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 (if available): [Redacted]

2. INFORMATION IDENTIFYING THE QUALIFICATION

2.1. Name of the qualification and (if applicable) title conferred (in original language): İşletme, Lisans Derecesi
2.2. Main field(s) of study for the qualification: Business Administration
2.3. Name and status of awarding institution (in original language): Düzce Üniversitesi, (Devlet Üniversitesi)
2.4. Name and status of institution (if different from 2.3) administering studies (in original language): Same as 2.3
2.5. Language(s) of instruction/examination: English

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 (excluding one year of English Preparatory School), 2 semesters per year, 16 weeks per semester, 240 ECTS in total.
3.3. Access requirement(s): High school diploma, placement through a nation-wide Student Selection Examination, DEU School of Foreign Languages English Proficiency Test (minimum 70) or TOEFL - IBT (minimum 70) or equivalent.

4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1. Mode of study: Full-time
4.2. Programme requirements: The degree is awarded to students who have successfully completed all the courses in the curriculum and have a minimum Cumulative Grade Point Average (CGPA) of 2.00 / 4.00 and 240 ECTS.

Objectives: The objective of First Cycle (Bachelor's Degree) programme in Business Administration is to educate future managers and entrepreneurs, who have internalized ethical values, are socially responsible and possess ecological awareness; who can follow the changes and the developments in local and global environments and comprehend their influence on their chosen field and the business profession with a holistic view; who can transform internalized theoretical knowledge into practice; who can self-actualize their existing potential, and compete under all national and international circumstances by making use of modern educational methods and techniques.

Key program outcomes:
- Having fundamental knowledge of business types, the national and the international business environment, business functions and relationships among them and being capable of applying them in practical life.
- Being capable of assessing critically the acquired knowledge and skills, determining learning requirements and self-directing their learning, and developing a positive attitude towards life-long learning.
- Being capable of defining business problems scientifically; collecting, modeling, forecasting, and analyzing the related data; interpreting the results and suggesting and implementing solutions; reporting results both in written and orally.
- Comprehension of fundamental economic concepts; being capable of interpreting the influences of national and international markets (goods, services, capital and labor) on institutions and the society through the analysis of their operations; being acquainted with the structure of the Turkish economy within a historical framework.
- Being proficient in English at least at the Common European Framework of Reference (CEFR) B2 level.
- Being able to communicate effectively with others (both written and orally).
4.3. Programme details (e.g., modules or units studied), and the individual grades/marks/credits obtained:

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>COURSE CATEGORY</th>
<th>NATIONAL CREDIT</th>
<th>GRADE</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECH 101</td>
<td>Economics 1</td>
<td>Required Course</td>
<td>3</td>
<td>BA</td>
<td>4</td>
</tr>
<tr>
<td>FIT 101</td>
<td>Fundamental Information Technologies 1</td>
<td>Required Course</td>
<td>3</td>
<td>BA</td>
<td>4</td>
</tr>
<tr>
<td>MAN 101</td>
<td>Introduction to Business Administration</td>
<td>Required Course</td>
<td>3</td>
<td>AA</td>
<td>4</td>
</tr>
<tr>
<td>MAN 103</td>
<td>Social and Behavioral Sciences I</td>
<td>Required Course</td>
<td>3</td>
<td>BB</td>
<td>4</td>
</tr>
<tr>
<td>MAN 105</td>
<td>Development of Writing and Reading Skills</td>
<td>Required Course</td>
<td>3</td>
<td>CC</td>
<td>4</td>
</tr>
<tr>
<td>MAN 106</td>
<td>Calculus for Business and Economics I</td>
<td>Required Course</td>
<td>3</td>
<td>CS</td>
<td>4</td>
</tr>
<tr>
<td>MAN 107</td>
<td>Introduction to Law</td>
<td>Required Course</td>
<td>3</td>
<td>BB</td>
<td>4</td>
</tr>
<tr>
<td>TGL 101</td>
<td>Turkish Language I</td>
<td>Optional Course</td>
<td>2</td>
<td>CC</td>
<td>2</td>
</tr>
<tr>
<td>BDE 101</td>
<td>Physical Education I</td>
<td>Elective Course</td>
<td>1</td>
<td>S</td>
<td>1</td>
</tr>
</tbody>
</table>

**SEMESTER ECTS CREDITS : 30**

**SECOND SEMESTER**

| ECH 102    | Economics II  | Required Course | 3               | BA    | 4    |
| MAN 102    | Principles of Organization and Management | Required Course | 3               | AA    | 4    |
| MAN 104    | Social and Behavioral Sciences II | Required Course | 3               | DD    | 5    |
| MAN 106    | Marketing Management | Required Course | 3               | BA    | 4    |
| MAN 108    | Calculus for Business and Economics II | Required Course | 3               | BB    | 4    |
| MAN 109    | Law of Obligation  | Required Course | 3               | BB    | 4    |
| TGL 102    | Turkish Language II | Required Course | 2               | CC    | 2    |
| BDE 102    | Physical Education II | Elective Course | 1               | S     | 1    |

**SEMESTER ECTS CREDITS : 30**

**THIRD SEMESTER**

| ECH 201    | Macroeconomics  | Required Course | 3               | BB    | 4    |
| MAN 201    | Organizational Behavior | Required Course | 3               | BA    | 4    |
| MAN 202    | Financial Accounting I | Required Course | 3               | CB    | 4    |
| MAN 204    | Introduction to Production and Operations Management | Required Course | 3               | DC    | 4    |
| MAN 205    | Principles of Marketing | Required Course | 3               | CB    | 4    |
| MAN 206    | Statistics I  | Required Course | 3               | BB    | 4    |
| MAN 207    | Commercial Law  | Required Course | 3               | BB    | 4    |
| ATA 101    | Principles of Polity and History of the Turkish Revolution I | Required Course | 2               | BB    | 2    |

**SEMESTER ECTS CREDITS : 30**

**FOURTH SEMESTER**

| ECH 301    | Macroeconomics  | Required Course | 3               | CB    | 4    |
| MAN 302    | Human Resource Management | Required Course | 3               | CB    | 4    |
| MAN 303    | Financial Accounting II | Required Course | 3               | DC    | 5    |
| MAN 304    | Quantitative Methods for Business | Required Course | 3               | CC    | 5    |
| MAN 305    | Marketing Management | Required Course | 3               | DC    | 4    |
| MAN 306    | Statistics II | Required Course | 3               | BB    | 4    |
| ATA 102    | Principles of Polity and History of the Turkish Revolution II | Required Course | 2               | BB    | 2    |

**SEMESTER ECTS CREDITS : 30**

**FIFTH SEMESTER**

| ECH 301    | The Structure of Turkish Economy  | Required Course | 3               | DD    | 4    |
| MAN 301    | Research Methodologies in Social Sciences | Required Course | 3               | CC    | 5    |
| MAN 302    | Management Accounting | Required Course | 3               | BB    | 4    |
| MAN 303    | Business Finance  | Required Course | 3               | BB    | 4    |
| MAN 304    | Human Resource Planning and Staffing | Required Course | 3               | DD    | 5    |
| MAN 305    | Money Markets and Banking  | Elective Course | 3               | DC    | 4    |
| MAN 306    | History | Elective Course | 3               | AA    | 4    |

**SEMESTER ECTS CREDITS : 30**

**SIXTH SEMESTER**

| ECH 302    | International Economics  | Required Course | 3               | BB    | 4    |
| ECH 304    | Public Finance  | Required Course | 3               | BA    | 4    |
| MAN 302    | Cost Accounting  | Required Course | 3               | CC    | 5    |
| MAN 303    | Managerial Finance | Required Course | 3               | BB    | 4    |
| MAN 304    | Management Information Systems | Required Course | 3               | BB    | 4    |
| MAN 305    | Employee Development & Career Management | Required Course | 3               | CC    | 5    |
| MAN 306    | Bank Management  | Elective Course | 3               | AA    | 4    |
| MAN 307    | International Business Management | Elective Course | 3               | BB    | 5    |

**SEMESTER ECTS CREDITS : 30**

**SEVENTH SEMESTER**

| MAN 401    | International Business Management | Elective Course | 3               | BB    | 6    |
| MAN 4011   | Entrepreneurship & Small Business Management | Elective Course | 3               | BB    | 6    |
| MAN 4012   | Capital Budgeting  | Elective Course | 3               | BB    | 6    |
| MAN 4013   | Financial Management of the EU | Elective Course | 3               | BB    | 6    |

**SEMESTER ECTS CREDITS : 30**

**EIGHTH SEMESTER**

| MAN 402    | Business Policy  | Elective Course | 3               | BB    | 6    |
| MAN 4014   | Industrial Relations and Negotiation Techniques | Elective Course | 3               | BB    | 6    |
| MAN 4016   | Current Topics in Organization and Management | Elective Course | 3               | BB    | 6    |
| MAN 4024   | Current Topics in Accounting and Finance | Elective Course | 3               | CC    | 6    |
| MAN 4025   | International Financial Management | Elective Course | 3               | CB    | 6    |

**SEMESTER ECTS CREDITS : 30**

*Courses taken at another higher education institution.*

**CUMULATIVE GRADE POINT AVERAGE : 2.54**

**TOTAL NATIONAL CREDITS : 160**

**TOTAL ECTS CREDITS : 240**
4.4. Grading scheme and, if available, grade distribution guidance:

Passing grades range from AA to DD; grades from FD and FF are failing. The equivalents of the grades are:

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>COURSE GRADE</th>
<th>COEFFICIENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 - 100</td>
<td>AA</td>
<td>4.0</td>
</tr>
<tr>
<td>85 - 89</td>
<td>BA</td>
<td>3.5</td>
</tr>
<tr>
<td>80 - 84</td>
<td>BB</td>
<td>3.0</td>
</tr>
<tr>
<td>75 - 79</td>
<td>CB</td>
<td>2.5</td>
</tr>
<tr>
<td>70 - 74</td>
<td>CC</td>
<td>2.0</td>
</tr>
<tr>
<td>65 - 69</td>
<td>DC</td>
<td>1.5</td>
</tr>
<tr>
<td>60 - 64</td>
<td>DD</td>
<td>1.0</td>
</tr>
<tr>
<td>50 - 59</td>
<td>FD</td>
<td>0.5</td>
</tr>
<tr>
<td>49 and below</td>
<td>FF</td>
<td>0</td>
</tr>
</tbody>
</table>

Other grades: Incomplete (I) accorded to students who, although otherwise successful, have failed to complete the required assignments for a course. A student receiving an incomplete grade for any course must make up for the deficiencies within 30 days after submitting the grades to Registrar’s Office. Otherwise, the grade (I) automatically becomes FF. In non-credit courses Satisfactory (S) accorded to successful and Unsatisfactory (U) to unsuccessful students. Exempt (E) accorded to transfer students for the courses they have taken in their previous programmes. No Attendance (NA) is given upon failure to attend classes or complete practical or applied components of a course. (NA) configures in CGPA as FF.

Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA): A student's academic performance is determined at the end of each semester by computing an average of the grades he/she has received during that semester. For each course, the grade point equivalent of the letter grade received by the student is multiplied by the credit units for that course; the sum of these products is then divided by the total credit units taken in that semester to yield the Grade Point Average (GPA) for that semester. The Cumulative Grade Point Average (CGPA) is calculated by multiplying the grade point equivalent of the letter coefficient by the credit units for each course and then dividing the total sum by the total credit units taken in the programme.

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

Cumulative Grade Point Average: 2.54 / 4.00
Final Grade of Degree: Başarılı / Satisfactory

Students whose CGPA are between 2.00-2.99 are listed as “satisfactory”, between 3.00-3.49 as “honour”, 3.50 and above as “high honour” graduates. Students who are subject to any kind of disciplinary action are ineligible to be considered as honour or high honour graduates.

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 within a large spectrum of production, marketing, finance, accounting, human resource management departments in public and private enterprises.

6. ADDITIONAL INFORMATION

6.1. Additional information:

Department of Business Administration Website:
http://www.isletme.deu.edu.tr/kurumsal/isletme-bolumu/bolum-hakkinda

6.2. Further information sources:

University Website: http://www.deu.edu.tr
The Council of Higher Education Website: http://www.yok.gov.tr
The Turkish ENIC-NARIC Website: http://www.enic-naric.net/index.aspx?c=Turkey
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 schools offering First Cycle (Bachelor's level) programmes (240 ECTS), two year vocational 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/decisions. 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 nationwide Student Selection Examination (ÖSS). The examination is held once a year and is administered by the Assessment Selection and Placement Center (OSYM). 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 seminar project. The seminar 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.