

7. CERTIFICATION OF THE SUPPLEMENT

- 7.1. Date :
- 7.2. Name and Signature :
- 7.3. Capacity :
- 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 non-compulsory 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 European Higher Education Area (EHEA). 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-year (120 ECTS) and four-year (240 ECTS) study programmes, respectively. The structure of first and second cycles is separate except for dentistry, pharmacy, medicine and veterinary programmes which are one-tier systems (lisans ve yüksek lisans bütünlüklü programları). The duration of these one-tier programmes is five years (300 ECTS) except for medicine which lasts six years (360 ECTS). The level of qualifications in these one-tier programmes is equivalent to that of second cycle including first cycle.

Graduate level of study consists of second cycle (master's-yüksek lisans derecesi) and third cycle (doctorate-doktora derecesi) degree programmes.

Second cycle degrees are divided into two sub-types named as master with thesis and master without thesis. The master programmes with thesis require 120 ECTS credits, which consist of courses, a seminar, and a thesis. Master programmes without thesis require 60 to 90 ECTS credits and consist of courses and a semester project. These programmes do not give direct access to third-cycle doctoral studies; for access to third-cycle programmes candidates should fulfil the thesis and other requirements of master programmes with thesis. 60 ECTS non-thesis master programmes are exceptional and exist in a few disciplines. Third cycle (doctorate with master degree) degree programmes are completed having earned 240 ECTS credits, which consist of completion of courses, a seminar, passing a scientific proficiency examination and a doctoral thesis. Third cycle (doctorate with bachelor degree) degree programmes are completed having earned 300 ECTS credits, which consist of completion of courses, a seminar, passing a scientific proficiency examination and a doctoral thesis. Proficiency in art, specialisation in medicine and in dentistry are accepted as equivalent to third cycle programmes, the last two being carried out within the faculties of medicine and dentistry, university hospitals and the training hospitals operated by the Ministry of Health.

Universities consist of graduate schools (Institutes) offering second cycle and third cycle degree programmes, faculties offering first cycle programmes, four-year professional higher education schools offering first cycle degree programmes and two-year vocational schools offering short cycle degree programmes.

Admission requirements: Admission of national students to short and first cycle degree programmes is centralised 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 international 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.

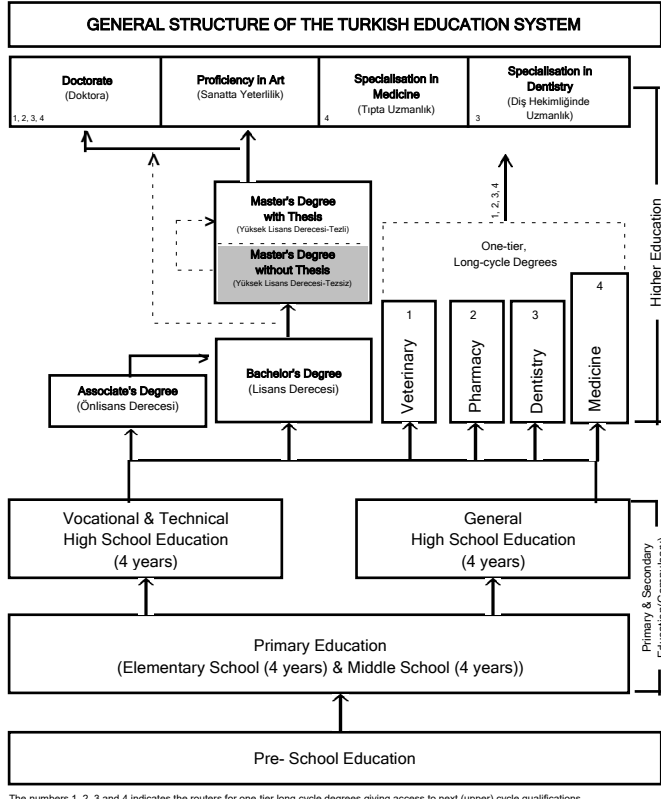
Turkish National Qualifications Frameworks: The National Qualifications Framework for Higher Education in Turkey (TQF-HE, TYÇ in Turkish) developed with reference to the QF for European Higher Education Area and the EQF for lifelong learning was adopted by the CoHE in 2010. Later in 2015, the framework became a part of Turkish Qualifications Framework (TQF, TYÇ in Turkish) which was designed as a single framework in harmony with the European Qualifications Framework and displays all qualifications gained through vocational, general and academic programs including primary, secondary and higher education or other learning environments. The framework was referenced with the EQF in 2017.

TQF consists of 8 levels in which the higher education lies from 5 to 8. The levels of TQF and TQF-HE with reference to the European Overarching Qualifications Frameworks as well as that to ECTS credits and student workload are shown below.

Turkish Quality Assurance System: The Higher Education Quality Council of Turkey (THEQC) was founded as an autonomous public legal entity in 2015, and since then it has been operating at the national level for evaluating the quality levels of higher education institutions' education and research activities and administrative services at institutional level in accordance with the national and international quality standards, and coordinating the processes of institutional accreditation, internal and external quality assurance as well as authorization of independent external evaluation and accreditation organizations. THEQC is a full member of ENQA (The European Association for Quality Assurance in Higher Education) since April of 28, 2020.

TQF, TQF-HE LEVELS, QUALIFICATIONS TYPES AND ECTS CREDITS

| Higher Education Levels/Cycles | | | QUALIFICATION TYPES | LENGTH (Year) | TOTAL ECTS CREDITS (Year x 60 ECTS) |
|--------------------------------|---------|------------|--|---------------|-------------------------------------|
| QF-EHEA | EQF-LLL | TQF&TQF-HE | | | |
| 3 | 8 | 8 | Doctorate Specialization in Medicine Specialization in Dentistry Proficiency in Art | 4 | 240 |
| 2 | 7 | 7 | Master's Degree with Thesis Master's Degree without Thesis | 1-1,5 | 60-90 |
| 1 | 6 | 6 | Bachelor's Degree | 4 | 240 |
| Short Cycle | 5 | 5 | Associate's Degree | 2 | 120 |



ÇANKAYA UNIVERSITY

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GRADUATE SCHOOL OF SOCIAL SCIENCES



DIPLOMA NO :
 DIPLOMA DATE :

1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

- 1.1. Last name (s) _____
- 1.2. First name (s) _____
- 1.3. Date of birth _____
- 1.4. Student identification number _____

2. INFORMATION IDENTIFYING THE QUALIFICATION

- 2.1. Name of the qualification:
**Master of Arts, Human Resource Management
 Yüksek Lisans, İnsan Kaynakları Yönetimi**
- 2.2. Main field(s) of study for the qualification:
**Human Resource Management
 İnsan Kaynakları Yönetimi**
- 2.3. Name and status of awarding institution:
**Çankaya University; Foundation; Public Legal Entity, Non-profit, State-recognised
 Çankaya Üniversitesi; Vakıf, kanunla kurulmuş, devlet tarafından tanınan üniversite**
- 2.4. Name and status of institution administering studies:
Same as 2.3.
- 2.5. Language(s) of instruction/examination:
Turkish

3. INFORMATION ON THE LEVEL AND DURATION OF THE QUALIFICATION

- 3.1. Level of the qualification:
Master's Degree, Without Thesis
- 3.2. Official duration of programme in credits and/or years:
1,5 Years; 2 semesters per year; 14 weeks (plus 2 weeks for final exams) per semester
- 3.3. Access requirement(s):
**Undergraduate Degree,
 Acceptable score from a recognised graduate exam,
 Acceptable score from a recognised language proficiency exam as determined by the university administration.**

4. INFORMATION ON THE PROGRAMME COMPLETED AND THE RESULTS OBTAINED

- 4.1. Mode of study:
Full-Time
- 4.2. Programme learning outcomes:
 4.2.1 Requirements:
A student is required to have a minimum CGPA of 2.70/4.00, and no failing grades. The course load is minimum 10 courses (at least 30 credits).
 4.2.2 Objectives:
 - a. Acquaint the students with basic knowledge in organizations and human behavior in the organizations,
 - b. Make its graduate gain expert knowledge and the skills in applying this knowledge related to basic human resources management functions,
 - c. Make its graduates gain more specific expert knowledge and the skills in applying this knowledge related to one of the human resources management functions that they choose,
 - d. Equip its graduates with the skills to solve complex human resources management problems and conduct teamwork,
 - e. Make its graduates gain the ability of conducting a research and reporting the results through a thesis (for the program with thesis),
 - f. Make its graduates gain the ability of conducting an independent study and communicating the findings through a term project (for the program without thesis).

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

| Code | Duration | Course Name | Course Category | Grade | ÇU Credit | ECTS Credit |
|------------------------|------------|---------------------------------------|-----------------|-------|-----------|-------------|
| Semester 1 | | | | | | |
| MAN 553 | Semesterly | Human Resources Management | Required | BA | 3 | 7,5 |
| MAN 555 | Semesterly | Industrial Relations | Required | AA | 3 | 7,5 |
| MAN 565 | Semesterly | Negotiation Process | Elective | AA | 3 | 7,5 |
| MAN 571 | Semesterly | Education Planning and Management | Required | AA | 3 | 7,5 |
| MAN 573 | Semesterly | Management in Business | Required | AA | 3 | 7,5 |
| MAN 575 | Semesterly | Organizations: Fundamentals Theories | Required | BA | 3 | 7,5 |
| Semester 2 | | | | | | |
| MAN 552 | Semesterly | Research Methods in Social Sciences | Required | AA | 3 | 7,5 |
| MAN 556 | Semesterly | Labor and Social Security Law | Required | CB | 3 | 7,5 |
| MAN 562 | Semesterly | Compensation and Rewarding Management | Required | BA | 3 | 7,5 |
| MAN 566 | Semesterly | Career Management and Planning | Required | BA | 3 | 7,5 |
| MAN 592 | Semesterly | Project | Required | S | 0 | 15 |
| Total Credits : | | | | | 30 | 90 |

4.4. Grading system and grade distribution table:

The official university grading system uses letter grades. In order to successfully complete a course a master's student has to receive at least CC, and a doctorate student CB. The descriptions and weights of the grades are:

| COURSE GRADE | GRADE POINT | SCORE RANGE | ECTS GRADE |
|--------------|-------------|-------------|------------|
| AA | 4.00 | 90-100 | A |
| BA | 3.50 | 85-89 | B |
| BB | 3.00 | 80-84 | B |
| CB | 2.50 | 70-79 | C |
| CC | 2.00 | 60-69 | C |
| DC | 1.50 | 50-59 | D |
| DD | 1.00 | 45-49 | E |
| FD | 0.50 | 35-44 | F |
| FF | 0.00 | 00-34 | F |
| NA | 0.00 | 0 | F |

Other grades are EX (Exempted), I (Incomplete), P (Progress), S (Satisfactory), U (Unsatisfactory) and W (Withdrawal). Descriptions of these grades are as follows.

(EX) Grade is given to the students who are successful in the English Language Proficiency Examination.

(I) Grade is given to the student who provides evidence through genuine and valid documentation of illness or other reasons which have prevented her/him from completing the necessary course work within 15 days from the day of the last final examination, the student must complete the missing work and obtain a grade. Otherwise the (I) grade will automatically become an (FF). In the case of prolonged illness and similar situations, this the period can be extended until the beginning of registration for the next semester on the recommendation of the Head of Department and approval of the Faculty Executive Council.

(P) Grade is given to the students who are making progress in the courses which carry over for more than one semester.

(S) Grade is given to the students who are successful in the non-credit courses. The grade (S) is also given to the students who have transferred from other Universities or re-registered to the University through the entrance examination conducted by Student Selection and Placement Center, and when these courses are approved as equivalents by the Faculty or School of Higher Education or Vocational Training School Executive Council on the recommendation of the Head of the Department. The (S) grade cannot be given to the student who has transferred, and who is required to repeat a course under the regulations. The (S) grade is not included in computing the grade averages.

(U) Grade is given to the students who are not successful in non-credit courses.

(W) Grade is issued if a student withdraws from a course after the add/drop period within the first 7 weeks of the semester on the recommendation of her/his advisor and with the permission of the Head of the Department, and also with the decision of the School Executive Council concerned.

(GPA) Grade Point Average and (CGPA) Cumulative Grade Point Average :

A student's academic performance is determined at the end of each semester by computing an average of the grades that he/she has received during that semester (GPA) and during all the semesters (CGPA).

4.5. Overall classification of the qualification:

| | |
|---------------------------------------|---------------|
| Cumulative Grade Point Average (CGPA) | : 3,65 / 4,00 |
| Genel Not Ortalaması | : 3,65 / 4,00 |

5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1. Access to further study:

May apply to third cycle programmes.

5.2. Access to a regulated profession:

This degree enables the holder to exercise the profession.

6. ADDITIONAL INFORMATION

6.1. Additional information:

Çankaya University, Graduate School of Social Sciences

6.2. Further information sources:

- University web site: www.cankaya.edu.tr
- Çankaya University General Catalog for Undergraduate and Graduate Programmes (published bi-annually)
- The Council of Higher Education web site: www.yok.gov.tr
- The Turkish ENIC-NARIC web site: <https://www.enic-naric.net/turkey.aspx>
- The Turkish Qualifications Framework web site: <https://www.tyc.gov.tr>