

## 7. CERTIFICATION OF THE SUPPLEMENT

- 7.1 Date : 25.06.2012  
7.2 Name and Signature : Saadet İLBAY  
7.3 Capacity : Director of Student Affairs  
7.4 Official Stamp or Seal :



## 8. INFORMATION ON THE NATIONAL 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 four-year 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.

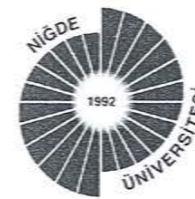
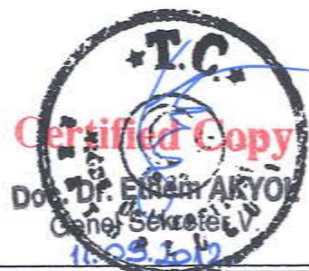
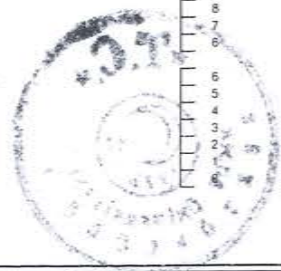
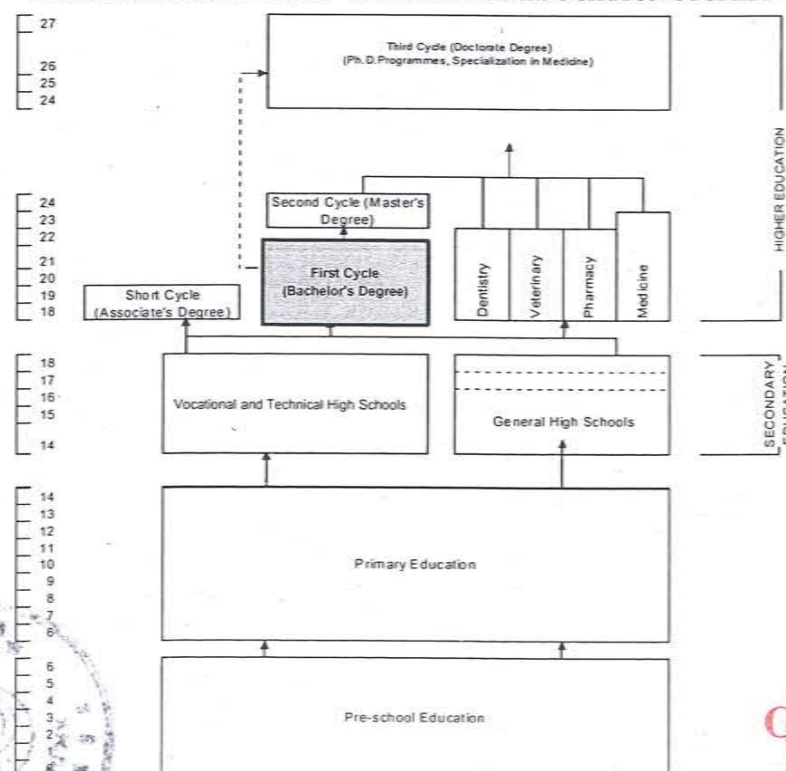
The Higher Education Law No. 2547 is the main law, which governs the higher education in Turkey. All universities (both state and non-profit foundation) are subject to the same law and regulations/rules. All state and non-profit foundation universities are founded by Law. The Higher Education System 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.

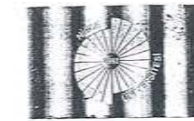
Since 2003, a change in the 1996 Regulations on Graduate Education allows Bachelor's degree holders to PhD programmes if their performance at the Bachelor's degree level is exceptionally high and their application is approved. For these students, the theoretical part of the PhD programmes consists of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

### GENERAL STRUCTURE OF THE TURKISH EDUCATION SYSTEM



## NIGDE UNIVERSITY DIPLOMA SUPPLEMENT

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## BACHELOR'S DEGREE LİSANS

Diploma Date: 25.06.2012  
Diploma No : [REDACTED]

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 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. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

- 1.1 Family name(s): [REDACTED]  
1.2 Given name(s): [REDACTED]  
1.3 Date of birth (day/month/year): [REDACTED]  
1.4 Student identification number or code: [REDACTED]

### 2. INFORMATION IDENTIFYING THE QUALIFICATION

- 2.1 Name of the qualification and title conferred (in original language):  
Kamu Yönetimi, Lisans Derecesi  
2.2 Main field(s) of study for qualification:  
Public Administration, First Cycle  
2.3 Name and status of awarding institution (in original language):  
Nigde Üniversitesi, Devlet Üniversitesi  
Nigde University, State University  
2.4 Name and status of institution administering studies (in original language):  
Same as 2.3  
2.5 Language(s) of instruction / examination:  
Turkish

### 3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

- 3.1 Level of qualification:  
First Cycle (Bachelor's Degree)  
3.2 Official length of programme:  
4 years, 2 semesters per year, 16 weeks per semester, 240 ECTS credits  
3.3 Access requirement(s):  
-High school diploma  
-Placement through a nation-wide Student Selection and Placement Examination (OSS)

### 4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

- 4.1 Mode of study:  
Full-time  
4.2 Programme requirements:  
The First Cycle (Bachelor's Degree) is awarded to students who have  
- successfully completed all the courses in the curriculum, 240 ECTS credits,  
- a minimum Cumulative Grade Point Average (CGPA) of 2.00 out of 4.00,  
- successfully completed a graduation thesis.

#### Objectives of the programme:

- To provide students with necessary theoretical and practical knowledge in the fields of law, administration, politics, urbanization and environmental problems,
- To provide students with necessary administrative qualifications that will help them find jobs in public and private sectors,
- To have graduates who are intellectual, social, open-minded and respectful and aware of ethical and moral principles,
- To provide students with the required information technologies and communication skills,
- To train individuals who can evaluate, analyze and suggest solutions to problems related to politics, environment, urbanization, administration and law.

#### Skills and competences / Key learning outcomes:

- Upon successful completion of the programme, the student:
- understands and interprets problems related to public administration,
  - has knowledge of principles and methods to settle a problem related to the study area,
  - is able to make or contribute to strategic decisions related to public administration,
  - has qualifications to work in finance, administration, inspection and public relation departments of political institutions, public and private sectors, Non-Governmental Organizations (NGOs),
  - keeps in touch with the latest developments and innovations emerging in environment and urbanization problems, administration, law, politics in national and international levels,
  - has necessary knowledge of current laws and regulations related to public administration,
  - is aware of professional and scientific ethical codes,
  - has principles and culture of public administration
  - is able to conduct research independently,
  - is able to develop scientific, systematic and logical thinking skills,
  - analyzes and evaluates problems emerging in other disciplines,
  - is sensitive and protective for environment.



#### 4.3 Programme details and the individual grades/marks/credits obtained:

Code	Course Name	Course Category	Grade	ECTS
<b>Semester 1</b>				
0503101	INTRODUCTION TO POLITICAL SCIENCE	Compulsory	CB	4
0503102	SOCIOLOGY I	Compulsory	DD	3
0503103	BASIC CONCEPTS OF LAW	Compulsory	CC	4
0503104	INTRODUCTION TO CONSTITUTIONAL LAW	Compulsory	CC	4
0503105	INTRODUCTION TO ECONOMICS	Compulsory	DD	4
0503106	BASIC INFORMATION TECHNOLOGY USAGE	Compulsory	CC	3
0503121	FOREIGN LANGUAGE I	Compulsory	AA	2
0503122	ATATURK PRINCIPLES AND HISTORY OF REVOLUTION I	Compulsory	BA	3
0503123	TURKISH LANGUAGE I	Compulsory	BA	3
<b>Semester 2</b>				
0503201	PUBLIC RELATIONS IN ADMINISTRATION	Compulsory	AA	3
0503202	SOCIOLOGY II	Compulsory	CC	3
0503203	INTRODUCTION TO BUSINESS	Compulsory	AA	3
0503204	TURKISH CONSTITUTIONAL LAW	Compulsory	CC	5
0503205	MICRO ECONOMICS	Compulsory	BB	4
0503206	BASIC COMPUTER SCIENCE	Compulsory	DC	3
0503221	FOREIGN LANGUAGE II	Compulsory	AA	3
0503222	ATATURK PRINCIPLES AND HISTORY OF REVOLUTION II	Compulsory	BA	4
0503223	TURKISH LANGUAGE II	Compulsory	CC	2
<b>Semester 3</b>				
0503301	ECOLOGY	Compulsory	BA	4
0503302	ADMINISTRATIVE SCIENCE I	Compulsory	CC	4
0503303	HISTORY OF ECONOMIC AND SOCIAL THOUGHT	Compulsory	CC	4
0503304	ACCOUNTING I	Compulsory	CC	3
0503305	ADMINISTRATIVE LAW	Compulsory	BB	4
0503306	HISTORY OF POLITICAL THOUGHT I	Compulsory	CC	4
0503307	MACRO ECONOMICS	Compulsory	CB	4
0503308	MANAGEMENT PSYCHOLOGY	Compulsory	BB	3
<b>Semester 4</b>				
0503401	ENVIRONMENTAL LAW	Compulsory	CB	3
0503402	ADMINISTRATIVE SCIENCE II	Compulsory	AA	5
0503403	PUBLIC FINANCE	Compulsory	CB	4
0503404	ACCOUNTING II	Compulsory	CB	3
0503405	JUDICIARY OF ADMINISTRATIVE LAW	Compulsory	BB	4
0503406	HISTORY OF POLITICAL THOUGHT II	Compulsory	BB	4
0503407	STATISTICS	Compulsory	CC	4
0503408	CIVIL LAW	Compulsory	CC	3
<b>Semester 5</b>				
0503501	LOCAL GOVERNMENTS	Compulsory	AA	5
0503502	TURKISH TAXATION LAW AND SYSTEM	Compulsory	AA	4
0503503	PUBLIC PERSONNEL MANAGEMENT	Compulsory	CB	4
0503504	URBANIZATION AND HOUSING POLICY	Compulsory	DD	5
0503505	STRATEGICAL MANAGEMENT IN PUBLIC SECTOR	Compulsory	CB	3
0503506	CRIMINAL LAW	Compulsory	BB	3
0503512	BASIC HUMAN RIGHTS AND FREEDOMS	Elective	BB	3
0503513	URBAN ECONOMY	Elective	BB	3
<b>Semester 6</b>				
0503601	FINANCE OF LOCAL GOVERNMENTS	Compulsory	CC	4
0503602	SCIENTIFIC RESEARCH METHODS	Compulsory	CC	3
0503603	CONTEMPORARY POLITICAL IDEOLOGIES	Compulsory	CB	4
0503604	URBAN AND REGIONAL PLANNING	Compulsory	CB	5
0503605	SERVICE MANAGEMENT AND MARKETING	Compulsory	BA	3
0503606	CRIMINAL LAW PROCEEDING	Compulsory	CC	3
0503611	INTERNATIONAL ECONOMICS	Elective	CC	4
0503612	PUBLIC FINANCE MANAGEMENT	Elective	AA	4
<b>Semester 7</b>				
0503701	ECONOMY OF TURKEY	Compulsory	CB	4
0503702	LABOUR LAW	Compulsory	BB	3
0503703	POLITICAL HISTORY	Compulsory	BB	4
0503704	GRADUATION THESIS	Compulsory	AA	10
0503705	INTERNATIONAL LAW	Compulsory	BB	3
0503710	SOCIAL PSYCHOLOGY	Elective	CB	3
0503711	PROJECT MANAGEMENT AND ASSESMENT IN PUBLIC SECTOR	Elective	AA	3
<b>Semester 8</b>				
0503801	TURKISH ADMINISTRATIVE HISTORY	Compulsory	CC	4
0503802	FINANCE POLICY	Compulsory	DC	4
0503803	STRUCTURE OF TURKISH SOCIETY	Compulsory	BA	3
0503804	GRADUATION THESIS	Compulsory	AA	10
0503805	INTERNATIONAL PRIVATE LAW	Compulsory	CB	3
0503810	ZONING LEGISLATION	Elective	CC	3
0503812	CONTEMPORARY POLITICAL ISSUES	Elective	CC	3
<b>TOTAL CREDITS</b>				<b>240</b>
<b>CGPA</b>				<b>2.74/4.00</b>

#### 4.4 Grading scheme and, if available, grade distribution guidance:

A student is considered to be successful in a course if he/she gets one of the following grades: AA, BA, BB, CB, CC, S, or EX. A student who gets DC or DD grades from one or some of the courses is considered to be successful in these courses if the student is successful in other courses taken at the same semester and his/her Grade Point Average (GPA) is at least 2.00 or higher including the courses with DC or DD grades. The student's academic standing is calculated in the form of a GPA out of a scale of 4.00 and announced at the end of each semester. The total grade point of a course is obtained by multiplying the grade point by the course ECTS credit. The semester GPA is calculated by dividing the total amount of grade points of courses gained in that semester by the total amount of ECTS credits of courses taken in the semester. The yearlong courses are included in the spring semester GPA. Cumulative Grade Point Average (CGPA) is calculated by dividing the total amount of grade points of all the courses in the curriculum to be taken by the total amount of 240 ECTS credits. For each course taken, the student is given one of the following letter grades and grade points:

Letter Grades:	AA	BA	BB	CB	CC	DC	DD	FD	FF
Grade Points:	4.00	3.50	3.00	2.50	2.00	1.50	1.00	0.50	0.00

#### Other grades:

**S (Satisfactory):** Satisfactory in non-credit courses  
**U (Unsatisfactory):** Unsatisfactory in non-credit courses  
**P (In Progress):** Successful at the end of the first semester of a yearlong course  
**EX (Exempt):** Successful in an exemption exam held by the university  
**NI (Not Included):** Assigned for a course not included in CGPA  
**NA (No Attendance):** Unsuccessful because of not fulfilling the attendance and/or laboratory requirements  
**T (Transfer):** Standing for the received course grade of the transferred students from other departments or universities. It is not included in GPA calculations.  
**Classification of the qualification:** A student who obtains a CGPA of 2.00-2.99 is considered as a Satisfactory Student (Yeterli Öğrenci), the one who obtains a CGPA of 3.00-3.49 is considered as an Honours Student (Onur Öğrencisi), and the one who obtains a CGPA of 3.50-4.00 is considered as a High Honours Student (Yüksek Onur Öğrencisi).

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

CGPA: 2.74/4.00 YETERLİ ÖĞRENCİ

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

##### 5.1 Access to further study:

May apply to Second Cycle programmes.

##### 5.2 Professional status (if applicable):

This degree enables the holder to exercise the profession. The programme does not officially confer any rights to practice or professional status but it trains students for positions such as; management and administration in the public bureaucracy; it provides systematic information in politics, administration, law and environmental issues. The graduates may also be employed in various areas including political sciences, sociology, administrative sciences, history of political thought, constitutional law, local governments, public personnel management, Turkish-political life, bureaucracy as a district governor, administrative judge and inspectors in public institutions. The graduates are qualified to work in the private sector or Non-Governmental Organisations, too.

#### 6. ADDITIONAL INFORMATION

##### 6.1 Additional information:

Diploma Supplement web site: <http://www.nigde.edu.tr/diplomaeki/index.php?ln=en>  
 Faculty of Economics and Administrative Sciences web site: <http://www.nigde.edu.tr/iibf/index.php?ln=en>  
 Department of Public Administration web site: <http://www.nigde.edu.tr/kamuyonetimbolumu/index.php?ln=en>

##### 6.2 Further information sources:

Nigde University web site: [www.nigde.edu.tr/index.php?ln=en](http://www.nigde.edu.tr/index.php?ln=en)  
 International Relations Office web site: [www.nigde.edu.tr/uluslararasi/index.php?ln=en](http://www.nigde.edu.tr/uluslararasi/index.php?ln=en)  
 The Council of Higher Education web site: [www.yok.gov.tr/en](http://www.yok.gov.tr/en)  
 The Turkish ENIC/NARIC web site: [www.enic-naric.net/index.aspx?c=Turkey](http://www.enic-naric.net/index.aspx?c=Turkey)

