



## BAŞKENT UNIVERSITY

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## EUROPASS DIPLOMA SUPPLEMENT



**Diploma No** : 2154890530

**Diploma Date** : 13/06/2015

This diploma supplement follows the model 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 the 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 judgments, 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- INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

- 1.1 Last name(s) : Tuna  
1.2 First name(s) : Nebiye Gülfem  
1.3 Date of birth (day/month/year) : 11/09/1991  
1.4 Student identification number or code (if available) : 21394826

### 2- INFORMATION IDENTIFYING THE QUALIFICATION

- 2.1 Name of qualification and (if applicable) title conferred (in original language) :  
Büro Yönetimi ve Yönetici Asistanlığı, Önlisans  
2.2 Main field(s) of study for the qualification :  
Office Management and Executive Assistance  
2.3 Name and status of awarding institution (in original language) :  
Başkent Üniversitesi; Vakıf Üniversitesi  
2.4 Name and status of institution (if different from 2.3) administering studies (in original language) :  
See 2.3 above  
2.5 Language(s) of instruction/examination :  
Turkish

### 3- INFORMATION ON THE LEVEL AND DURATION OF THE QUALIFICATION

- 3.1 Level of the qualification :  
Short cycle QF-EHEA/Level 5 EQF.  
3.2 Official duration of programme in credits and/or years :  
2 years/120 ECTS credits.  
3.3 Access requirement(s) :  
High School Diploma.  
Placement through the Higher Education Institutions Exam.  
Students have to pass English Proficiency Exam.

### 4- INFORMATION ON THE PROGRAMME COMPLETED AND THE RESULTS OBTAINED

- 4.1 Mode of study :  
Full-Time  
4.2 Programme learning outcomes :  
The students are required to successfully complete the designated program of courses and meet a minimum of 120 ECTS credits requirement and have a minimum CGPA of 2.00/4.00.  
The aim of the program is to educate the contemporary office managers and administrative assistants who will meet the rapidly changing and evolving needs of the business world.  
The graduates can work at all kinds of offices in entire sectors.

4.3 Programme details, individual credits gained and grades/marks obtained :

Code	Course Name	Course Category	Credit	Grade	ECTS Credit
<b>First Term (Fall)</b>					
ENG127	Basic English I	Compulsory	4	A	5
SBYA101	Introduction To Law	Compulsory	2	C	3
SBYA103	Keyboarding Techniques	Compulsory	3	C+	4
SBYA105	Economics	Compulsory	3	B-	5
SBYA107	Accounting	Compulsory	3	D	5
SBYA161	Protocol and Rules of Conduct	Elective	2	B-	3
SBYA165	Human Resources Management	Elective	2	B	3
TÜRK101	Turkish I	Compulsory	2	D	2
<b>Second Term (Spring)</b>					
ENG128	Basic English II	Compulsory	4	A	5
SBYA102	Advanced Office Applications	Compulsory	3	A	4
SBYA104	Filing and Archive Techniques	Compulsory	3	A	4
SBYA106	Business Writing Techniques	Compulsory	3	A-	4
SBYA108	Computerized Accounting	Compulsory	3	A	4
SBYA120	Internship	Compulsory	0	A	1
SBYA150	Total Quality Management	Elective	2	A	3
SBYA164	Management and Organization	Elective	2	A	3
TÜRK102	Turkish II	Compulsory	2	D	2
<b>Third Term (Fall)</b>					
ATA201	Atatürk's Principles and the Hist. of the Turkish Revolution I	Compulsory	2	D	2
SBYA201	Office Management	Compulsory	3	A	6
SBYA203	Principles of Secretarial Work	Compulsory	3	A	5
SBYA205	Effective and Fine Speaking I	Compulsory	2	B	3
SBYA207	Introduction To Business	Compulsory	3	B-	5
SBYA251	Business Law	Elective	2	B+	3
SBYA253	Types of Tourism	Elective	2	C+	3
SBYA261	Marketing	Elective	2	A	3
<b>Fourth Term (Spring)</b>					
ATA202	Atatürk's Principles and the Hist. of the Turkish Revolution II	Compulsory	2	C-	2
SBYA202	Customer Relations Management	Compulsory	2	B+	3
SBYA204	Public Relations	Compulsory	2	C-	3
SBYA206	Modern Management Techniques	Compulsory	3	A	5
SBYA208	Executive Secretarial Work	Compulsory	3	A	5
SBYA210	Management Information Systems	Compulsory	2	B+	3
SBYA252	E-Commerce	Elective	2	A	3
SBYA254	Research Methods and Techniques	Elective	2	C-	3
SBYA260	Organizational Behavior	Elective	2	A	3
<b>University Compulsory Courses</b>					
BTU100	Computer Literacy	Elective	2	B	2
GSI129	Cities and Historical Environments	Elective	1	B+	1
<b>Total Credits</b>	: 85				
<b>Total ECTS Credits</b>	: 123				
<b>CGPA</b>	: 3.17 / 4.00				

#### 4.4 Grading system and, if available, grade distribution table :

For each course taken, the student is assigned one of the following grades by the course instructor. A student's academic success; cumulative grade point average (CGPA) is calculated by the Registrar's Office, by taking into consideration the semesters' final grades.

Grading System out of 100	Grade Letter	Grade Points	Degrees of Success
95-100	A	4.00	(Pass)
90-94	A-	3.70	(Pass)
85-89	B+	3.30	(Pass)
80-84	B	3.00	(Pass)
75-79	B-	2.70	(Pass)
70-74	C+	2.30	(Pass)
65-69	C	2.00	(Pass)
60-64	C-	1.70	(Pass on Probation)
55-59	D+	1.30	(Pass on Probation)
50-54	D	1.00	(Pass on Probation)
00-49	F1	.00	(Fail)

#### Other grades used :

F2 - Fail (Not attended)

E - Incomplete (Given to students who haven't completed the course requirements or will take a make-up exam.)

P - Progress (Given to students at the end of a term who are continuing a two-term course.)

#### The graduates completing the CGPA are awarded by the following qualifications :

Cumulative Grade Point Average (CGPA)	Qualification
3.50 - 4.00	Yüksek Onur (High Honor)
3.00 - 3.49	Onur (Honor)
2.00 - 2.99	Başarılı (Satisfactory)

#### 4.5 Overall classification of the qualification (in original language) :

Onur

#### 5- INFORMATION ON THE FUNCTION OF THE QUALIFICATION

##### 5.1 Access to further study :

May apply to undergraduate programs.

##### 5.2 Access to a regulated profession (if applicable) :

This degree enables the holder to exercise the profession.

#### 6- ADDITIONAL INFORMATION

##### 6.1 Additional information :

Internship and on-the-job training are completed.

##### 6.2 Further information sources :

Başkent University website : [www.baskent.edu.tr](http://www.baskent.edu.tr)

Başkent University Information Package: <http://angora.baskent.edu.tr/bilgipaketi/>

The Turkish ENIC-NARIC website: <http://www.enic-naric.net/index.aspx?c=Turkey>

The Council of Higher Education website : [www.yok.gov.tr](http://www.yok.gov.tr)

## 7- CERTIFICATION OF THE SUPPLEMENT

- 7.1 Date : 13/02/2020
- 7.2 Name and Signature : Prof. Dr. Gilman Senem GENÇTÜRK HIZAL
- 7.3 Capacity : Registrar
- 7.4 Official stamp or seal :



## 8- INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

### Structure and Degree System

The basic structure of the Turkish National Education System consists of stages of noncompulsory pre-school education; compulsory primary (elementary and middle school) and secondary (high school) education; and higher education. Primary education begins at the age of 5.5 (66 months), lasts eight years and comprises elementary and middle school education, four years each. Secondary education is also four years and divided into two categories as "General High School Education" and "Vocational and Technical High School Education". The entry into these categories is through composite scores obtained from a centralized exam for secondary schools.

Higher education system in Turkey is managed by the Council of Higher Education (CoHE, Yükseköğretim Kurulu-YÖK) which is an autonomous public body responsible for the planning, coordination, governance and supervision of higher education within the provisions set forth in the Constitution of the Turkish Republic and the Higher Education Law. Both state and non-profit foundation universities are founded by law and subjected to the Higher Education Law and to the regulations enacted in accordance with it.

Higher education in Turkey comprises all post secondary higher education programmes, consisting of short, first, second, and third cycle degrees in terms of the terminology of the Bologna Process. The structure of Turkish higher education degrees is based on a two-tier system, except for dentistry, pharmacy, medicine and veterinary medicine programmes which have a one-tier system. The duration of these one-tier programmes is five years (300 ECTS) except for medicine which lasts six years (360 ECTS). The qualifications in these one-tier programmes are equivalent to the first cycle (bachelor's) plus second cycle (master's) degree. Undergraduate level of study consists of short cycle (associate's)-(önlisans derecesi) and first cycle (bachelor's)-(lisans derecesi) degrees which are awarded after successful completion of full-time two-years (120 ECTS) and four-years (240 ECTS) study programmes, respectively.

Graduate level of study consists of second cycle (master's)-(yüksek lisans derecesi) and third cycle (doctorate)-(doktora derecesi) degree programmes. Second cycle is divided into two sub-types named as master without thesis and master with thesis. Master programmes without thesis require 60 to 90 ECTS credits and consist of courses and a semester project. 60 ECTS non-thesis master programmes are exceptional, and exist in a few disciplines. The master programmes with a thesis require 90 to 120 ECTS credits, which consist of courses, a seminar, and a thesis. Third cycle (doctorate) degree programmes are completed having earned a minimum of 180 ECTS credits, which consist of completion of courses, passing a proficiency examination and a doctoral thesis. Specialization in medicine, accepted as equivalent to third cycle programmes are carried out within the faculties of medicine, university hospitals and the training hospitals operated by the Ministry of Health.

Universities consist of graduate schools (Institutes) offering second cycle (master's) and third cycle (doctorate) degree programmes, faculties offering first cycle (bachelor's degree) programmes, four-years higher schools offering first cycle (bachelor's) degree programmes with a vocational emphasis and two-years vocational schools offering short cycle (associate's) degree programmes of a strictly vocational nature.

Since 2003, first cycle degree holders may apply directly to third cycle (doctorate) programmes if their performance at the first cycle degree level is exceptionally high and their National Central Graduate Education Entrance Examination (ALES) score is also high and their application is approved. For these students, theoretical part of the programmes requires additional courses of 60 ECTS credits.

The students who fulfill the requirements of success and the other conditions, can take courses from two different programmes at the same time at that university and get a Double Major Diploma.

Admission of national students to short and first cycle degree programmes is centralized and based on a nationwide one/two-stage examination(s) conducted by an autonomous public body (Assessment, Selection and Placement Centre-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. Admission to graduate programmes is directly conducted by the higher education institutions (HEIs) within the frameworks of the publicly available national and institutional regulations. Admission of foreign students to programmes at all levels of higher education can be done by direct applications of candidates to HEIs based on publicly available national and institutional regulations.

**The Turkish National Qualifications Framework for Higher Education (TYYÇ):** The National Qualifications Framework for Higher Education in Turkey (TYYÇ) was developed with reference to the QF for European Higher Education Area and the EQF for lifelong learning was adopted by the CoHE in 2010. The framework has been developed as a part of a single national qualifications framework, which would eventually consist of 8 levels national framework covering all levels of educations on completion of the ongoing work at the national level, in which the higher education levels lie on levels between 5 to 8. The levels of the TYYÇ with reference to the European overarching qualifications frameworks as well as that to ECTS credits and student workload are shown below.

