included in the documents (such as Student Certificate, Military Service Certificate, Transcript, Temporary Graduation Certificate, Diploma, etc.) by using the 'Document Definition' application.

**Description:** As an example in the diploma document, it is necessary to follow these steps to update the document parameters.

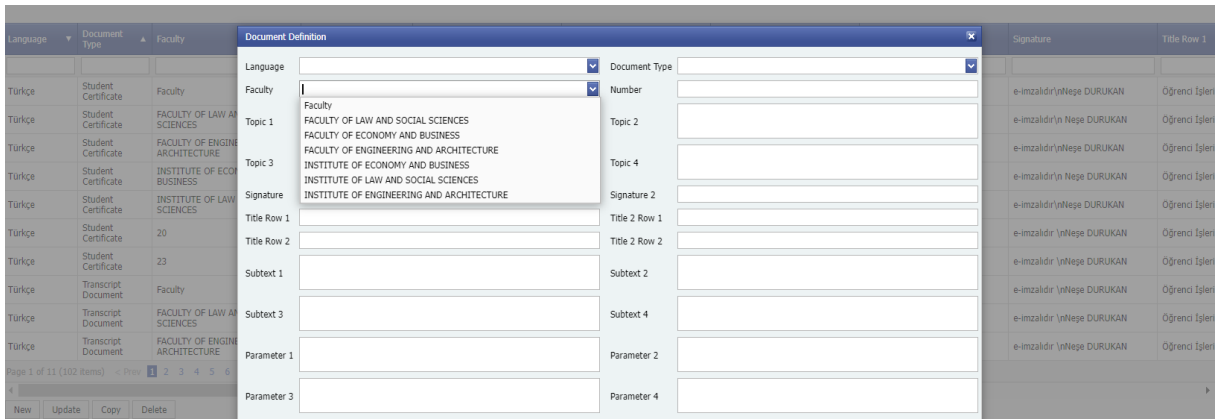
The diploma was selected from the Document Type list.



The screenshot shows the 'Document Definition' dialog box. The 'Document Type' dropdown menu is open, displaying a list of document types: Student Certificate, Transcript Document, Military Certificate, Foreign National Certificate, Temporary Graduation Certificate, Diploma, and School Report. The 'Diploma' option is selected. The background shows a table with columns for Language, Document Type, and Faculty.

Screen def10-01

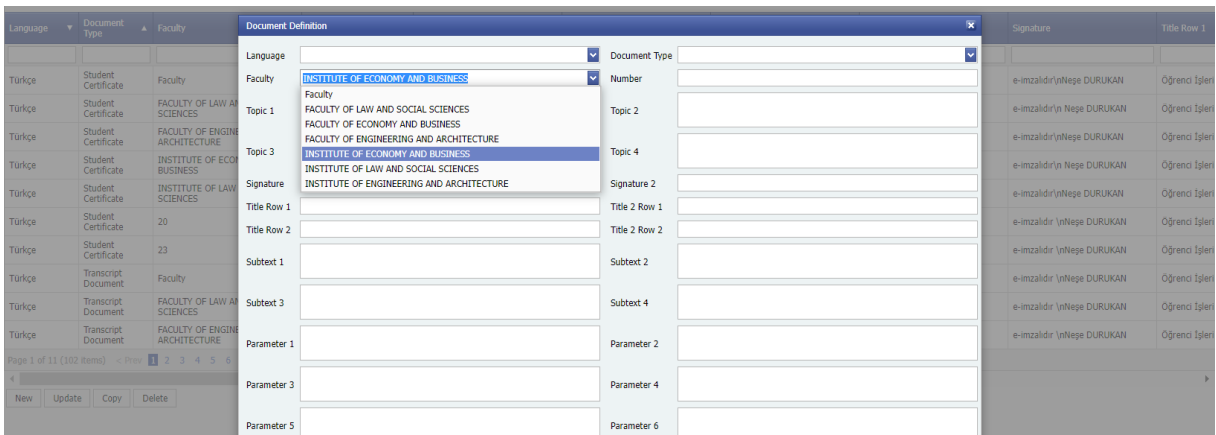
The faculty selection list was open. Initially, the 'University Partner' option was selected. This option allows the document parameters of the Registrar's Office to be used instead of those of any faculty member.



The screenshot shows the 'Document Definition' dialog box with the 'Faculty' dropdown menu open. The list includes 'Faculty' (selected), 'FACULTY OF LAW AND SOCIAL SCIENCES', 'FACULTY OF ECONOMY AND BUSINESS', 'FACULTY OF ENGINEERING AND ARCHITECTURE', 'INSTITUTE OF ECONOMY AND BUSINESS', 'INSTITUTE OF LAW AND SOCIAL SCIENCES', and 'INSTITUTE OF ENGINEERING AND ARCHITECTURE'. The background table is visible with columns for Language, Document Type, and Faculty.

Screen def10-02

To query and then change the diploma parameters of the Faculty of Engineering, the Faculty of Fisheries was marked in the faculty selection list.



The screenshot shows the 'Document Definition' dialog box with the 'Faculty' dropdown menu open. The list includes 'Faculty', 'FACULTY OF LAW AND SOCIAL SCIENCES', 'FACULTY OF ECONOMY AND BUSINESS', 'FACULTY OF ENGINEERING AND ARCHITECTURE', 'INSTITUTE OF ECONOMY AND BUSINESS' (highlighted), 'INSTITUTE OF LAW AND SOCIAL SCIENCES', and 'INSTITUTE OF ENGINEERING AND ARCHITECTURE'. The background table is visible with columns for Language, Document Type, and Faculty.

Screen def10-03

Then, the List button is pressed.

The Filter

Language  Document Class  Faculty  Department

List

Language	Document Type	Faculty	Number	Topic 1	Topic 2	Topic 3	Topic 4	Signature	Title Row 1
Türkçe	Student Certificate	Faculty	85315798-302.10.01-	T.C.	İSTANBUL	29 MAYIS ÜNİVERSİTESİ		e-imzalıdır\NNege DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	FACULTY OF LAW AND SOCIAL SCIENCES	85315798-302.10.01-	T.C.	İSTANBUL	29 MAYIS ÜNİVERSİTESİ		e-imzalıdır\NNege DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	FACULTY OF ENGINEERING AND ARCHITECTURE	85315798-302.10.01-	T.C.	İSTANBUL	29 MAYIS ÜNİVERSİTESİ		e-imzalıdır\NNege DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	INSTITUTE OF ECONOMY AND BUSINESS	85315798-302.10.01-	T.C.	İSTANBUL	29 MAYIS ÜNİVERSİTESİ		e-imzalıdır\NNege DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	INSTITUTE OF LAW AND SOCIAL SCIENCES	85315798-302.10.01-	T.C.	İSTANBUL	29 MAYIS ÜNİVERSİTESİ		e-imzalıdır\NNege DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	20	85315798-302.10.01-	T.C.	İSTANBUL	29 MAYIS ÜNİVERSİTESİ		e-imzalıdır\NNege DURUKAN	Öğrenci İşleri
Türkçe	Student Certificate	23	85315798-302.10.01-	T.C.	İSTANBUL	29 MAYIS ÜNİVERSİTESİ		e-imzalıdır\NNege DURUKAN	Öğrenci İşleri
Türkçe	Transcript Document	Faculty		T.C. İSTANBUL 29 MAYIS ÜNİVERSİTESİ	ÖĞRENCİ İŞLERİ DAİRE BAŞKANLIĞI	ÖĞRENCİ NOT DOKÜMÜ		e-imzalıdır\NNege DURUKAN	Öğrenci İşleri
Türkçe	Transcript Document	FACULTY OF LAW AND SOCIAL SCIENCES		T.C. İSTANBUL 29 MAYIS ÜNİVERSİTESİ	ÖĞRENCİ İŞLERİ DAİRE BAŞKANLIĞI	ÖĞRENCİ NOT DOKÜMÜ		e-imzalıdır\NNege DURUKAN	Öğrenci İşleri
Türkçe	Transcript Document	FACULTY OF ENGINEERING AND ARCHITECTURE		T.C. İSTANBUL 29 MAYIS ÜNİVERSİTESİ	ÖĞRENCİ İŞLERİ DAİRE BAŞKANLIĞI	ÖĞRENCİ NOT DOKÜMÜ		e-imzalıdır\NNege DURUKAN	Öğrenci İşleri

Page 1 of 11 (102 Items) < Prev 1 2 3 4 5 6 7 ... 9 10 11 Next >

Screen def10-04

In the Signature and Title line fields, the information of the dean of the faculty is displayed as Signature 1, and the rector is displayed as Signature 2.

### DEF11 Teaching Plan Definition

The teaching plan definition screen is prepared to create a special plan for the faculty, department, and years of the teaching plan. On this screen, you can add, delete a teaching plan, or add and delete courses within the defined teaching plan.

Teaching Plan Definition def11

Teaching Plan

Faculty  Teaching Plan

Department  Upper Teaching Plan

Start Year

List New Update

Drag a column header here to group by that column

Faculty	Department	Teaching Plan	Upper Teaching Plan	Start Year
No data to display				

List: shows the plans defined according to the criteria in the selected filters.

Update: Used to update the defined plan.

New: Used to add a new curriculum. The names of the faculty, department, and teaching plan are selected, the year is selected, and the teaching plan is defined for the relevant department with save.

Collective Course Assignment: After entering the relevant teaching plan, the faculty where that teaching plan is defined allows you to add or remove the courses opened in bulk.



Faculty	Department	Teaching Plan	Upper Teaching Plan	Start Year
FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	Computer Science New 2021	University Collective Teaching Plan	2021

## Details of Teaching Plan Definition Procedures

To create University, Faculty common course packages, and department course packages in the system, a teaching plan must be defined.

Faculty	Department	Teaching Plan	Upper Teaching Plan	Start Year
FACULTY OF ENGINEERING AND ARCHITECTURE	Computer Science	Computer Science New 2021	University Collective Teaching Plan	2021
FACULTY OF ENGINEERING AND ARCHITECTURE	Information Systems	Information Systems 2021-2022		2021
FACULTY OF ENGINEERING AND ARCHITECTURE	Architecture	Architecture 2021-2022	University Collective Teaching Plan	2021
FACULTY OF ENGINEERING AND ARCHITECTURE	Telecommunication and Network Engineering	Telecommunication and Network Engineering 2021-2022	University Collective Teaching Plan	2021
FACULTY OF ENGINEERING AND ARCHITECTURE	Design	Graphic Design 2021-2022	University Collective Teaching Plan	2021
FACULTY OF ENGINEERING AND ARCHITECTURE	Design	Interior Design 2021-2022	University Collective Teaching Plan	2021
FACULTY OF ENGINEERING AND ARCHITECTURE	Software Engineering	Software Engineering 2021-2022	University Collective Teaching Plan	2021

Definitions > Teaching Plan Definitions: The relevant screen opens via the Definition menu. On the screen that opens, searches can be made on the basis of Faculty, Department, Start Year, Teaching Plan, and Higher Education Plan. After entering the filters, the search was performed with the "List" button.

- The Higher Education Plan refers to the teaching plan one level above that covers the relevant teaching plan. If there is a higher education plan of a teaching plan, the courses in the upper education plan are included in this education plan in addition to the courses in the teaching plan. This structure is designed for joint university and faculty teaching plans (courses).

#	Catalog No	Course Code	Course No.	Course Name
No data to display				

The "New" button is selected to add a new teaching plan to the system. After selecting the faculty, department, starting year, explanation of the plan to be added, if any, and the higher



education plan, the name of the education plan previously added to the system was selected from the "Teaching Plan" field. With the "Save" button, the teaching plan is saved in the system.

To remove an existing teaching plan from the system, the teaching plans are listed. By selecting the teaching plan to be deleted, the plan is opened with the "Update" button. With the "Delete" button, the relevant plan was deleted from the system.

The screenshot shows the "Teaching Plan Definition" window. At the top right, there are buttons for "List", "Save", and "Delete". The "Teaching Plan" section includes dropdown menus for "Faculty" (FACULTY OF ECONOMY AND BUSINESS), "Department" (7 Economics and Finance), "Teaching Plan" (Accounting 2021-2022), "Start Year" (2021-2022), and "Upper Teaching Plan" (University Collective Teaching Plan). Below this, there are buttons for "Assign Bulk Lessons", "Select All", "Clear Selection", and "Delete Selected Courses". The main area is a table titled "Courses Assigned to the Teaching Plan" with columns for Catalog No, Course Code, Course No., and Course Name. The table lists 14 courses, including US History Group, Statistics II, Statistics I, Research Methods in Applied Sciences, Other World Ctr, Natural Science Group, Principles of Management, Mathematics for Business and Finance, Calculus I, Albanian Business and Labor Law, and Legal Issues in Business Environment. At the bottom, it shows "Page 1 of 2 (40 items)" with navigation arrows.

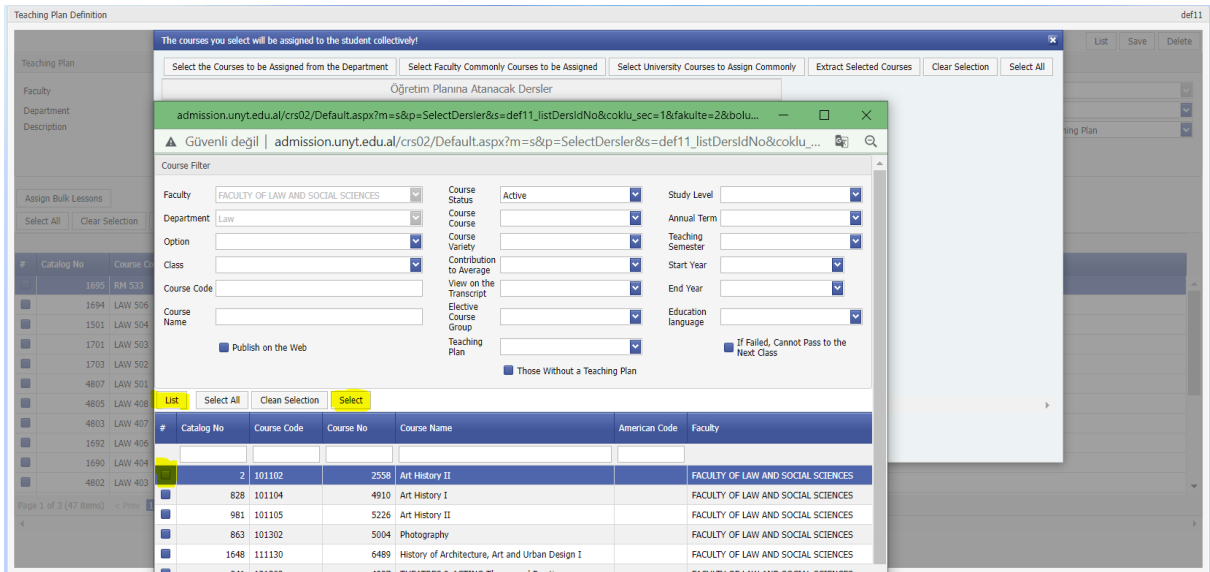
## Adding Courses to the Teaching Plan

After a teaching plan is created, the relevant plan is opened to add lessons. The "Collective Course Processing" button was selected.

The screenshot shows the "Teaching Plan Definition" window with a dialog box open. The dialog box title is "The courses you select will be assigned to the student collectively!". It has three tabs: "Select the Courses to be Assigned from the Department", "Select Faculty Commonly Courses to be Assigned", and "Select University Courses to Assign Commonly". The "Select the Courses to be Assigned from the Department" tab is active, showing a table with columns for #, Catalog No, Course Code, Course No., Course Name, Course Class, Credit, and ECT-Cred. The table is currently empty with the text "No data to display". There are "Cancel" and "Continue" buttons at the bottom of the dialog. In the background, the "Assign Bulk Lessons" button is highlighted with a red box.

On the screen that opens, the courses are listed according to the categories of the courses to be assigned to the teaching plan. Respectively:

- Select Courses to Assign from the Department > Search for courses belonging to the relevant department.
- Select Faculty Courses to be Assigned Jointly > Search for courses offered jointly by the relevant faculty.
- Select Courses to be Assigned to the University > The university searches for courses offered jointly.



The screenshot displays the 'Teaching Plan Definition' software interface. The main window shows a list of courses with columns for Catalog No, Course Code, Course No, Course Name, American Code, and Faculty. A 'List' button is highlighted in yellow. A search filter window is open, showing various criteria like Faculty, Department, Course Status, and Study Level. The search filter window has a 'List' button highlighted in yellow.

#	Catalog No	Course Code	Course No	Course Name	American Code	Faculty
2	101102	2558	Art History II			FACULTY OF LAW AND SOCIAL SCIENCES
828	101104	4910	Art History I			FACULTY OF LAW AND SOCIAL SCIENCES
981	101105	5226	Art History II			FACULTY OF LAW AND SOCIAL SCIENCES
863	101302	5004	Photography			FACULTY OF LAW AND SOCIAL SCIENCES
1648	111130	6489	History of Architecture, Art and Urban Design I			FACULTY OF LAW AND SOCIAL SCIENCES

Courses from any group are searched with the "List" button. After the courses to be selected are marked, continue with the "Select" button.

Which of the selected courses will be added to the curriculum is marked on the left and recorded in the curriculum with the "Continue" button?

## Definition of Authority

The use of the bottom (Program, Role, User) screens of the Domain Definition tab is shown.

### DEF02 Role

**Purpose and Scope:** Role creation is performed as follows. For each user, whatever actions it needs to do are done by assigning the relevant role definition to the user. Users of the department can be authorized to all faculties and sub-functions of all applications. The admin role refers to being in charge of everything.

**Description:** A point of caution is that if the STD01 header is checked, for example, all functions under it are authorized. If authorization is to be given for some functions of STD01, a separate role should be defined and this role should be defined for the relevant users.



Code	Name	Active
admin		<input checked="" type="checkbox"/>
Finance	Finance	<input checked="" type="checkbox"/>
Record Office	Record Office	<input checked="" type="checkbox"/>

- Program: Student Affairs
  - aut: Authorization Definition
  - crs: Course
    - crs01: Course Catalogue
      - crs01.Delete: Course Catalogue Deletion
      - crs01.Insert: Add Course Catalogue
      - crs01.Select: View Course Catalogue
      - crs01.Update: Update Course Catalogue
    - crs03.Update: Academic Year Course Update
  - def01: Parameter
    - def01.update: Parameter Update
  - grd01.Restore: Definite record recovery
  - ins02: Thesis and Thesis Exam Informations
    - ins02.gorontaloememe: Viewing
    - ins02.Tez: Edit/delete authorization
  - rpr18: Advanced Inquiry
  - std01: Student Search
  - std02: Student Record

Screen def02-01

### DEF07 User

**Purpose and Scope:** The powers of all faculty members and students are the same. The user information of the university staff can be defined in the user section.

**Description:** The advisor and faculty members log into the system with their username and e-mail address. It is recommended that operations such as entering faculty member information, passwords, etc., and processing the departing faculty member at the beginning of the year should be done centrally.

Kayıt Tarihi	Name	Surname	Degree
4/28/2022	Atakan	Sarac	TMV Like Sorumlusu
2/1/2022	Pamela	Allaj	Student Affairs Officer
11/5/2021	Klaudia	Mersini	Student Affairs Officer
2/1/2022	Gazment	Shirela	Senior Finance Specialist
2/1/2022	Besiana	Lipa	Senior Finance Specialist
1/31/2022	Erkan	Erdemir	Rector
2/1/2022	Daniela	Bozaxhiu	Records Officer
11/5/2021	Antonina	Duka	Records Officer
2/9/2022	Irsida	Mezin	officer
11/5/2021	Jona	Parroj	Head of Shpk Finance
2/1/2022	Evis	Mehaj	Head of Records Office
11/5/2021	Nertila	Paskali	Graduate Programs' Coordinator
11/5/2021	Merita	Dinaj	Assistant to the Rector
11/5/2021	Riza Feridun	Elgun	Administrator
2/1/2022	Elvis	Cungu	Administrative Assistant
11/26/2021	Finance	Office	
11/5/2021	admin	admin	
11/5/2021	Arta	Sinamati	
11/5/2021	Vehap	Kola	
11/5/2021	Ardian	Jaupi	
11/5/2021	Athina	Tori	

Count=89

Buttons: New, Edit, Delete

Role: Faculty (All) Department: (All)

Active:

Date of Registration: 4/28/2022 Role Name: Finance (All) Aktif:

Buttons: Active / Pasive, Delete

Screen def07-01



## Institute

The use of the gold screens in the Institute tab (Advisor Assignment, Thesis and Thesis Exam Information, Doctoral Qualification Information, Doctoral Thesis Proposal and Thesis Monitoring Reports, Exam Tracking, Thesis Lists) is shown.

### *INS01 Advisor Assignment*

**Purpose and Scope:** This is an application in which the course or thesis advisors of the students are appointed, and the advisor reports are processed.

**Description:** If a student's advisor changes, an update can be made.

Advisor Name	Advisor Surname	Advisor Type	Assignment Date	Assignment Num	Active
No data to display					

Screen ins01-01

### *INS02 Thesis and Thesis Exam Information*

**Purpose and Scope:** The thesis subject of students is an application in which the date-number information of the thesis is approved.

**Description:** If the student's thesis information is processed, thesis topics can be listed by the professors under the name of the thesis lists on the faculty member pages.

Thesis Topic	Subject Approval	Subject Approval	Expected Date	Advisor
No data to display				

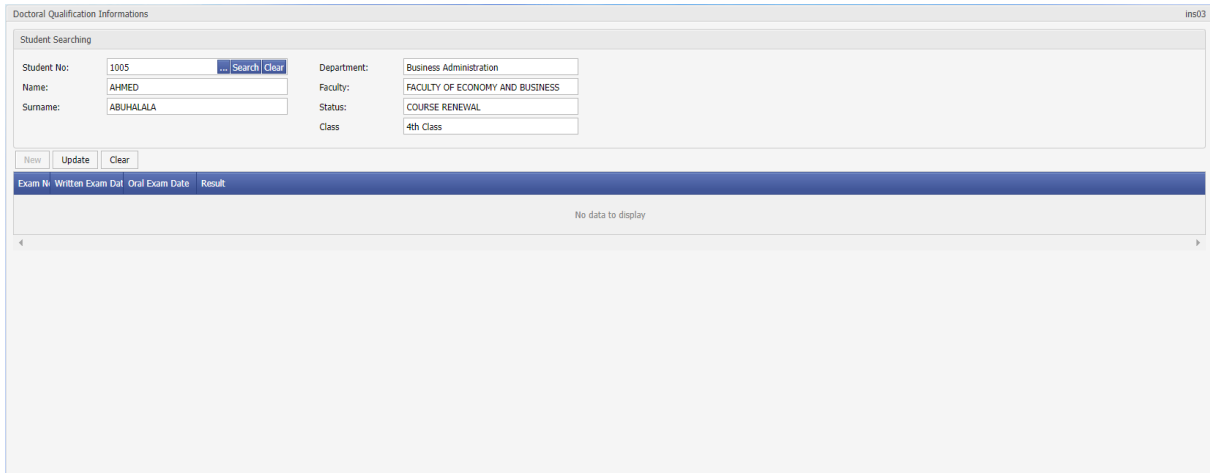
Screen ins02-01



### *INS03 Doctoral Qualification Information*

**Purpose and Scope:** This is an application in which information about students' doctoral qualification exams is processed and the qualification committee and jury members are defined.

**Description:** This information is processed into the system by student affairs.



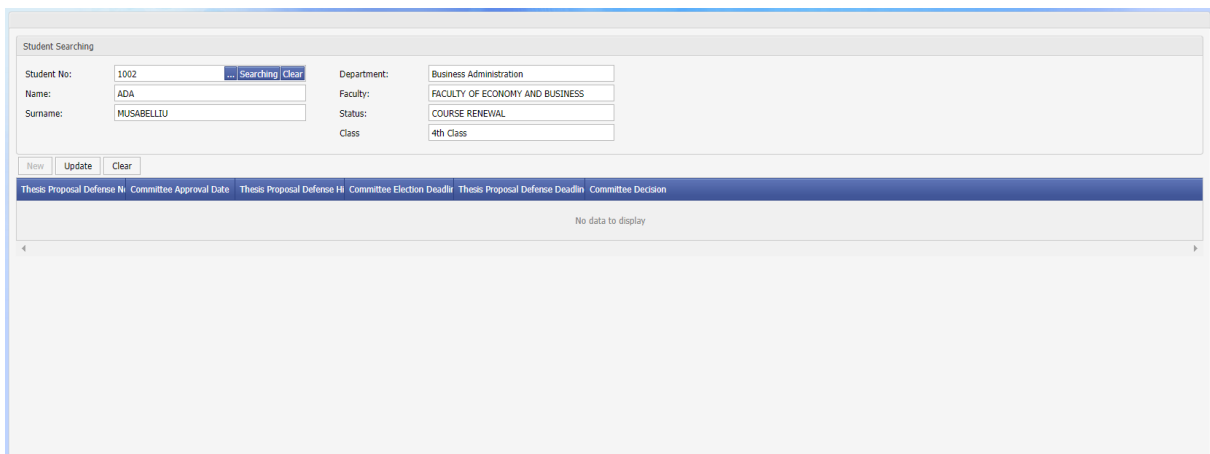
The screenshot shows a web application window titled "Doctoral Qualification Informations" with a sub-header "Student Searching". The interface includes several input fields for student details: "Student No:" (1005), "Name:" (AHMED), "Surname:" (ABUHALALA), "Department:" (Business Administration), "Faculty:" (FACULTY OF ECONOMY AND BUSINESS), "Status:" (COURSE RENEWAL), and "Class:" (4th Class). There are "Search" and "Clear" buttons next to the Student No field, and "New", "Update", and "Clear" buttons at the bottom left. Below the search form is a table with columns: "Exam N:", "Written Exam Dat", "Oral Exam Date", and "Result". The table currently displays "No data to display".

Screen ins03-01

### *INS04 Doctoral Thesis Proposal and Thesis Monitoring Reports*

**Purpose and Scope:** This is an application in which students' doctoral thesis proposal defense information, thesis monitoring committee, and thesis monitoring reports are processed.

**Description:** This information is processed into the system by student affairs.



The screenshot shows a web application window titled "Student Searching" with a sub-header "Student Searching". The interface includes several input fields for student details: "Student No:" (1002), "Name:" (ADA), "Surname:" (MUSABELLIU), "Department:" (Business Administration), "Faculty:" (FACULTY OF ECONOMY AND BUSINESS), "Status:" (COURSE RENEWAL), and "Class:" (4th Class). There are "Searching" and "Clear" buttons next to the Student No field, and "New", "Update", and "Clear" buttons at the bottom left. Below the search form is a table with columns: "Thesis Proposal Defense N:", "Committee Approval Date", "Thesis Proposal Defense H:", "Committee Election Deadlin", "Thesis Proposal Defense Deadlin", and "Committee Decision". The table currently displays "No data to display".

Screen ins04-01

### *INS05 Exam Tracking*

**Purpose and Scope:** It is an application in which the students who took the thesis, doctoral qualification exam, doctoral thesis proposal exams, and information about the exam results are reported.



**Description:** Filtering can be done according to faculty/department, education level, exam type, and exam result information.

Screen ins05-01

### INS06 Thesis Lists

**Purpose and Scope:** The thesis advisor of students is an application that provides detailed reporting according to the thesis subject information.

**Description:** Filtering can be done according to faculty/department, education level, graduation date range, and stage information.

Screen ins06-01

### Diploma Procedure

The use of gold (Diploma Supplement, Temporary Graduation Certificate/Diploma) screens on the Diploma tab is shown.



## DIP02 Temporary Graduation Certificate/Diploma

**Purpose and Scope:** Temporary graduation certificates and diplomas are printed in this application.

**Description:** The diploma number and date can be entered in the 'Registration Information' tab of the 'STD01 Student Search' application, or it can be generated through this application according to the logic of giving a diploma number. After the students were added to the list, their documents were printed.

Screen dip02-01

## DIP04 Diploma Book

**Purpose and Scope:** This is an application in which a diploma book is printed.

**Description:** Based on the faculty, the diploma number was also printed.

Student No	Identity Number	Faculty Name	Section Name	Name	Surname	Diploma Number	Date of Graduation	Graduation Degree	Graduation Credit	Registration Year	Uni Registration Year	Father Name
2515-MS	2515	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	KLEVIS	FRASHERI	0	5/24/2021	3.11	63	2017	6/27/2011	EDMOND
2665-MS	2665	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	EDUART	VLUISHA	0	7/12/2019	3.16	73	2011	1/30/2012	SHKELQIM
3069-MS	3069	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	JOANA	QIRAXHJU	0	7/12/2019	3.32	63	2017	10/2/2013	THIMI
4159-MS	4159	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	DORIS	BREGU	0	10/7/2019	2.9	63	2017		AGRON
4207-MS	4207	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	TEA	JAHO	0	7/18/2019	2.83	63	2017		GENTI
4209-MS	4209	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	JORGO	MICO	0	5/24/2021	3.22	63	2017		THOMA
4270-MS	4270	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	ENEJDA	MURATAJ	0	10/19/2020	2.98	63	2017		REXHEP
4504-MS	4504	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	PAOLA	MONCE	0	10/19/2020	3.81	63	2018		NIKOLLAQ
4516-MS	4516	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	BORA	BLLAMA	0	10/19/2020	2.87	63	2018		SPIRO
4544-MS	4544	INSTITUTE OF ECONOMY AND BUSINESS	MBA-Marketing	KRIST	PETRAJ ZICISHTI	0	5/24/2021	3.18	63	2018		YLLI

Screen dip04-01



## Petition

### DEF11 Document Requests

On the Petition Search screen, students were able to list the documents they requested. Once you have documents ready for students to receive, you can pull them to the answered status. You can obtain information on the requested screen to excel.

The screenshot shows the 'Document Requests' search interface. The 'The Filter' section includes dropdowns for Academic Year, Academic Semester, Faculty, Department, Subject (set to 'Student Document Request'), and Status (set to 'Open'). There are also input fields for Student No., Student Name, Faculty, Petition No., Result Article No., Entry Date, and Result Date. Below the filters are buttons for 'List', 'New', 'Update', 'Clear', 'Export to Excel', 'Batch Update', 'History', 'Number of Documents Received', and 'Prepare selected documents'. The 'Batch Update' button is highlighted in yellow. Below the buttons are fields for Document Type (set to 'Student Certificate'), Document Number, Document Language (set to 'Turkish'), and Branch Code (Transcript) (set to 'Major'). There are also 'Select All' and 'Clear the Selection' buttons. The 'Petitions' section shows a table with columns: #, Petition Tracking No., Student No., Name, Surname, Academic Year, Academic Semester, Faculty, Department, Class, Student Status, Subject of Petition, Document Language, Number, Petition Status, Sending Elys Result, Petition Date, Petition No., Result Date, and Res. The table is currently empty, displaying 'No data to display'.

The screenshot shows the same 'Document Requests' search interface as above, but with a confirmation dialog box overlaid. The dialog box contains the text 'Are you sure you want to update the status of the selected requests as answered?' and two buttons: 'Update' and 'Cancel'. The 'Batch Update' button in the background is highlighted in yellow.

## My Information

The use of the gold (Password Change) screen of the My Information tab is shown.

### INF07 Password Change

**Purpose and Scope:** Users can change their passwords at any time.

The screenshot shows the 'Password Change' form. It has three input fields: 'Your Current Password', 'Your New Password', and 'Your New Password (Again)'. Below the fields is a 'Save' button. To the right of the fields is a warning message: 'For password change, you must enter your current password and the new password you will replace it with twice.'

## SMS (Student)

### System Entry

Address to log in to systems .....To **log into** the system, the Student Number must be written opposite the Student Number field in the window that opens when the Enter key is pressed. It is necessary to log into the system with the new password received from the student affairs office. Changing the password when logging in was recommended for the first time.

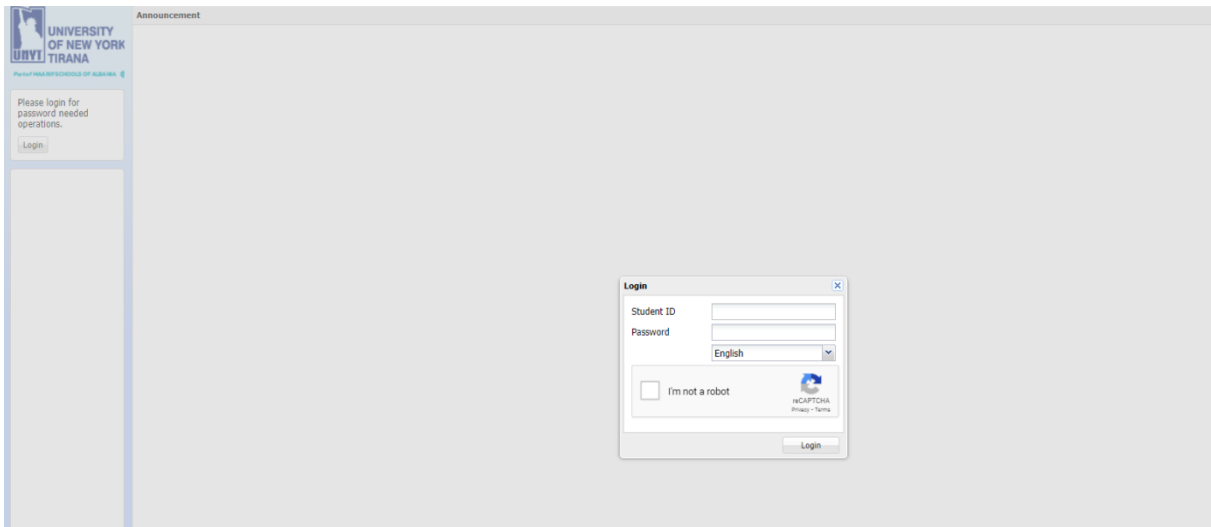


Figure 2 System Entry

### My Information

The use of the gold (Password Change, Advisor Information, Transcript, Attendance Records) screens of the information tab is shown.

### INF01 Supervisor Information

Students can learn about their advisors in this section.

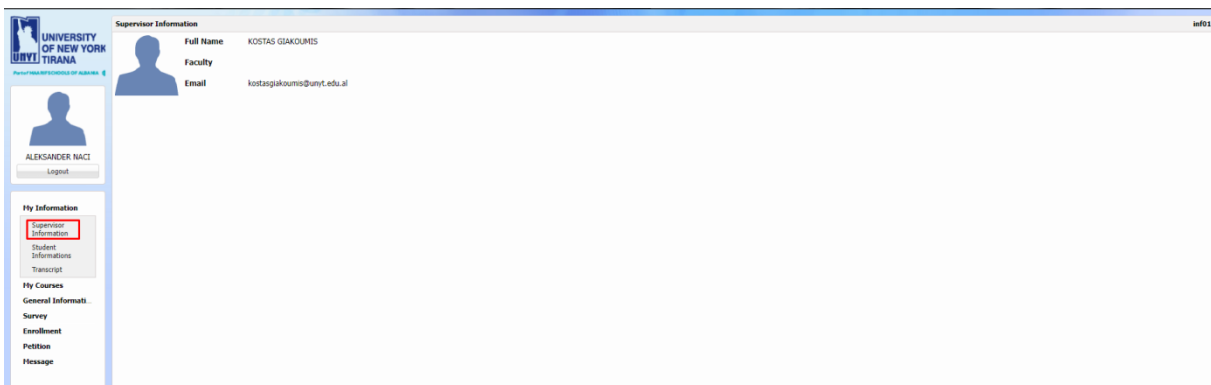
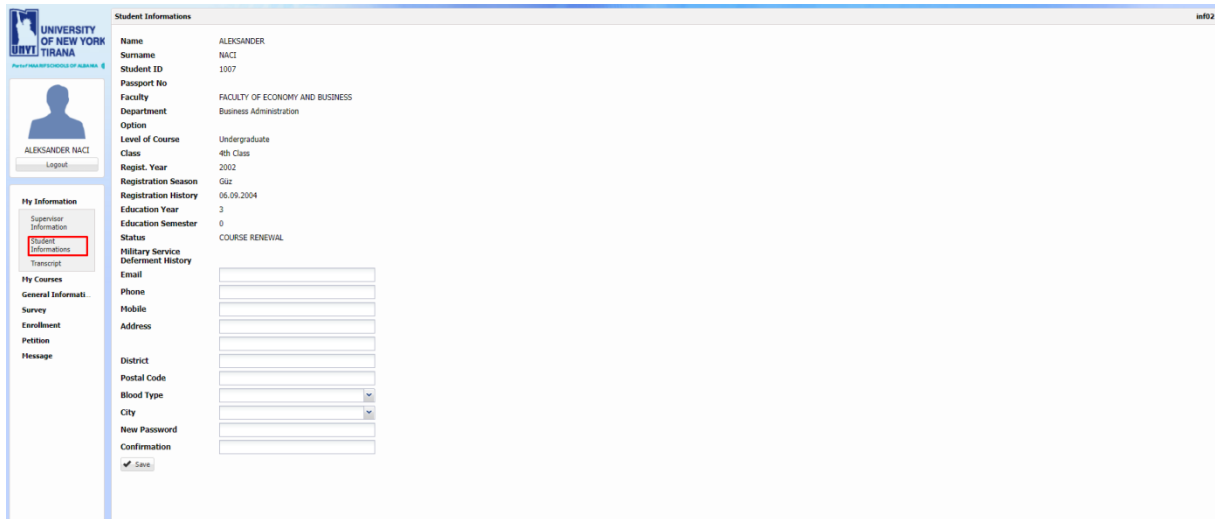


Figure 3 Student Supervisor Information

## INF02 Student Information

From this section, the students can see their own information and update those that are open for updating.

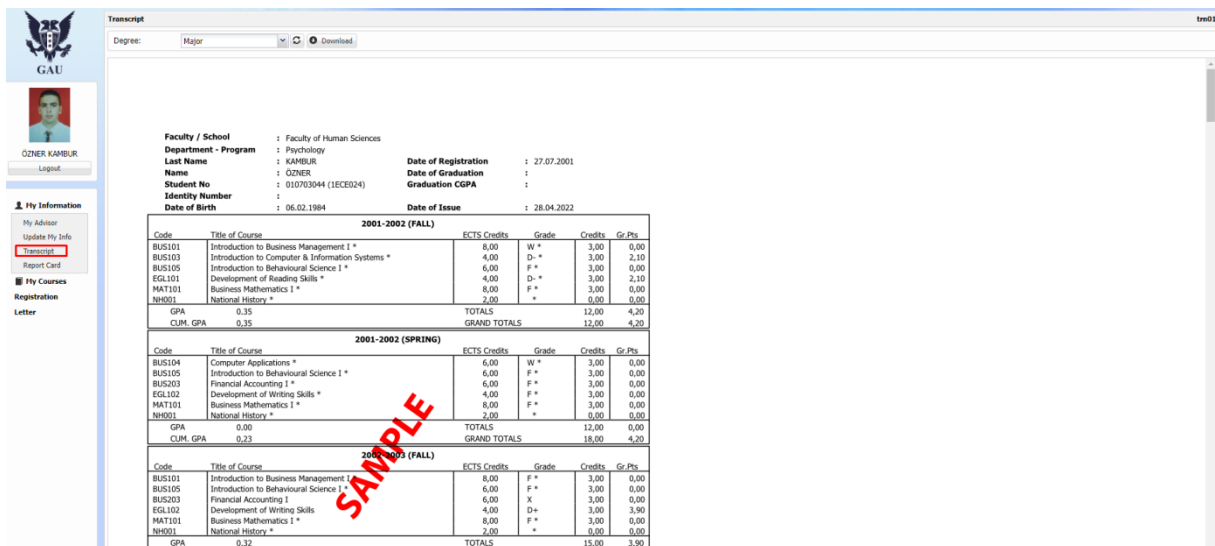


**Student Informations**

Name: ALEXANDER  
Surname: NACI  
Student ID: 1007  
Passport No:  
Faculty: FACULTY OF ECONOMY AND BUSINESS  
Department: Business Administration  
Option:  
Level of Course: Undergraduate  
Class: 4th Class  
Regist. Year: 2002  
Registration Season: Güz  
Registration History: 06.09.2004  
Education Year: 3  
Education Semester: 0  
Status: COURSE RENEWAL  
Military Service:  
Deferment History:  
Email:  
Phone:  
Mobile:  
Address:  
District:  
Postal Code:  
Blood Type:  
City:  
New Password:  
Confirmation:  
 Save

## TRN01 Transcript

The student can see their transcripts in this section. Cannot be used as official documents.



**Transcript**

Degree: Major

Faculty / School : Faculty of Human Sciences  
Department - Program : Psychology  
Last Name : KAMBUR Date of Registration : 27.07.2001  
Name : OZNER Date of Graduation :  
Student No : 010703044 (1ECE024) Graduation CGPA :  
Identity Number :  
Date of Birth : 06.02.1984 Date of Issue : 28.04.2022

2001-2002 (FALL)					
Code	Title of Course	ECTS Credits	Grade	Credits	Gr.Pts
BUS101	Introduction to Business Management I *	6,00	W *	3,00	0,00
BUS103	Introduction to Computer & Information Systems *	4,00	D- *	3,00	2,10
BUS105	Introduction to Behavioural Science I *	6,00	F *	3,00	0,00
EGL101	Development of Reading Skills *	4,00	D- *	3,00	2,10
MAT101	Business Mathematics I *	8,00	F *	3,00	0,00
NH001	National History *	2,00	+	0,00	0,00
GPA	0,35	TOTALS		12,00	4,20
CUM. GPA	0,35	GRAND TOTALS		12,00	4,20
2001-2002 (SPRING)					
Code	Title of Course	ECTS Credits	Grade	Credits	Gr.Pts
BUS104	Computer Applications *	6,00	W *	3,00	0,00
BUS105	Introduction to Behavioural Science I *	6,00	F *	3,00	0,00
BUS203	Financial Accounting I *	6,00	F *	3,00	0,00
EGL102	Development of Writing Skills *	4,00	F *	3,00	0,00
MAT101	Business Mathematics I *	8,00	F *	3,00	0,00
NH001	National History *	2,00	+	0,00	0,00
GPA	0,00	TOTALS		12,00	0,00
CUM. GPA	0,23	GRAND TOTALS		18,00	4,20
2002-2003 (FALL)					
Code	Title of Course	ECTS Credits	Grade	Credits	Gr.Pts
BUS101	Introduction to Business Management I *	6,00	F *	3,00	0,00
BUS105	Introduction to Behavioural Science I *	6,00	F *	3,00	0,00
BUS203	Financial Accounting I *	6,00	X	3,00	0,00
EGL102	Development of Writing Skills *	4,00	D+	3,00	3,90
MAT101	Business Mathematics I *	8,00	F *	3,00	0,00
NH001	National History *	2,00	+	0,00	0,00
GPA	0,32	TOTALS		15,00	3,90

Figure 4 Student Information

## My Courses

The use of gold (My Semester Grades, Course Schedule) screens in the My Courses tab is shown.

## CRS08 My Current Grades

In this section, students view their grades during the active teaching period.



Figure 6 My Current Grades

## INF08 My Course Schedule

In this section, students view their grades during the active teaching period.

Figure 7 My Course Schedule



## STD18 Course Attendance Information

This is the area where students can see the attendance chart of their department.

Academic Year	Academic Season	Faculty	Department	Course Code	Course Name	Class	Branch	Absenteeism Percentage	Attendance Status
No data to display									

Student Name/Surname	Classroom Code	Date	Start Time	Finish Time	Attendance	Course Type	Authorized	Reported
No data to display								

Figure 5 Student's Attendance Records

## General Information

### INF03 Department Information

From this screen, students can review the list of courses belonging to faculties and departments.

Course Code	Course Name	Class	Term	Degree
211101	FINANCIAL ACCOUNTING	Prep Class	0-Year	Major
421101	COLLEGE ALGEBRA	Prep Class	0-Year	Major
421102	COLLEGE TRIGONOMETRY	Prep Class	0-Year	Major
611101	COMPOSITION I	Prep Class	0-Year	Major
201101	STATISTICS FOR BUSINESS AND ECONOMICS I	Prep Class	0-Year	Major
422103	CALCULUS I	Prep Class	0-Year	Major
151170	HUMAN BIOLOGY	Prep Class	0-Year	Major
401202	COMPUTER APPLICATIONS	Prep Class	0-Year	Major
901103	EU HEALTH ISSUES	Prep Class	0-Year	Major
TUR 131	Turkish Language I	Prep Class	0-Year	Major
TUR 132	Turkish Language II	Prep Class	0-Year	Major
MRKT 201	Principles of Marketing	Prep Class	0-Year	Major
MATH 202	Mathematics for Business and Finance	1st Class	Spring	Major
FLC-1	1. Semester Foreign Language Courses	1st Class	Autumn	Major
FLC-2	2. Semester Foreign Language Courses	1st Class	Spring	Major
CS 102	Computer Applications	1st Class	Autumn	Major
MNG 101	Principles of Management	1st Class	Autumn	Major
ABF 101	Introduction to Finance and Financial Systems	1st Class	Spring	Major

## Survey

Showing the use of the gold (survey) screen in the survey tab.

### SUR02 Evaluation Survey

The Survey defined by the university administration for each course is answered with this screen.

In this section, students can fill out a survey about the courses they are responsible for.



The student must answer all questions. Otherwise, the survey is deemed not to have been completed, and the Save operation is not allowed.



Figure 8 Survey

After the survey of the relevant course is selected, the process continues with the 'Go to Survey' button.

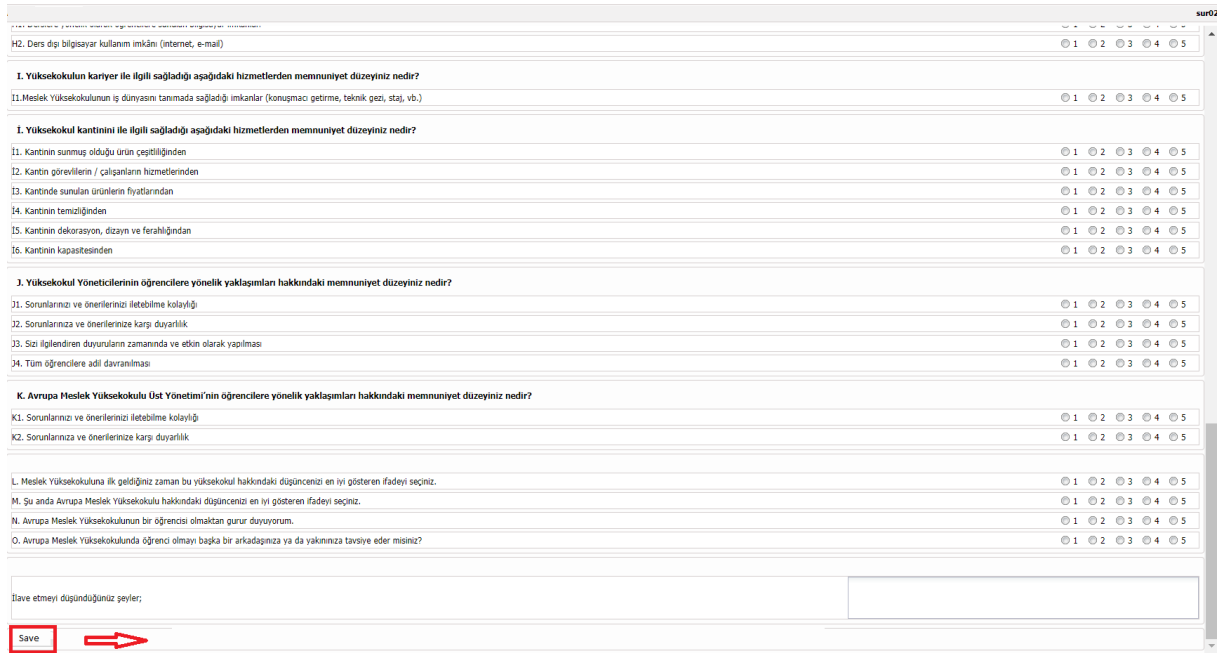


Figure 9 Survey Answering

After the survey questions are answered, the process is completed with the 'Save' button.

## Registration

The use of the gold (Enrollment Renewal) screen of the registration tab is shown.

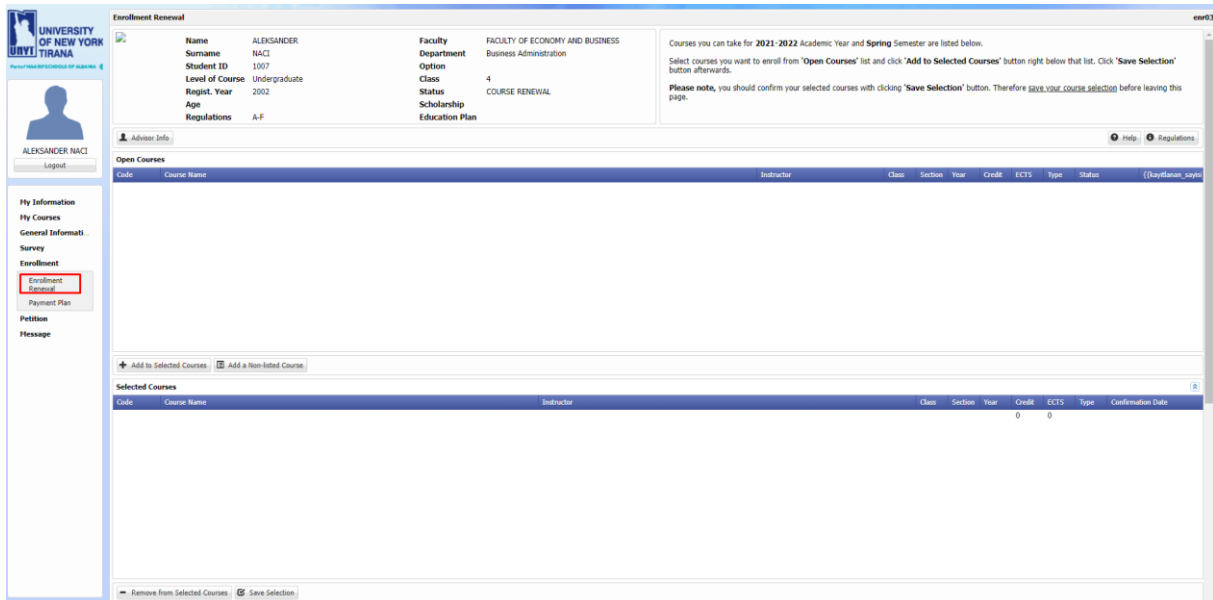
### ENR03 Enrollment Renewal

The student records for courses from this department for the active academic year/semester.

In this field, the student can see their contact information next to their picture. They can access their transcript and see the courses they can take this semester from the "Courses That Can Be Taken" section. When you select the course from this field and press the "Add to Selected Courses" button, the course will go to the "Selected Courses" field.

In the "Selected Courses" field, you can see the courses with Course Conflict, the total credits of the selected courses, and remove the selected course with the "Remove from Selected Courses" button. When the "Save Selections" button is pressed, the date field in the "Confirmation Date" column will show that it is the date and time when the "Save Selections" button was pressed. After the students make the course selections, they are sent to the advisor for approval. Students who have received the approval of their advisor cannot renew their course selection. Looking at the applications, all fields appear passive.

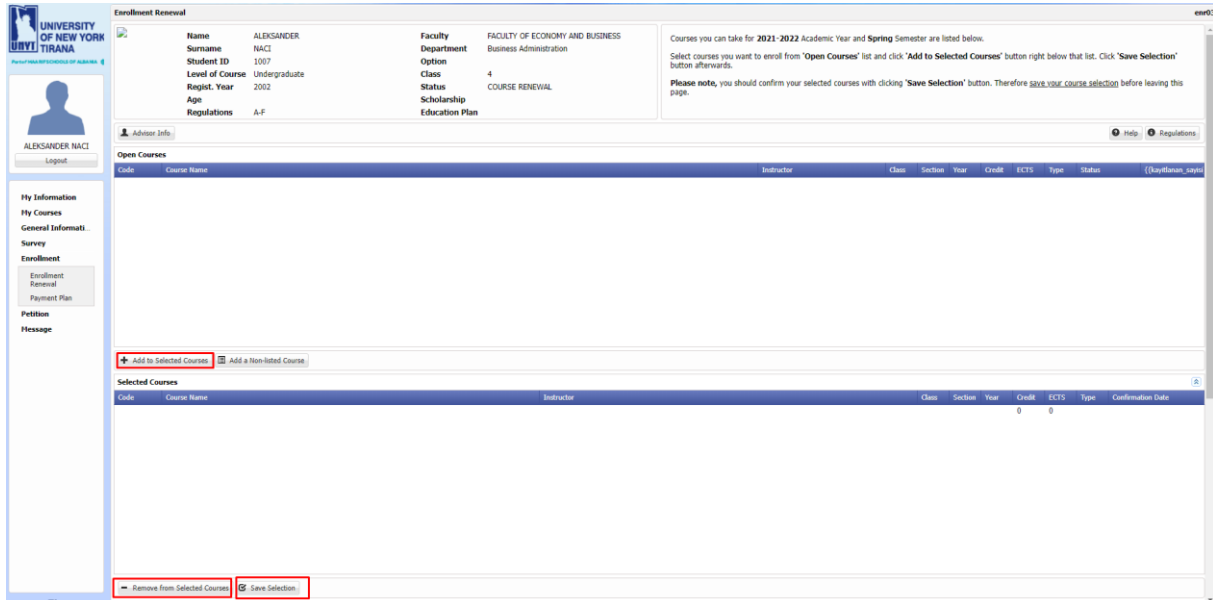
When a student completes the course selection process, they can follow their weekly course schedule from the bottom section of the application.



The screenshot shows the 'Enrollment Renewal' application interface. On the left is a navigation menu with options like 'My Information', 'My Courses', 'General Information', 'Survey', 'Enrollment', 'Petition', and 'Message'. The 'Enrollment Renewal' option is highlighted with a red box. The main content area displays student information for ALEXANDER NACI, including Name, Surname, Student ID, Level of Course, Regist. Year, Age, Regulations, Faculty, Department, Option, Class, Status, Scholarship, and Education Plan. Below this is a table for 'Open Courses' and a table for 'Selected Courses'. The 'Selected Courses' table currently shows 0 courses. At the bottom, there are buttons for 'Remove from Selected Courses' and 'Save Selection'.

Figure30 Enrollment Renewal

This process should be carried out according to the attached steps. First, the courses are selected from the 'Courses That Can Be Taken' list and the process continues with the 'Add to Selected Courses' button.



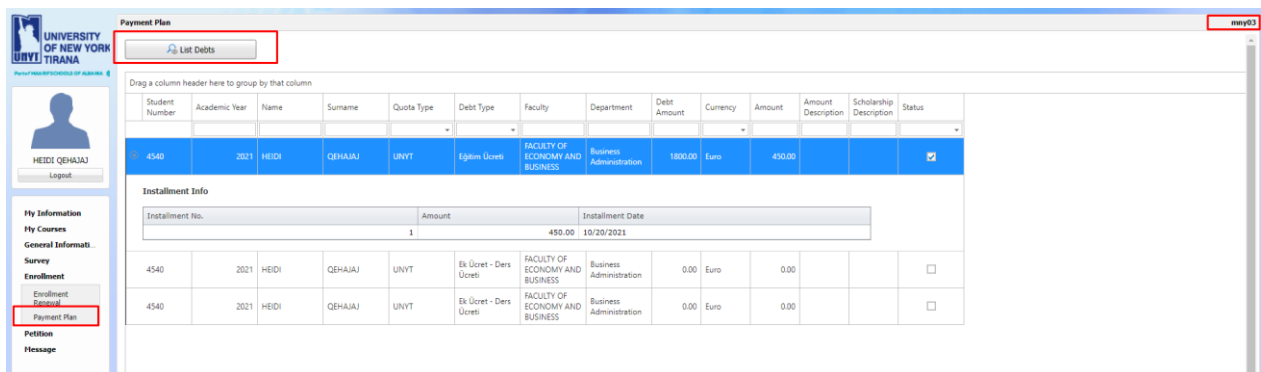
The screenshot displays the 'Enrollment Renewal' page for student ALEXANDER NACI. The interface includes a navigation menu on the left with options like 'My Information', 'My Courses', 'General Information', 'Survey', 'Enrollment', 'Enrollment Renewal', 'Payment Plan', 'Petition', and 'Message'. The main content area shows student details, advisor information, and two tables: 'Open Courses' and 'Selected Courses'. The 'Add to Selected Courses' button in the 'Open Courses' table and the 'Save Selection' button at the bottom are highlighted with red boxes.

Figure 11 Enrollment Renewal 2

After the Second Step, the courses in the 'Selected Courses' list are registered with the 'Save Selected' button, and the course registration process is carried out to submit the advisor's approval when the information in the screenshot is received.

### MNY03 Payment Plan

It is the screen used for students to view their debts to the university, their installments related to debts, and payment information. The Registration > Payment Plan screen opens from the student's left menu. On the screen that opens, the debts of the student are listed with the "List Debts" button. Installment and payment information regarding debts can be viewed.



The screenshot shows the 'Payment Plan' page for student HEIDI QEHAIJ. A 'List Debts' button is highlighted with a red box. Below the button is a table with the following data:

Student Number	Academic Year	Name	Surname	Quota Type	Debt Type	Faculty	Department	Debt Amount	Currency	Amount	Amount Description	Scholarship Description	Status
4540	2021	HEIDI	QEHAIJ	UNVT	Eğitim Ücreti	FACULTY OF ECONOMY AND BUSINESS	Business Administration	1800.00	Euro	450.00			

Below the table is an 'Installment Info' section with a table showing installment details:

Installment No.	Amount	Installment Date
1	450.00	10/20/2021

At the bottom, there is another table listing installment details for the student:

Student Number	Academic Year	Name	Surname	Quota Type	Debt Type	Faculty	Department	Debt Amount	Currency	Amount	Amount Description	Scholarship Description	Status
4540	2021	HEIDI	QEHAIJ	UNVT	Ek Ücret - Ders Ücreti	FACULTY OF ECONOMY AND BUSINESS	Business Administration	0.00	Euro	0.00			<input type="checkbox"/>
4540	2021	HEIDI	QEHAIJ	UNVT	Ek Ücret - Ders Ücreti	FACULTY OF ECONOMY AND BUSINESS	Business Administration	0.00	Euro	0.00			<input type="checkbox"/>

Students could not make any changes on this screen. They can view the debts incurred when they choose a course during the registration renewal process through the system.

## Petition

The use of the gold (Document Request) screen of the Document Request tab is shown.

### *PET04 Document Request*

Students can request documents using this application. Student Affairs evaluates these requests and makes necessary preparations for the student to receive them. The student obtains information by following the prepared documents.

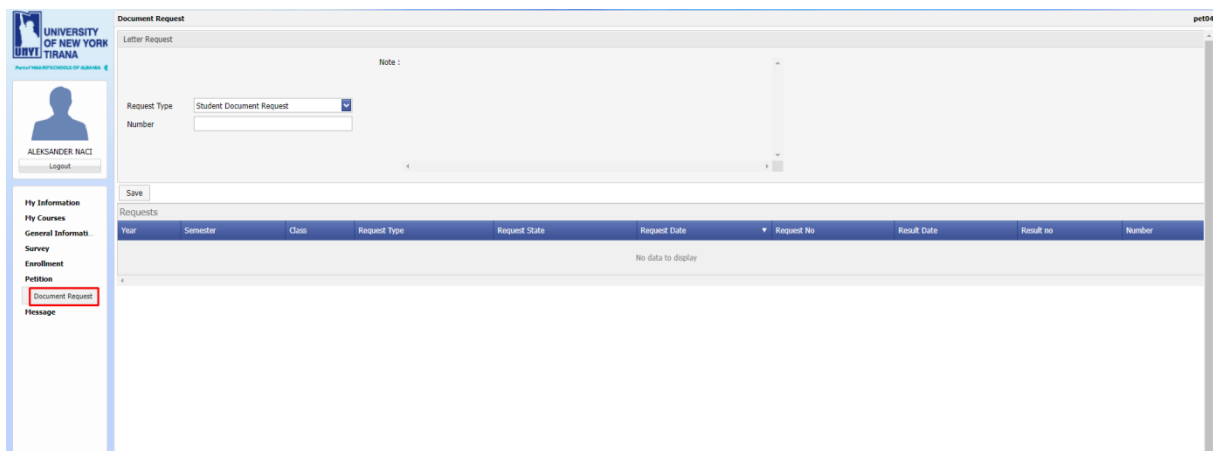


Figure42 Document Request

## Message

Showing the use of the gold (My Messages) screen in the Message tab.

### *UTL04 My Messages*

This is the area where the messages conveyed to students from the relevant institutions and cadres of the university are listed. Students can exchange messages with advisors.

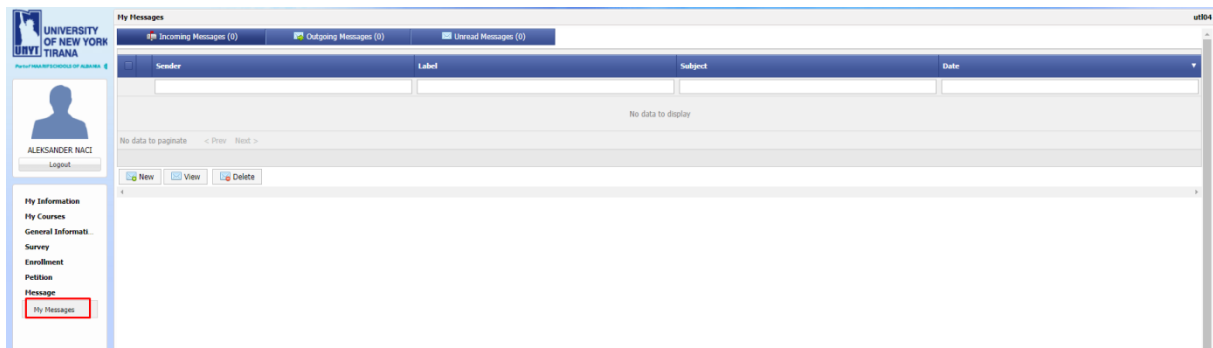
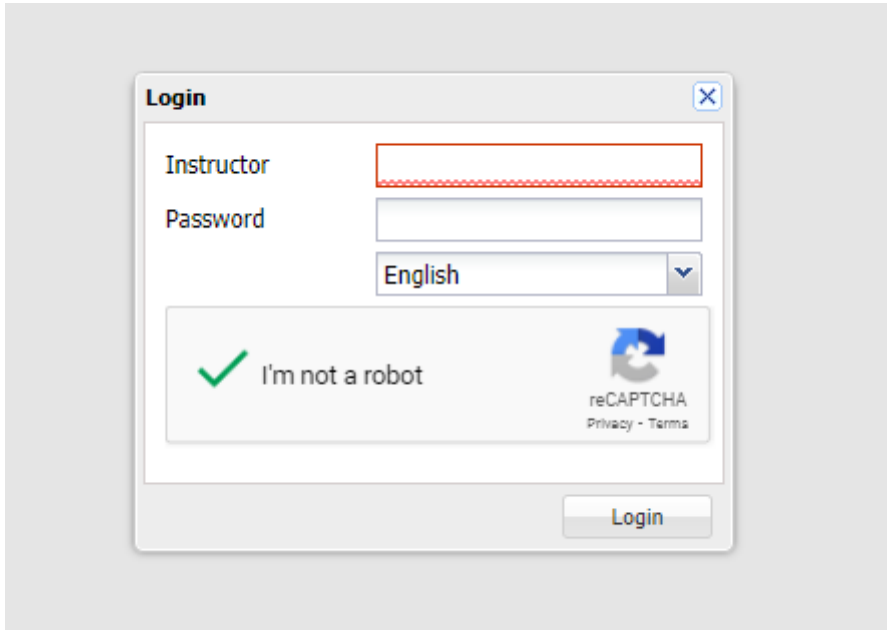


Figure 13 My Messages

## SMS (Instructor)

### System Entry

Address to log in to systems .....To **log into** the system, the **e-mail address or user name** must be written opposite the Faculty Member field in the window that opens when the Login button is pressed. It is necessary to log into the system with the new password received from the student affairs office. Changing the password when logging in was recommended for the first time.



*Resim.5System Entry*

### My Information

The use of the gold (Password Change) screen of the My Information tab is shown.

#### *INF05 Password Change*

On the Password Change page, the title, name, surname, unit, and sub-unit of the academic staff are withdrawn from the academic staff automation system and displayed in these fields.

Simultaneously, updatable fields such as university room, university phone, Phone, Mobile, E-mail, Web, New Password, Password Verification are created, and data entries are transferred to the automation system.

**Password Change**

<b>Title</b>	Instructor
<b>Name</b>	[Redacted]
<b>Surname</b>	[Redacted]
<b>Faculty</b>	FACULTY OF LAW AND SOCIAL SCIENCES
<b>Department</b>	Psychology
<b>University Room</b>	<input type="text"/>
<b>University Phone</b>	<input type="text"/>
<b>Phone</b>	<input type="text" value="0200000000"/>
<b>Mobile</b>	<input type="text"/>
<b>Email</b>	<input type="text" value="e.hogsteden@univisuland"/>
<b>Web</b>	<input type="text"/>
<b>New Password</b>	<input type="text"/>
<b>Confirmation</b>	<input type="text"/>

Figre.2 Password Change

## Student

The golden screens of the student tab (My Supervisory, Student Search, Registration Approval, Student's Attendance Information, Thesis Lists) were used.

### *STD05 My Supervisory*

On the page that My Supervisory, the page that My Supervisory is reflected, which is reflected in the student module in the academic staff automation system.

The faculty member lists the students he/she advises by filtering the Status, Branch information.

Student number, Name, Surname, education level, faculty, Department, Class, Status, Advisor, Branch information are shown in the listing.

Students can view general, history, dissertation, and tuition fee information. The transcript can also review Report Card reports.

When a listing is made, clicking on the student opens the students' information page.

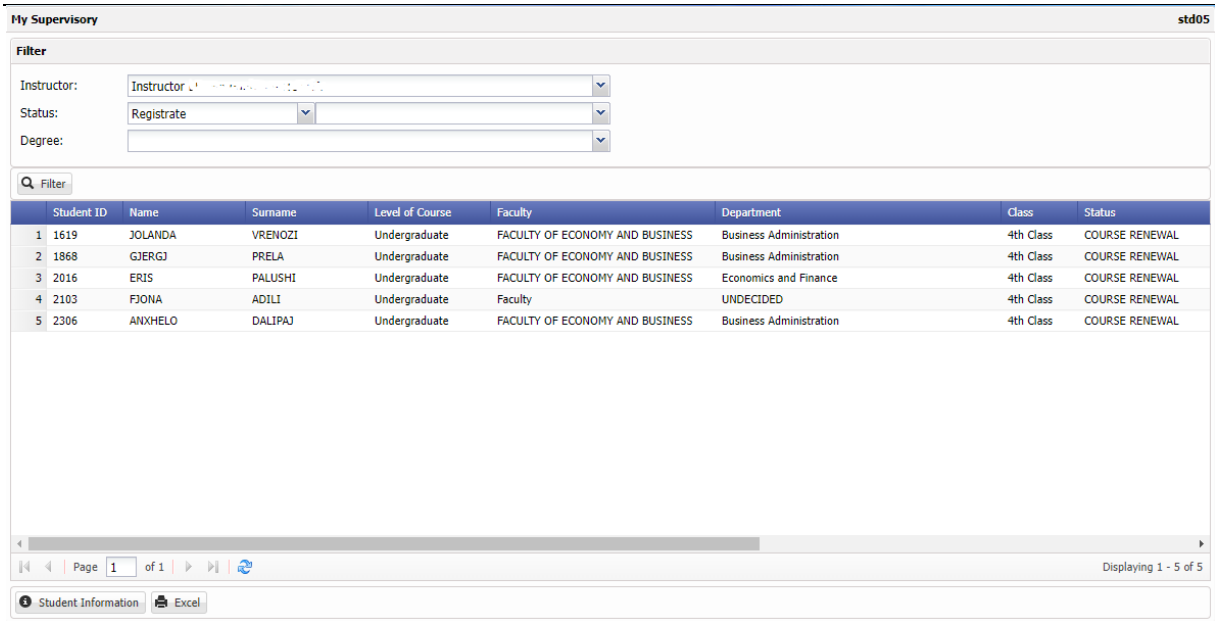
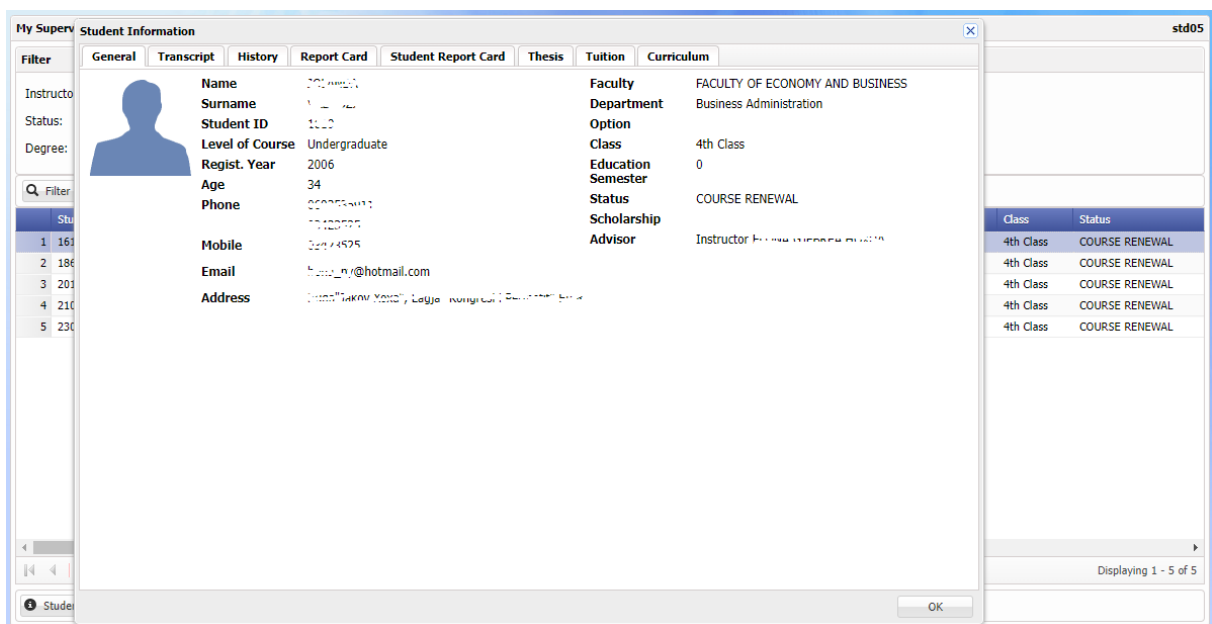


Figure.3 My Supervisory

The faculty member can list the students that he/she advises with this function. Again, with this function, it can select any student and view the student's general information, transcript, history, report card, thesis information, tuition fees, and curriculum information.



Resim.4 See Student Information

### ENR03 Enrollment Confirm

The faculty member carries out the approval procedures for the course selection of the students for the active academic year/semester from this department.

## ENROLLMENT CONFIRMATION SCREEN – 1

Enrollment Confirm
enr03

**Filtre**

Student ID:

Faculty:

Department:

Option:

Class:  Status:

Student ID	Name	Surname	Faculty	Department	Class	Status	Degree
1619	JOLANDA	VRENOZI	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Class	No action yet	Main Degree
1868	GJERGJ	PRELA	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Class	No action yet	Main Degree
2016	ERIS	PALUSHI	FACULTY OF ECONOMY AND BUSINESS	Economics and Finance	4th Class	No action yet	Main Degree
2103	FJONA	ADILI	Faculty	UNDECIDED	4th Class	No action yet	Main Degree
2306	ANXHELO	DALIPAJ	FACULTY OF ECONOMY AND BUSINESS	Business Administration	4th Class	No action yet	Main Degree

Displaying 1 - 5 of 5

*Resim.6 Enrollment Confirmation Screen*

In the Status column, the latest status information of the students can be observed, and the students can be filtered with the filter. The Faculty Member selects the Renewal of Registration function by selecting the student to be approved.

- The students in red are those who have not yet made transactions.
- Green students are those who have completed the registration renewal process.
- Students in yellow await advisory approval.

## ENROLLMENT CONFIRMATION SCREEN – 2

The faculty member can be seen in this area next to the student's contact information. You can access the student's Transcript and see the courses they can take this semester from the "Courses That Can Be Taken" field. When you select the course from this field and press the "Add to Selected Courses" button, the course will go to the "Selected Courses" area.





**Enrollment Confirm** enr03

<b>Name</b>	GJERGJ	<b>Faculty</b>	FACULTY OF ECONOMY AND BUSINESS
<b>Surname</b>	PRELA	<b>Department</b>	Business Administration
<b>Student ID</b>	1868	<b>Option</b>	
<b>Level of Course</b>	Undergraduate	<b>Class</b>	4
<b>Regist. Year</b>	2007	<b>Status</b>	COURSE RENEWAL
<b>Age</b>		<b>Scholarship</b>	
<b>Regulations</b>	A-F	<b>Education Plan</b>	

← Return to list   **Student Information**   Help   Regulations

**Open Courses**

Code	Course Name	Instructor	Class	Section	Year	Credit	ECTS	Type	Status	{{kayitlanan_sayisi}}
------	-------------	------------	-------	---------	------	--------	------	------	--------	-----------------------

+ Add to Selected Courses   Add a Non-listed Course

Courses you can take for **2021-2022** Academic Year and **Spring** Semester are listed below. Select courses you want to enroll from "Open Courses" list and click "Add to Selected Courses" button right below that list. Click "Save Selection" button afterwards. **Please note**, you should confirm your selected courses with clicking "Save Selection" button. Therefore save your course selection before leaving this page.

Figure.7 Student Enrollment Renewal

In the "Selected Courses" field, you can see the courses with Course Conflict, the total credits of the selected courses, and remove the selected course with the "Remove from Selected Courses" button. When the "Save Selections" button is pressed, the date field in the "Confirmation Date" column will show that it is the date and time when the "Save Selections" button was pressed. After the students make the course selections, they are sent to the advisor for approval. Students who have received the approval of their advisor cannot renew their course selection. Looking at the applications, all fields appear passive.

### REPORT - 3

When the advisor wants to get the report of the courses that the students have registered, they can get the registration approval report with the "Report" button.

## STD18 Student's Attendance Information

Faculty members can manage the attendance status of the students they teach using this screen (STD18) function.

Faculty members can manage the attendance status of the students they teach using this screen (STD18) function.

**Select:** With this button, the instructor selects the course for which he will enter attendance information among the courses he gives, and the student attends as the desired date and time from the "Course Attendance Records" section.

**Report:** With the button, the instructor can get the attendance report of the course he has chosen among the courses he has given.

**Update all of them continuously;** with the button, faculty members constantly update the students in the course they choose from the courses they give.

**Update all absentees;** with the button, the faculty members update the students in the course they choose from the courses they give as absent.

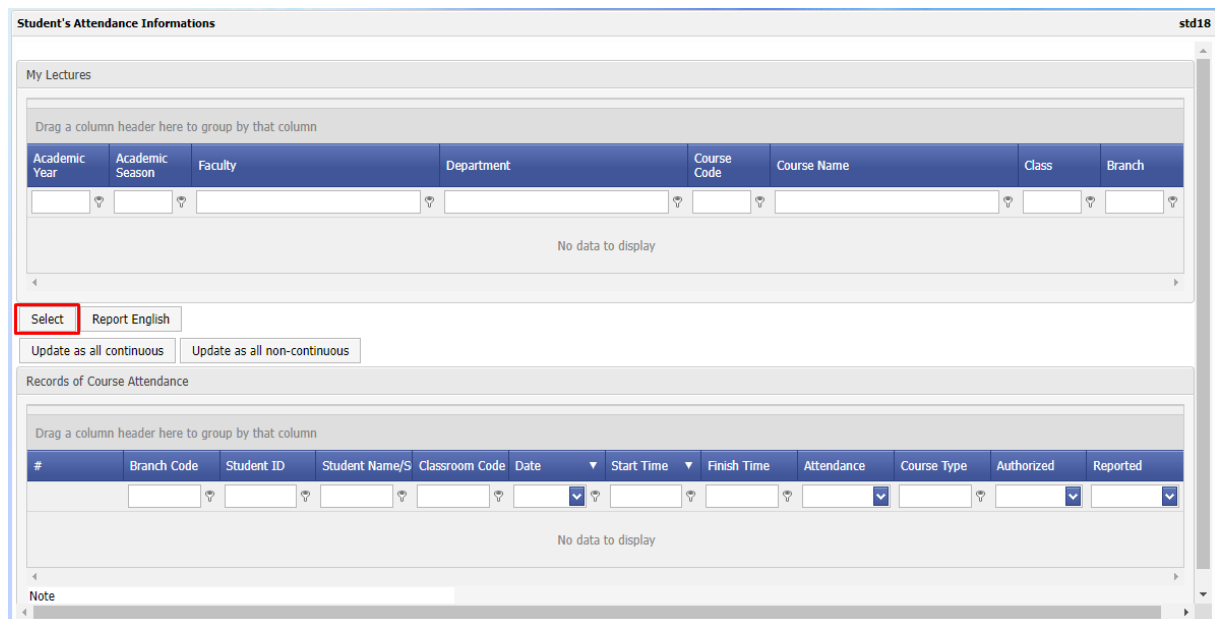


Figure.8 Student's Attendance Information

## Course

Under the course menu, you can access the courses I have given, grade entry, final registration, grade entry, course schedule, course catalog description, and survey results pages.

### CRS07 My Lectures

On the My Lecture page, the Courses I Give page, which is reflected in the academic staff module in the automation system, is reflected.



By listing the courses given on the basis of academic year/semester, the faculty member can obtain the CLASS/ATTENDANCE lists, including Faculty, Department Course Code, Course Name, Class, Branch. Courses are displayed in separate groups based on the academic year and semester. It can list the general, thesis, history, report card, transcript, and tuition fee information of the students in the L requests by double-clicking.

By selecting the course and clicking on 'Class List', all the students enrolled in the course will be displayed. The list is available in PDF/Excel format.

Year - Semester	Faculty	Department	Course Code	Course Name	Class	Sector
Year - Semester: 2021-2022 2.Spring						
2021-2022 2.Spring	Faculty of Arts	History - Undergraduate	HIST102	Theories and Methods in History II	1st Class	
2021-2022 2.Spring	Faculty of Arts	History - Undergraduate	HIST208	History of Medieval Europe	2nd Class	
2021-2022 2.Spring	Faculty of Arts	History - Undergraduate	TAR428	Bitirme Tezi	4th Class	5
2021-2022 2.Spring	Institute of Social Sciences	History - Masters	TAR512	Tarih Yazıcılığı II	Course	
2021-2022 2.Spring	Institute of Social Sciences	History - Masters	TAR522	Tarih Semineri	Course	
2021-2022 2.Spring	Institute of Social Sciences	History - Masters	TAR590	Yüksek Lisans Tezi	Thesis	5
2021-2022 2.Spring	Institute of Social Sciences	History - Masters	TAR591	Yüksek Lisans Semineri	Thesis	5
Year - Semester: 2021-2022 1.Autumn						
Year - Semester: 2020-2021 2.Spring						
Year - Semester: 2020-2021 1.Autumn						
Year - Semester: 2019-2020 2.Spring						
Year - Semester: 2019-2020 1.Autumn						
Year - Semester: 2018-2019 2.Spring						
Year - Semester: 2018-2019 1.Autumn						
Year - Semester: 2017-2018 2.Spring						
Year - Semester: 2017-2018 1.Autumn						
Year - Semester: 2016-2017 2.Spring						

Page 1 of 5 | Displaying 1 - 25 of 114

Figure.60 My Courses

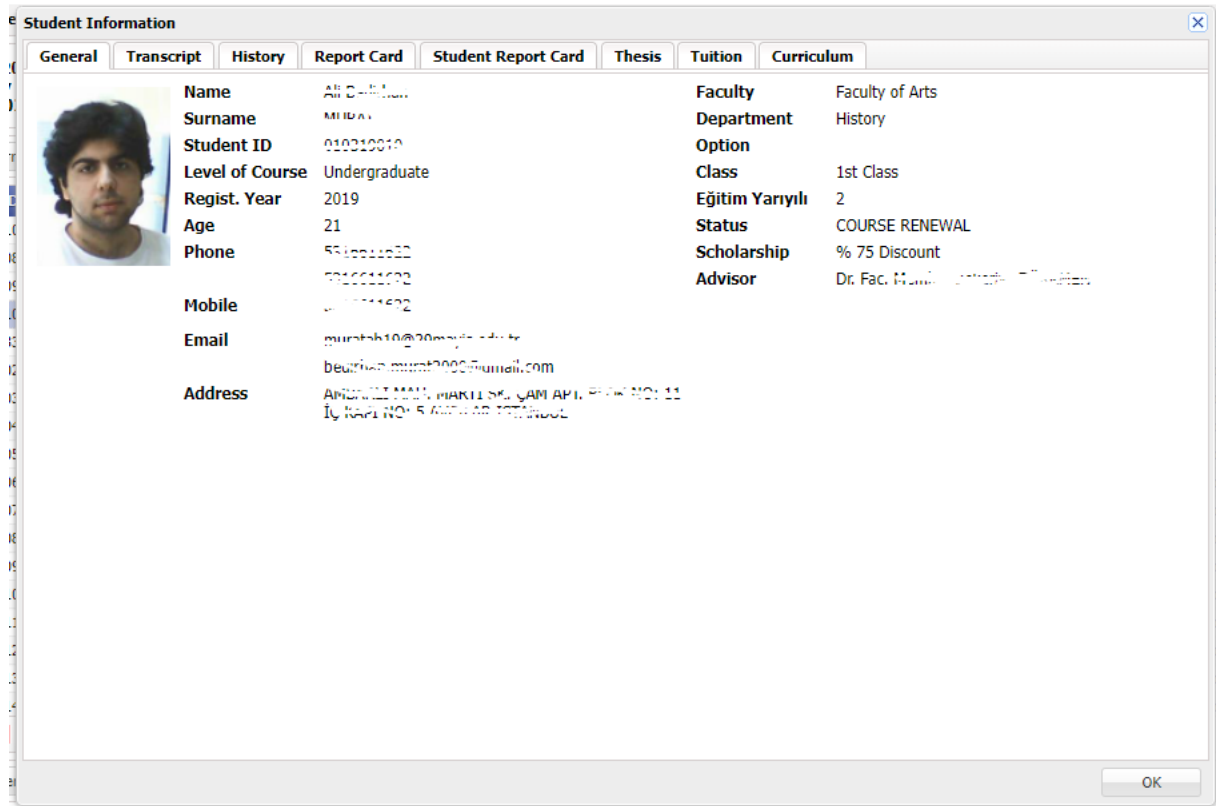
Double-click the course to obtain a list of learners enrolled in the selected course.

Student ID	Full Name	Description	Quota Type
01018010	ÖZDEMİR, ÖZGÜR		First Enrollment
01018001	ÖZDEMİR, ÖZGÜR	1. Repeat, Attended	First Enrollment
01031001	ÖZDEMİR, ÖZGÜR	1. Repeat, Attended	First Enrollment
01031001	ÖZDEMİR, ÖZGÜR		First Enrollment
01018001	ÖZDEMİR, ÖZGÜR	1. Repeat, Attended	Second Enrollment
01031002	ÖZDEMİR, ÖZGÜR		First Enrollment
01031003	ÖZDEMİR, ÖZGÜR		First Enrollment
01031004	ÖZDEMİR, ÖZGÜR		First Enrollment
01031005	ÖZDEMİR, ÖZGÜR		First Enrollment
01031006	ÖZDEMİR, ÖZGÜR		First Enrollment
01031007	ÖZDEMİR, ÖZGÜR	1. Repeat, Attended	First Enrollment
01031008	ÖZDEMİR, ÖZGÜR		First Enrollment
01031009	ÖZDEMİR, ÖZGÜR		First Enrollment
01031010	ÖZDEMİR, ÖZGÜR		First Enrollment
01031011	ÖZDEMİR, ÖZGÜR		First Enrollment
01031012	ÖZDEMİR, ÖZGÜR		First Enrollment
01031013	ÖZDEMİR, ÖZGÜR		First Enrollment
01031014	ÖZDEMİR, ÖZGÜR		First Enrollment

Page 1 of 1 | Displaying 1 - 25 of 25

Figure.11 My Courses 2

When you want to see the detailed information of the desired student in the selected class list, the student can be double-clicked on and the student information can be examined in detail.



The image shows a software window titled "Student Information" with several tabs: General, Transcript, History, Report Card, Student Report Card, Thesis, Tuition, and Curriculum. The "General" tab is selected, displaying a student's profile. On the left is a small portrait of a young man. To the right of the portrait, personal details are listed in two columns. The first column includes Name, Surname, Student ID, Level of Course, Regist. Year, Age, Phone, Mobile, Email, and Address. The second column includes Faculty, Department, Option, Class, Eğitim Yarıyılı, Status, Scholarship, and Advisor. An "OK" button is located at the bottom right of the window.

<b>Name</b>	Ali Demirhan	<b>Faculty</b>	Faculty of Arts
<b>Surname</b>	MIRALI	<b>Department</b>	History
<b>Student ID</b>	010010010	<b>Option</b>	
<b>Level of Course</b>	Undergraduate	<b>Class</b>	1st Class
<b>Regist. Year</b>	2019	<b>Eğitim Yarıyılı</b>	2
<b>Age</b>	21	<b>Status</b>	COURSE RENEWAL
<b>Phone</b>	5510011632	<b>Scholarship</b>	% 75 Discount
<b>Mobile</b>	5010011632	<b>Advisor</b>	Dr. Fac. Murat ...
<b>Email</b>	muratb10@2000@gmail.com		
	beurish.murat2000@gmail.com		
<b>Address</b>	ANADOLU MAH. BAKI LİSESİ CAMİ APT. BLOK NO: 11 İÇ KAPLI NO: 5 ANKARA TÜRKİYE		

Figure.12 Student Detailed Information

### GRD01 Grade Entry

Faculty members can enter the grades of exams such as midterm, final, and makeup exams from the courses they are responsible for into the system through this application.

The instructor can enter grades by selecting the course and clicking the "Grade Entry" button or by double-clicking on the course and listing the students who have taken the course.

Grade Entry										grd01
Year - Semester	Faculty	Department	Option	Course Code	Course Name	Class	Section	Status	Status Date	
Year - Semester: 2021-2022 2.Spring										
2021-2022 2.Spring	Faculty of Arts	History - Undergraduate		HIST102	Theories and Methods in History II	1st Class		Final Exam Temp		
<b>2021-2022 2.Spring</b>	<b>Faculty of Arts</b>	<b>History - Undergraduate</b>		<b>HIST208</b>	<b>History of Medieval Europe</b>	<b>2nd Class</b>		<b>Final Exam Temp</b>		
2021-2022 2.Spring	Faculty of Arts	History - Undergraduate		TAR428	Bitirme Tezi	4th Class	5			
2021-2022 2.Spring	Institute of Social Sciences	History - Masters		TAR512	Tarih Yazıcılığı II	Course		Final Exam Temp		
2021-2022 2.Spring	Institute of Social Sciences	History - Masters		TAR522	Tarih Semineri	Course				
2021-2022 2.Spring	Institute of Social Sciences	History - Masters		TAR590	Yüksek Lisans Tezi	Thesis	5			
2021-2022 2.Spring	Institute of Social Sciences	History - Masters		TAR591	Yüksek Lisans Semineri	Thesis	5			
Year - Semester: 2021-2022 1.Autumn										
Year - Semester: 2020-2021 2.Spring										
Year - Semester: 2020-2021 1.Autumn										
Year - Semester: 2019-2020 2.Spring										
Year - Semester: 2019-2020 1.Autumn										
Year - Semester: 2018-2019 2.Spring										
Year - Semester: 2018-2019 1.Autumn										
Year - Semester: 2017-2018 2.Spring										
<input checked="" type="checkbox"/> Grade Entry <input type="checkbox"/> Grade Entry Report										

Figure.13 Grade Entry

## Exam Definitions

By clicking on the "Exam Definitions" button, the names, numbers, impact rates, and publication of the exams to be defined are defined.

If you want to change the exam name and impact rate, changes can be made by clicking on the relevant section.

In exam definitions, the publish box must be clicked for the grades taken in the exam to be seen by the students.

All grades taken in the exams where the Publish box is clicked are seen on the students' mid-term grade page.

Students **could not see** the grades on the exams for which the Publish box **was not clicked**.

Grade Entry grd01

2021-2022 Spring  
Institute of Social Sciences History  
TAR512 Historiography II  
Assoc. Dr. ~~ÖZCAN ÖZCAN~~

Sınava girmeyen öğrenciler için puan alanına -1 yazılmalıdır.  
Notlar tamsayı olarak girilmelidir.

Return to list **Exam Definitions** Help Export to Excel Grade Report

Notlar

Student ID	Full Name	Not attend	Vize1	Sunum	Ara ödev
1	Muhammed Yusuf AKKÖZ	<input type="checkbox"/>	0	87	0
2	Ömer İsmail AYDIN	<input type="checkbox"/>	0	0	0
3	Alkan KALKAN	<input type="checkbox"/>	0	85	0
4	Mevza Malak KILIÇ	<input type="checkbox"/>			
5	Abdulrahman KILIÇ	<input type="checkbox"/>			
6	Sefa Arif KURULMAZ	<input type="checkbox"/>			
7	Caner BALCI	<input type="checkbox"/>			
8	Emre Balıkcı	<input type="checkbox"/>			
9	Hüseyin BÖRÜK	<input type="checkbox"/>			

**Exam Definitions**

#	Name	Percenta	Publis
1	Vize1	40	<input type="checkbox"/>
2	Sunum	10	<input type="checkbox"/>
3	Ara ödev	10	<input type="checkbox"/>
4	Vize4	0	<input type="checkbox"/>
5	Final	40	<input type="checkbox"/>
6	Bütünleme	40	<input type="checkbox"/>
105	Vize5	0	<input type="checkbox"/>

OK

Page 1 of 1 Displaying 1 - 9 of 9

Student Information Save

Figure.14 Exam Definitions

### Export to Excel

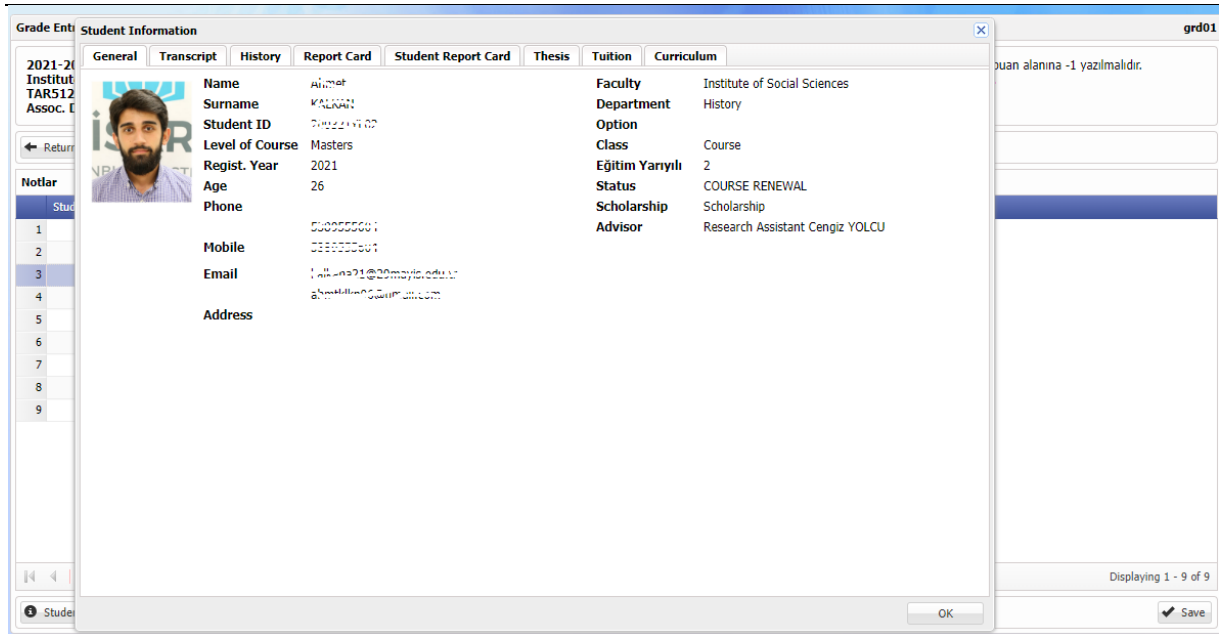
With the Export to Excel button, the list of notes was transferred to Excel.

### Exam Report

You can obtain a list for the exam record with the Exam Report button.

### Student Detail Information Viewing

Double-click on the "Student Information" button or the student to get information about the students during the grade entry order. In the window that opens, you can view the student's general information, transcript, history, report card, thesis, tuition fee, and curriculum information.



Student Information	
<b>Name</b>	Ahmet
<b>Surname</b>	KALKAN
<b>Student ID</b>	000000000
<b>Level of Course</b>	Masters
<b>Regist. Year</b>	2021
<b>Age</b>	26
<b>Phone</b>	000000000
<b>Mobile</b>	000000000
<b>Email</b>	ahmetkalkan71@2020maviin.edu.tr
<b>Address</b>	ahmetkalkan@2020maviin.edu.tr
<b>Faculty</b>	Institute of Social Sciences
<b>Department</b>	History
<b>Option</b>	
<b>Class</b>	Course
<b>Eğitim Yarıyılı</b>	2
<b>Status</b>	COURSE RENEWAL
<b>Scholarship</b>	Scholarship
<b>Advisor</b>	Research Assistant Cengiz YOLCU

Figure.15 Student Information

### Grade Entry

The course for which the grade is to be entered is double-clicked, or the course is selected and the grade entry button is clicked. Exam grades were entered.

### Provisional Registration

A grade is entered for the midterm exam or the desired exam (Homework, Project, Other etc.), and a temporary registration is made with 'Save.' If the "**Publish**" box next to the midterm exam is **checked** in the exam definitions, the numerical grades of the temporarily registered exam are visible to the student and the midterm exam entry is **completed**.

In the final exam, the grade is entered, and temporary registration is made with the 'Save' button. If the "**Publish**" box next to the final exam is **checked** in the exam descriptions, numerical grades are shown to the student, and final registration is required to create letter grades.

### Final Registration

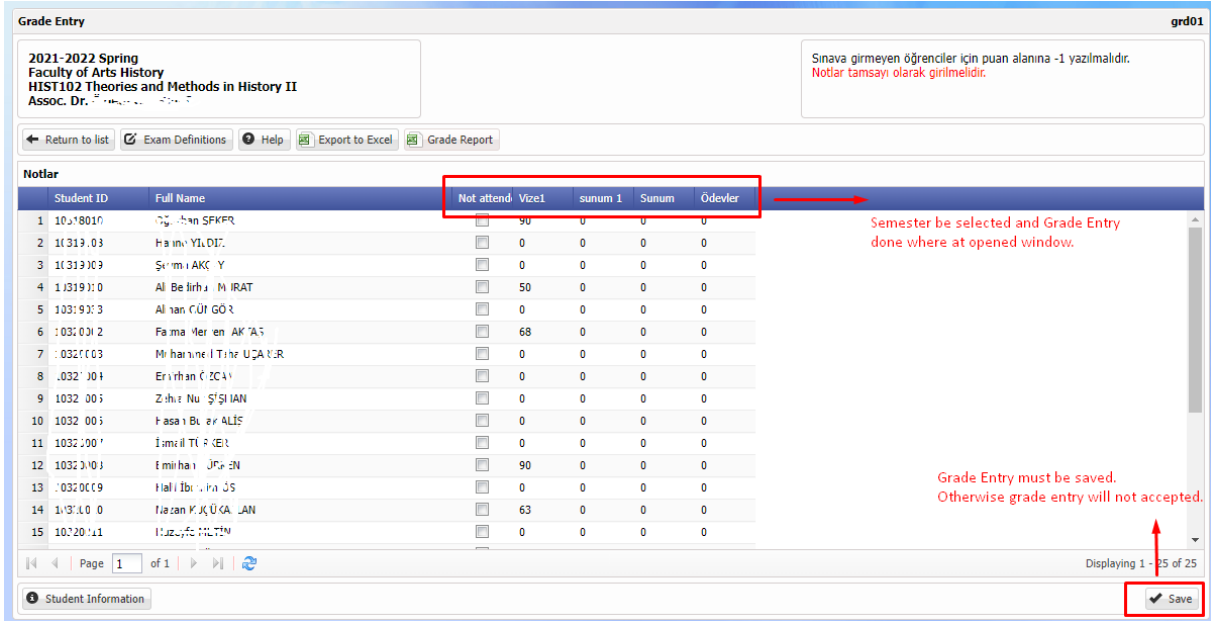
After completing the grade entries, the instructor clicked the final registration button. A warning appeared on the screen to enter a password. The faculty member enters the login password into the system for security reasons.

Letter grades are automatically created according to the average, in line with the grade ranges specified in the regulation. The letter grades of the students whose grades are not entered will be automatically recorded as "FF."

After the definitions are made, letter grades will come automatically when '*Absolute Grade calculation*' or '*Calculate Relative Grade*' is clicked. This distinction is determined according to university regulations.

For the final exam, '**Final Save**' must be made before the end of the grade entry calendar. The letter grades of the courses for which final registration has not been made are not visible to the students.

After completing the final registration process, the transcript was submitted to the student affairs office. After the final registration process, the faculty members did not make any changes. The changes to be made are made by student affairs with the decision of the faculty board of directors.



The screenshot shows the 'Grade Entry' interface for the 2021-2022 Spring semester, Faculty of Arts History, HIST102 Theories and Methods in History II. The interface includes a navigation bar with options like 'Return to list', 'Exam Definitions', 'Help', 'Export to Excel', and 'Grade Report'. A table lists 15 students with columns for 'Not attend', 'Vize1', 'sunum 1', 'Sunum', and 'Ödevler'. The 'Save' button is highlighted in red. Red annotations provide instructions: 'Semester be selected and Grade Entry done where at opened window.' and 'Grade Entry must be saved. Otherwise grade entry will not accepted.'

Student ID	Full Name	Not attend	Vize1	sunum 1	Sunum	Ödevler
1	10218010		90	0	0	0
2	1131303		0	0	0	0
3	1131303		0	0	0	0
4	1131900		50	0	0	0
5	1031903		0	0	0	0
6	1031002		68	0	0	0
7	1032103		0	0	0	0
8	1032104		0	0	0	0
9	1032105		0	0	0	0
10	1032105		0	0	0	0
11	1032107		0	0	0	0
12	1032108		90	0	0	0
13	1032009		0	0	0	0
14	1032100		63	0	0	0
15	1022011		0	0	0	0

Figure.16 Grade Entry – 1

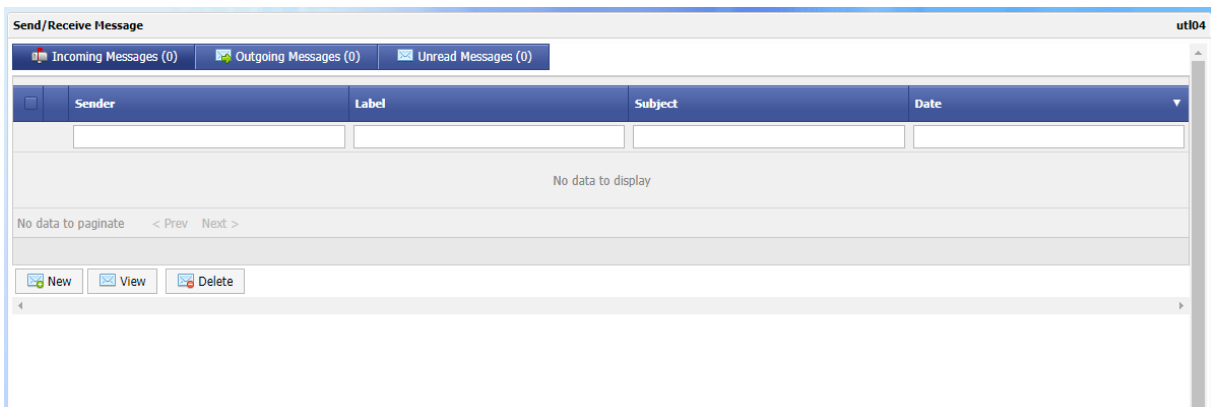
## Message

The use of the gold (My Messages) screen in the Message tab is shown.

### UTL04 My Messages

Instructors can see the messages sent to them on the screen. At the same time, they could send messages to their students through this screen.

## MESSAGING – INCOMING MESSAGES



The screenshot shows the 'Send/Receive Message' interface for UTL04. It features a navigation bar with 'Incoming Messages (0)', 'Outgoing Messages (0)', and 'Unread Messages (0)'. Below is a table with columns for 'Sender', 'Label', 'Subject', and 'Date'. The table is currently empty, displaying 'No data to display'. At the bottom, there are buttons for 'New', 'View', and 'Delete'.

Figure.32 My Messages





## MESSAGING – SENDING NEW MESSAGES

Instructors can send messages to students who are advisory through this system.

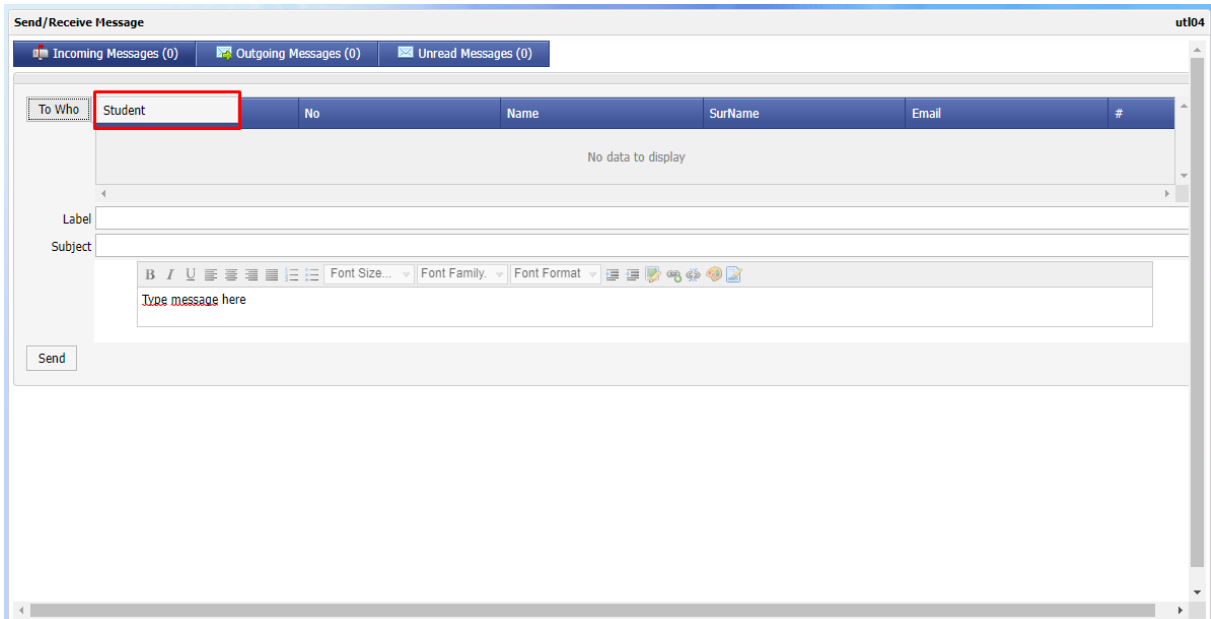


Figure.33 My Messages 2

## MESSAGING – SENT MESSAGES

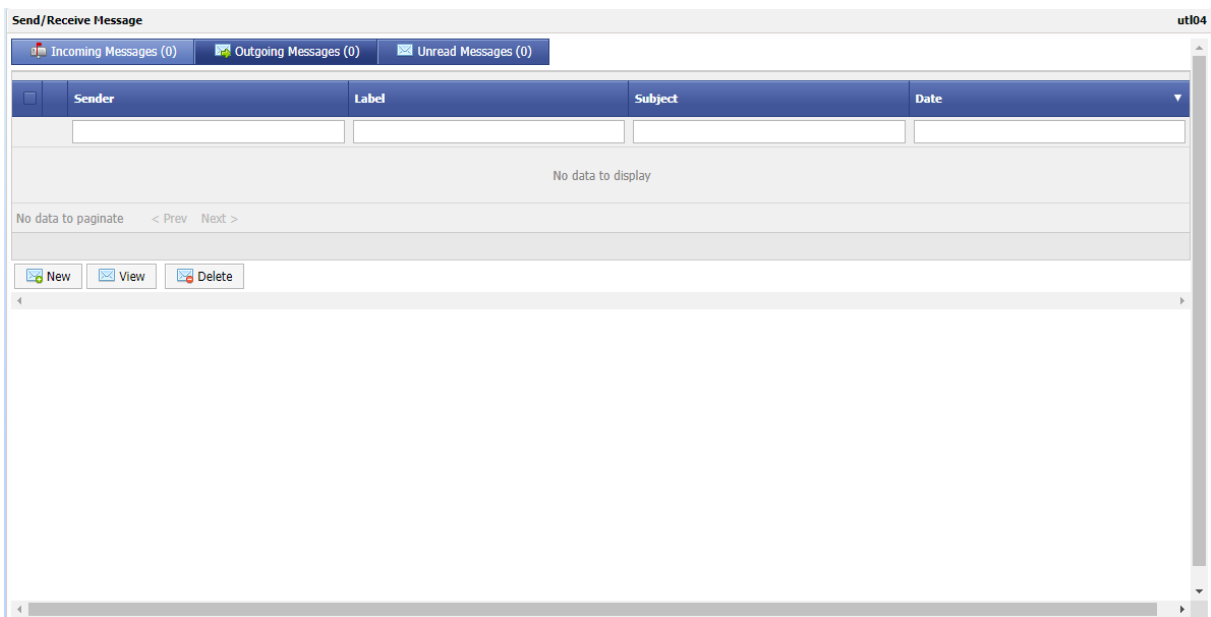


Figure.34 My Messages 3