



# BAYBURT ÜNİVERSİTESİ

Dede Korkut Campus 6900  
Bayburt/TURKEY

Phone: +90 458 211 11 53-54-55-56-57 Fax: +90 458 211 11 28  
Web Site: <http://www.bayburt.edu.tr> E-mail: [bayburt.uni@bayburt.edu.tr](mailto:bayburt.uni@bayburt.edu.tr)

## DIPLOMA SUPPLEMENT

Diploma No :  
Diploma Date :

The 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) :  
1.2. Given name(s) :  
1.3. Date of birth :  
1.4. Student identification number :

### 2. INFORMATION IDENTIFYING THE QUALIFICATION

- 2.1. Name of the qualification:  
Büro Yönetimi ve Sekreterlik Bölümü, Ön Lisans
- 2.2. Main field(s) of study for qualification:  
Office Management and Secretarial Department
- 2.3. Name and status of awarding institution:  
Bayburt Üniversitesi, Devlet Üniversitesi  
Bayburt University, a State University
- 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 QUALIFICATION

- 3.1. Level of qualification:  
Short Cycle (Associate's Degree)
- 3.2. Official length of the programme:  
2 years, 2 semesters per year, 16 weeks per semesters per year
- 3.3. Access requirement(s):  
High School Diploma  
- \*Placement through a nation-wide Student Selection and Placement Examinations (YGS and LYS)

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

- 4.1. Mode of study:  
Full Time
- 4.1. Programme requirements:  
-To develop the skills of the students to meet the needs of a changing business world.  
-A student is required to have minimum CGPA of 2.00/4.00 and no failing grades  
-To prepare the students to serve as a link between the decision maker/executive and persons implementing those decision.

#### 4.2. Programme details and the individual grades/marks obtained:

1 <sup>st</sup> Semester						2 <sup>nd</sup> Semester					
Code	Course Name	(R/E)	Credit	Grade	ECTS	Code	Course Name	(R/E)	Credit	Grade	ECTS
Y103	Turkish Language-I	R	2,00	G	3,00	Y102	Turkish Language-II	R	2,00	G	3,00
Y105	Ataturk's Principles and Revolution History-I	R	2,00	G	3,00	Y104	Ataturk's Principles and Revolution History-II	R	2,00	G	3,00
Y107	Foreign Language-I	R	3,00	G	4,00	Y106	Foreign Language-II	R	3,00	G	4,00
YBY107	General Business	R	3,00	AA	4,00	YBY108	General Business	R	2,00	BA	3,00
YBY109	Business Mathematics	R	3,00	CB	4,00	YBY110	Management and Organization	R	3,00	DC	4,00
YBY111	Secretary Information	R	2,00	AA	3,00	YBY112	General Contact	R	2,00	BB	3,00
YBY113	Keyboard Techniques	R	2,00	BB	3,00	YBY114	Organizational Behavior	R	2,00	DC	3,00
YBY115	Basic concepts of Law	R	2,00	BB	3,00	YBY116	Filing and Archive Techniques	R	3,00	AA	4,00
YBY117	Protocol Information	R	2,00	AA	3,00	YBY118	Professional Correspondence	R	2,00	CB	3,00
3 <sup>rd</sup> Semester						4 <sup>th</sup> Semester					
Code	Course Name	(R/E)	Credit	Grade	ECTS	Code	Course Name	(R/E)	Credit	Grade	ECTS
YBY201	Office Management	R	3,00	BA	4,00	YBY202	Executive Secretary	R	3,00	4	4,00
YBY203	General Accounting	R	4,00	CC	5,00	YBY204	Public Relations	R	2,00	AA	3,00
YBY205	Effective Speech	R	2,00	BB	3,00	YBY206	Public Private Sector Structure and Relationship	R	4,00	AA	5,00
YBY207	Use of Technology in Office	R	2,00	BB	3,00	YBY208	Crisis and Stress Management	R	2,00	AA	3,00
YBY209	Computer-III	R	3,00	BA	4,00	YBY210	Computer-IV	R	3,00	DD	4,00
YBY211	Professional Foreign Language-I	R	4,00	BA	5,00	YBY212	Professional Foreign Language-II	R	3,00	CC	4,00
YBY213	Total Quality Management	E	2,00	BA	3,00	YBY214	Behavioral Sciences	E	2,00	CC	3,00
YBY213	Business and Social Security Law	E	2,00	BA	3,00	YBY214	Management Information Systems	E	3,00	CC	4,00
<b>Total Credit:</b>		<b>86</b>		<b>Total Ects Credit:</b>		<b>120</b>		<b>CGPA:</b>		<b>2,78 Out of 4.00</b>	

#### 4.3. Grading Scheme and Grades:

For each course taken, the student is given one of the following grades by the course teacher. The letter grades, grade points and percentage equivalents are given below:

PERCENTAGE	COURSE GRADE	GRADE POINTS
81-100	AA	4.0
76-80	BA	3.5
70-75	BB	3.0
60-69	CB	2.5
50-59	CC	2.0
45-49	DC	1.5
40-44	DD	1.0
30-39	FD	0.5
0-29	FF	0.0
0	D	0.0
G	Pass	
K	Unsuccessful	
M	Exempt	
S	Working in Progress	

- G : Is given to students who are successful in non-credit courses.(G) accounts not included in the average grade.
- K : Credit is given to students who fail courses. (K) accounts not included in the average grade.
- M : Outside the University Horizontally, vertically, with the transition and ÖSYS students enrolling in college before they had taken, and balances on the board of directors for the courses are recognized.(M)accounts not included in the average grade.
- S : Lasting more than half of the year and maintained a successful completion of Course work and is given for the Project.

#### 4.5. Overall Classification of the qualification:

- Cumulative Grade Point Average : 2,78 / 4,00-
- Genel Not Ortalaması : 2,78 / 4,00- (Satisfactory )

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

#### 5.1. Access to further study:

May apply to third cycle programmes

#### 5.2. Professional status conferred:

This degree enables the holder to exercise the profession

### 6. ADDITIONAL INFORMATION

#### 6.1. Additional information:

<http://www.bayburt.edu.tr>

#### 6.2. Further information sources:

<http://www.bayburt.edu.tr>  
<http://www.yok.gov.tr/>  
<http://www.enic-naric.net/index.aspx?c=Turkey>

### 7. CERTIFICATION OF THE SUPPLEMENT

- 7.1. Date :
- 7.2. Name and Signature :
- 7.3. Capacity : Registrar of the Bayburt University
- 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 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.

**TYİÇ LEVELS, QUALIFICATIONS TYPES AND ECTS CREDITS**

Higher Education Levels/Cycles			AWARDS/DEGREES	LENGTH (Year)	TOTAL ECTS CREDITS (Year x 60 ECTS)	TOTAL STUDENT WORKLOAD (h) (1 ECTS= 25-30h)
QF-EHEA	EQF-LLL	TYİÇ LEVELS				
3	8	8	Doctorate ----- Specialization in Medicine ----- Doctorate in Art	3 (min.)	180 (min.)	4.500 - 5.400
2	7	7	Master's Degree	1-2	120	1.500 - 3.600
1	6	6	Bachelor's Degree	4	240	6.000 - 7.200
Short Cycle	5	5	Associate's Degree	2	120	3.000 - 3.600

**GENERAL STRUCTURE OF THE TURKISH EDUCATION SYSTEM**

