

EUROPASS DIPLOMA SUPPLEMENT

This Diploma Supplement model was developed by the European Commission, Council of Europe and Unesco/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

1. HOLDER OF THE QUALIFICATION	
1.1 Family name	1.2 First name
<input type="text" value="Kabasakal"/>	<input type="text" value="Ayse"/>
1.3 Date (DD/MM/YYYY), place, country of birth	1.4 Student ID number or code
<input type="text" value="01/01/1991, Ankara, Turkiye"/>	<input type="text" value="111111"/>
2. QUALIFICATION	
2.1 Name of qualification (full, abbreviated; in original language)	Title conferred (full, abbreviated; in original language)
<input type="text" value="Lisans Diplomasi"/> n/a Explanatory note: Usually not applicable for Turkiye except for some specialised professional designation which are awarded simultaneously with the academic degree. For these see 5.2.	<input type="text" value="Lisans Mezunu"/>
2.2 Main field(s) of study	
<input type="text" value="Public Administration Studies"/>	
2.3 Institution awarding the qualification (in original language)	Status (Type / Control)
<input type="text" value="Iktisadi ve Idari Bilimler Fakültesi"/>	<input type="text" value="Fakulte"/>
2.4 Institution administering studies (in original language)	Status (Type / Control)
<input type="text" value="See 2.3"/>	<input type="text" value="See 2.3"/>
2.5 Language(s) of instruction/examination	
<input type="text" value="Turkish / English"/>	
3. LEVEL OF THE QUALIFICATION	
3.1 Level of qualification	3.2 Official length of programme
<input type="text" value="First degree including thesis"/>	<input type="text" value="4 years / 210 ECTS credits"/>
3.3 Access requirement(s)	
<input type="text" value="General / Specialised Higher Education Entrance Exam , Sect. 8 or foreign equivalent"/>	

4. CONTENTS AND RESULTS GAINED

4.1 Mode of study

Full time

4.2 Programme requirements / Qualification profile of the graduate

Students shall be imparted with practically orientated public administration knowledge with an international orientation on the basis of scientific findings and methods. Regarding the general study goals the Public Administration programme is to enable students to analyse procedures and problems of public practice, to find economically justified solutions by also considering non-public relations.

Additionally the study course shall convey work skills as well. Not only individual but team work should be applied. Social and ethical implications are to be considered.

4.3 Programme details

See also Final Examination Certificate for a list of subjects taken in written and oral examination and topic of thesis, including grading.

The studies programme starts with the following 24 compulsory modules with 120 ECTS credits (5 credits per module) completed by a final examination: Introduction to Business Studies, Accounting Techniques/Cost Accounting 1; Financial Mathematics; Personal Computing; Marketing; Cost Mathematics; Business Law 2; Procurement and Production Management; Accounting Standards 1; Macroeconomics 2; Public Law; Business Taxation, Introduction to Public Information Systems; Elective Module Basis Studies; Finance; Human Resources Management; Business Organisation, Accounting Standards 2; Microeconomics. The graduate chose Spanish for his compulsory elective module for the basis studies. If failed or incomplete, each module may be repeated twice. The above modules form a foundation for the subsequent main studies programme.

The main studies programme is made up of 12 modules with 60 ECTS credits (5 credits per module each) which are also each completed by a final examination. If failed or incomplete, each module may be repeated twice. Upon studying according to the stipulations of the course regulations, the student may have an additional attempt to complete a particular module in this programme. Besides the compulsory modules Public Administration (inc. governing game) and Balance Sheet Analysis/Controlling, the student selected from the catalogue two main options consisting of three modules each: Finance and Organisation. Moreover, the student chose two compulsory modules from a special catalogue (International Administration (in English) and Special Public Law) as well as two additional elective modules (Development programme for new management generations and Compilation and checking of the annual financial statement according to the HGB and IFRS).

The entire study programme is completed with an honours project and an oral examination on this project (30 ECTS credits).

Please see attached Transcript of Records for individual documentation.

4.4 Grading scheme

General grading scheme (Sect. 8) "Very good"; "Good"; "Satisfactory", "Sufficient", "Non-sufficient/Fail". Additionally, the ECTS grading scheme is being prepared.

4.5 Overall classification (in original language)

lyi (good)

Based on weighted average referring to the regulations of the study programme. Additionally the ECTS grading scheme is being prepared.

5. FUNCTION OF THE QUALIFICATION

5.1 Access to further study

Qualifies to apply for admission for Master and doctoral studies.

5.2 Professional status

The Diplom-degree in this discipline entitles its holder to the legally protected professional title „Lisans Diplomasi (LD) and to exercise professional work in the field(s) of economics and public administration for which the degree was awarded.

6. ADDITIONAL INFORMATION

6.1 Additional information

The student participated in tutorial programmes in his third year. He also worked as assistant in the International Faculty Office where he contributed to several publications on the Bologna Process.

6.2 Further information sources

Institution: www.guzelbahce.edu.tr

Department: <http://www.kamu.guzelbahce.edu.tr>

7. CERTIFICATION

This Diploma Supplement refers to the following original documents:

7.1 Degree award certificate issued on [Date]

08	06	2005
DD	MM	YYYY

7.2 Diploma / Degree / Certificate awarded on [Date]

08	06	2005
DD	MM	YYYY

7.3 Transcript of records issued on [Date]

08	06	2005
DD	MM	YYYY

7.4 Certification date

08	07	2008
DD	MM	YYYY

7.5 Chairman of examination committee

7.6 Official stamp/seal

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8. NATIONAL HIGHER EDUCATION SYSTEM¹

The information on the national higher education system on the following pages provides a context for the qualification and the type of higher education that awarded it.

INFORMATION ON THE TURKISH HIGHER EDUCATION SYSTEM

The Basic Structure of the Turkish National Education System consists of four main stages as pre-school education, primary education, secondary education and higher education.

Pre-school education consists of non-compulsory programmes whereas primary education is a compulsory 8 year programme for all children beginning from the age of 6. The secondary education system includes "General High Schools" and "Vocational and Technical High Schools".

Higher Education is defined as all post-secondary programmes with a duration of at least two years. The system consists of universities(state and non-profit foundation)and other types of higher education institutions(police and military academies and foundation vocational schools). Each university consists of faculties and schools offering First Cycle(Bachelor's level)programmes(240 ECTS), two year vocational higher schools offering Short Cycle(Associate's level)programmes(120 ECTS)of a strictly vocational nature and also graduate schools administering graduate programmes.

The Higher Education Law No. 2547 is the main law, which governs the higher education in Turkey. All universities(both state and non-profit foundation)are subject to the same law and regulations/rules. All state and non-profit foundation universities are founded by Law. The Higher Education System is regulated by the Council of Higher Education(Yüksek Öğretim Kurulu-YÖK)established in 1981, the Council regulates the activities of higher education institutions with respect to research, governing, planning and organization.

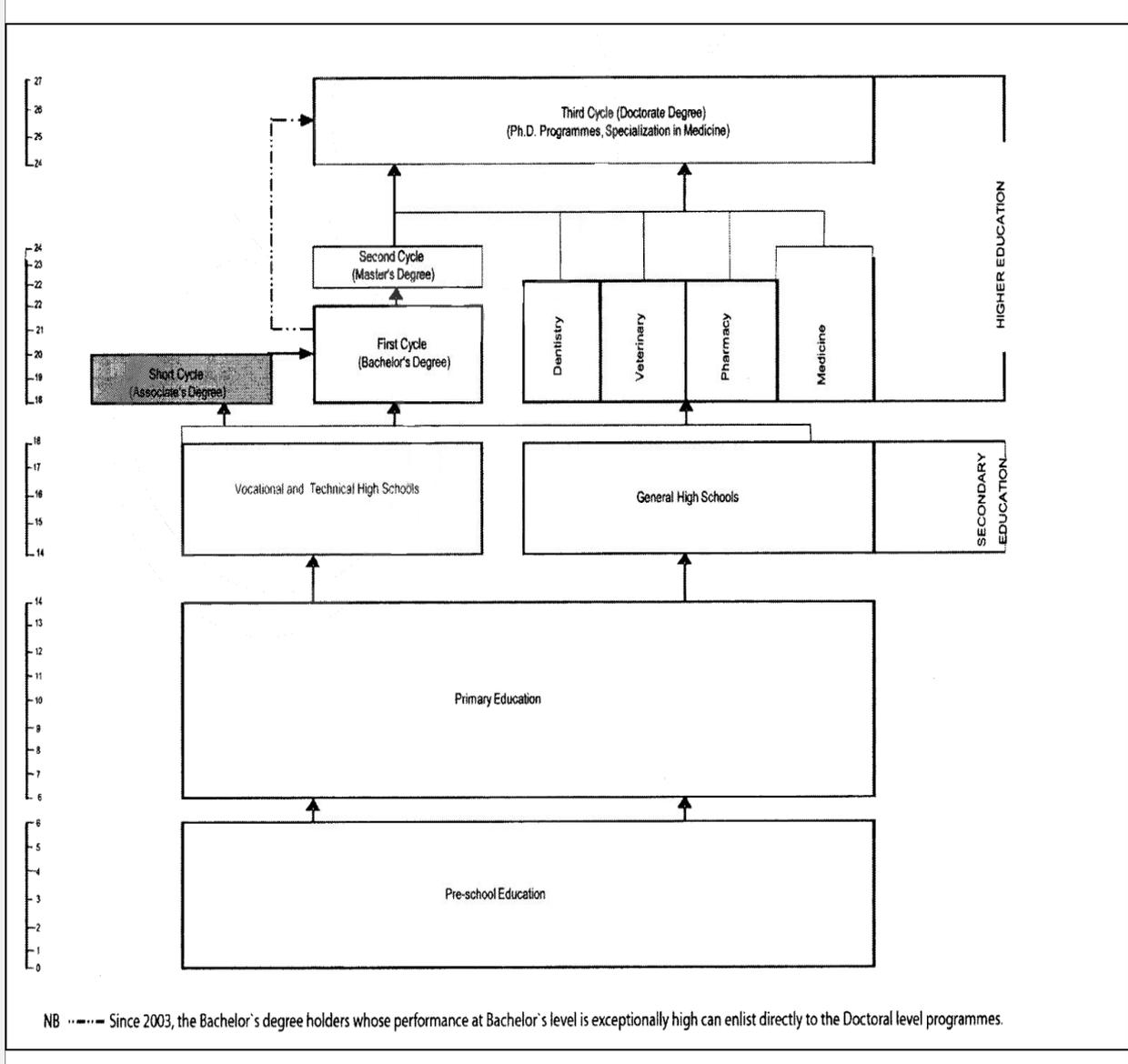
Admission to higher education is based on a nation-wide Student Selection Examination(ÖSS). The examination is held once a year and is administered by the Student Selection and Placement Center(ÖSYM). Candidates gain access to institutions of higher education based on their composite scores consisting of the scores on the selection examination and their high school grade point averages.

Graduate level of study consists of the Second Cycle(Master's Degree)and the Third Cycle(PhD/Doctorate Degree)programmes. There are two types of Master's programmes: with or without a thesis. The Master's programmes with a thesis have 120 ECTS and consist of a minimum of seven courses, with a minimum of 21 national credits, one seminar course, and a thesis. The seminar course and thesis are non-credit and graded on a pass/fail basis. The duration of the Master's programmes with a thesis is four semesters. Non-thesis Master's programmes have 90 ECTS and consist of a minimum of 10 courses with a minimum of 30 national credits and a non-credit semester project. The semester project is graded on a pass/fail basis. Duration of the non-thesis Master's programmes is three semesters. PhD programmes have 240 ECTS and duration of eight semesters which consists of completion of a minimum of seven courses, with a minimum of 21 national credits, passing a qualifying examination, preparing and defending a doctoral dissertation. Specialization in Medicine accepted as equivalent to third cycle programmes are carried out within the faculties of medicine, university hospitals and the training hospitals owned by the Ministry of Health.

Since 2003, a change in the 1996 Regulations on Graduate Education allows Bachelor's degree holders to PhD programmes if their performance at the Bachelor's degree level is exceptionally high and their application is approved. For these students, the theoretical part of the PhD programmes consists of a minimum of 14 courses, with a minimum of 42 national credits.

**The national credit system is based on contact hours(i.e. theoretical or practical hours per week). 1.0 credit stands for each hour of lecture a week and 0.5 credit stands for each hour of laboratory or practical a week.*

TABLE. 1: INSTITUTIONS, PROGRAMMES AND DEGREES IN TURKISH HIGHER EDUCATION



¹ The information covers only aspects directly relevant to purposes of the Diploma Supplement. All information as of 1 July 2010.