

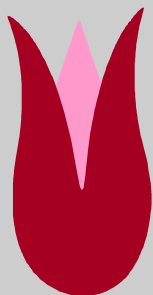
**REPUBLIC OF TURKEY
CELAL BAYAR UNIVERSITY
AHMETLI VOCATIONAL HIGHER SCHOOL**

DIPLOMA SUPPLEMENTS

SHORT CYCLE (ASSOCIATE'S DEGREE)

**Accounting and Tax Applications Programme
&
Bureau Management and Executive Assistantship Programme**

2011zz



Celal Bayar University

Diploma Supplement

Celal Bayar Üniversitesi, 45450 Manisa-Ahmetli, Turkey

Phone: +90 236 7683344 Fax : +90 236 7682277

<http://www.bayar.edu.tr/~ahmetlimyo/>

Diploma No :

Diploma Date :

The Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES the purpose of 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-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. Family name(s) :
- 1.2. Given Name(s) :
- 1.3. Place and Date of Birth :
- 1.4. Student Identification Number :

2. INFORMATION IDENTIFYING THE QUALIFICATION

2.1. Name of the Qualification:

Accounting and Tax Applications

Muhasebe ve Vergi Uygulamaları

2.2. Main Field(s) of Study for Qualification:

Accounting and Tax Applications

Muhasebe ve Vergi Uygulamaları

2.3. Name and Status of Awarding Institution:

Celal Bayar University : **State University**

Celal Bayar Üniversitesi : **Devlet Üniversitesi**

2.4. Name and Status of Institution Administering Studies:

Ahmetli Vocational Higher School

2.5. Language(s) of Instruction/Examination:

Turkish

3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1. Level of Qualification.

Short Cycle (Associate's Degree)

3.2. Official Length of Program:

2 years, 2 semesters per year, 16 weeks per semester

3.3. Access Requirement(s):

High School Diploma

Placement through a nation-wide Student Selection and Placement Examination (YGS)

4. INFORMATION ON THE CONTENTS AND RESULT GAINED

4.1. Mode of study:

Full-time

4.2. Program requirements:

Requirements

Short Cycle(Associate's Degree) is awarded to students who have successfully completed all courses in the curriculum, including a 40 day-industrial training period, and have obtained a cumulative grade point average of at least 60 on a 100 scale.

Objectives

- To train qualified personnel to meet the requirements of the accounting world.
- To give students a strong background in business and financial applications, applied computer techniques, financial, managerial and advanced level accounting applications, auditing and taxation together with relevant topics in mathematics, statistics and business finance.
- To give accounting courses involve hands-on experience in the most widely used spreadsheet and accounting software packages in the laboratory.

4.3. Program details and the individual grade/marks/credits obtained:

<u>Code</u>	<u>Course Name</u>	<u>ECTS Credits</u>	<u>Course Category</u>	<u>National Credits</u>
Semester 1				
TUR 131	TURKISH LANGUAGE I	2	Compulsory	2
AIT 121	ATATURK' S PRINCIPLES AND HISTORY OF REVOLUTION I	2	Compulsory	2
BEG 151	SPORTS I	0	Compulsory	1
YAB 141	FOREIGN LANGUAGE I	4	Compulsory	4
MUH 101	FINANCIAL ACCOUNTING I	4	Compulsory	3
MUH 103	INTRODUCTION TO COMPUTER SYSTEMS	4	Compulsory	4
MUH 105	INTRODUCTION TO BUSINESS	3	Compulsory	2
MUH 107	BUREAU MANAGEMENT AND COMMUNICIATION TECHNIQUES	3	Compulsory	2
MUH 109	INTRODUCTION TO ECONOMICS	2	Compulsory	2
MUH 111	MATHEMATICS	3	Compulsory	2
MUH 113	INTRODUCTION TO LAW	3	Compulsory	2
Total Credits		30		26

<u>Code</u>	<u>Course Name</u>	<u>ECTS Credits</u>	<u>Course Category</u>	<u>Credits</u>
Semester 2				
TUR 132	TURKISH LANGUAGE II	2	Compulsory	2
AIT 122	ATATURK' S PRINCIPLES AND HISTORY OF REVOLUTION II	2	Compulsory	2
YAB 142	FOREIGN LANGUAGE II	4	Compulsory	4
MUH 102	FINANCIAL ACCOUNTING II	4	Compulsory	4
MUH 104	COMPUTER OFFICE PROGRAMS	2	Compulsory	4
MUH 106	GROUP WORK OF BUSINESS TALENTS	2	Compulsory	2
MUH 108	MACRO ECONOMICS	2	Compulsory	2
MUH 110	FINANCIAL MATHEMATICS	3	Compulsory	2
MUH 112	COMMERCIAL LAW	2	Compulsory	2
MUH 114	STATISTICS	2	Compulsory	2
BEG 152	SPORTS II	0	Compulsory	1
STJ 102	Industrial Training	5		0
Total Credits		30		27

Semester 3

MUH 201	COMPUTER ACCOUNTING APPLICATIONS I	5	Compulsory	4
MUH 203	TAXING LAW	4	Compulsory	4
MUH 205	COST ACCOUNTING	4	Compulsory	4
MUH 207	CORPORATION ACCOUNTING	3	Compulsory	3
MUH 209	FOREIGN TRADE OPERATIONS MANAGEMENT	2	Compulsory	2
MUH 211	ORIENTED STUDY I	3	Compulsory	3
MUH 215	FINANCIAL MANAGEMENT	4	Elective	4
MUH 217	ACCOUNTING SYSTEMS AND ORGANIZATION	2	Elective	2
MUH 223	PUBLIC FINANCE	3	Elective	2
Total Credits		30		28

Semester 4

MUH 202	COMPUTER ACCOUNTING APPLICATIONS I	4	Compulsory	4
MUH 204	TURKISH TAXING SYSTEM	3	Compulsory	4
MUH 206	ACCOUNTING AUDIT	3	Compulsory	3
MUH208	WORK AND SOCIAL SECURITY LAW	2	Compulsory	2
MUH 210	FOREIGN TRADE OPERATIONS ACCOUNTING	2	Compulsory	2
MUH 212	ORIENTED STUDY II	2	Compulsory	3
MUH 216	FINANCIAL TABLES ANALYSIS	4	Elective	4
MUH 224	HOSPITALITY ACCOUNTING	2	Elective	2
MUH 228	ACCOUNTING APPLICATIONS	3	Compulsory	3
STJ 202	Industrial Training	5		0
Total Credits		30		27

Total ECTS Credits : 120

Total National Credits: 108

(CGPA)

4.4. Grading Scheme and Grades:

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

PERCENTAGE	COURSE GRADE	GRADE POINT
88-100	AA	4.00
81-89	BA	3.50
74-84	BB	3.00
67-77	CB	2.50
60-69	CC	2.00
59 and below	FF	0.00

Other Grades: I : Incomplete, S: Satisfactory Completion, P: Satisfactory Progress, U: Unsatisfactory, EX: Exempt, NI: Not Included, W: Withdrawn, NA: Not Attended.

A grade of (I) is given to a student who provides supporting evidence through genuine and valid documentation of illness or other reason which has prevented her/him from completing the necessary course work. In such a case, within 15 days from the day of submitting the grades to the Registrar's Office, the student must complete the missing work and obtain a grade. Otherwise, the (I) grade will automatically become an (F).

The grade (S) is given to the students who are successful in non-credit courses, and (U) to those who are unsuccessful in such courses, (S) can also be given to courses accepted as equivalents in transfers from other universities.

The grade (P) is given to students who are successful in taking non-credit courses.

The grade (EX) is given to students who are found successful in the examination for exemption conducted by the department concerned for courses determined by the University Senate. The (EX) grade is not included in computing the grade point average (GPA) but is shown on the transcript.

The grade (NI) is given if courses within the program or programs in which a student is registered are taken on the "condition that they are not included in the Cumulative Grade Point Average (CGPA)".

The grade (NA) is given if a student does not fulfill the attendance and/or application requirements of the course. The grade (NA) is included in the CGPA as (F).

The grade (W) is given if a student withdraws from a course after the add/drop period within the first 10 weeks after the semester starts, with the recommendation of her/his advisor and the permission of the instructor concerned.

Grade Point Averages: The student's standing is calculated in the form of a GPA and CGPA, and announced at the end of each semester by the Registrar's Office. The total credit points for a course are obtained by multiplying the grade point of the final grade by the credit hours. In order to obtain the GPA for any given semester, the total credit points earned in that semester are divided by the total credit hours. The CGPA is calculated by taking into account all the courses taken by a student from the beginning of entrance to the University which are recognized as valid by the Department in which she/he is registered.

4.5. Overall Classification of the Qualification

5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1. Access to Further Study:

She/He may apply to First Cycle(Bachelor's Degree) programmes as a holder of Short Cycle (Associate's Degree) Degree and She/He can obtain First Cycle(Bachelor's Degree) Degree by completing 2 years(4 semesters) successfully in an undergraduate programme.

5.2. Professional status conferred:

This degree enables the holder to exercise the profession.

6. ADDITIONAL INFORMATION

6.1. Additional Information:

Ahmetli Vocational Higher School web site: <http://www.bayar.edu.tr/~ahmetlimyo/>

6.2. Further Information Sources:

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

University web site: www.bayar.edu.tr

The Council of Higher Education web site: www.yok.gov.tr

7. CERTIFICATION OF THE SUPPLEMENT

7.1. Date :

7.2. Signature:

7.3. Capacity :

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 and Placement Examinations (YGS and LYS). The examinations are held once a year and are administered by the Student Selection and Placement Center (ÖSYM),

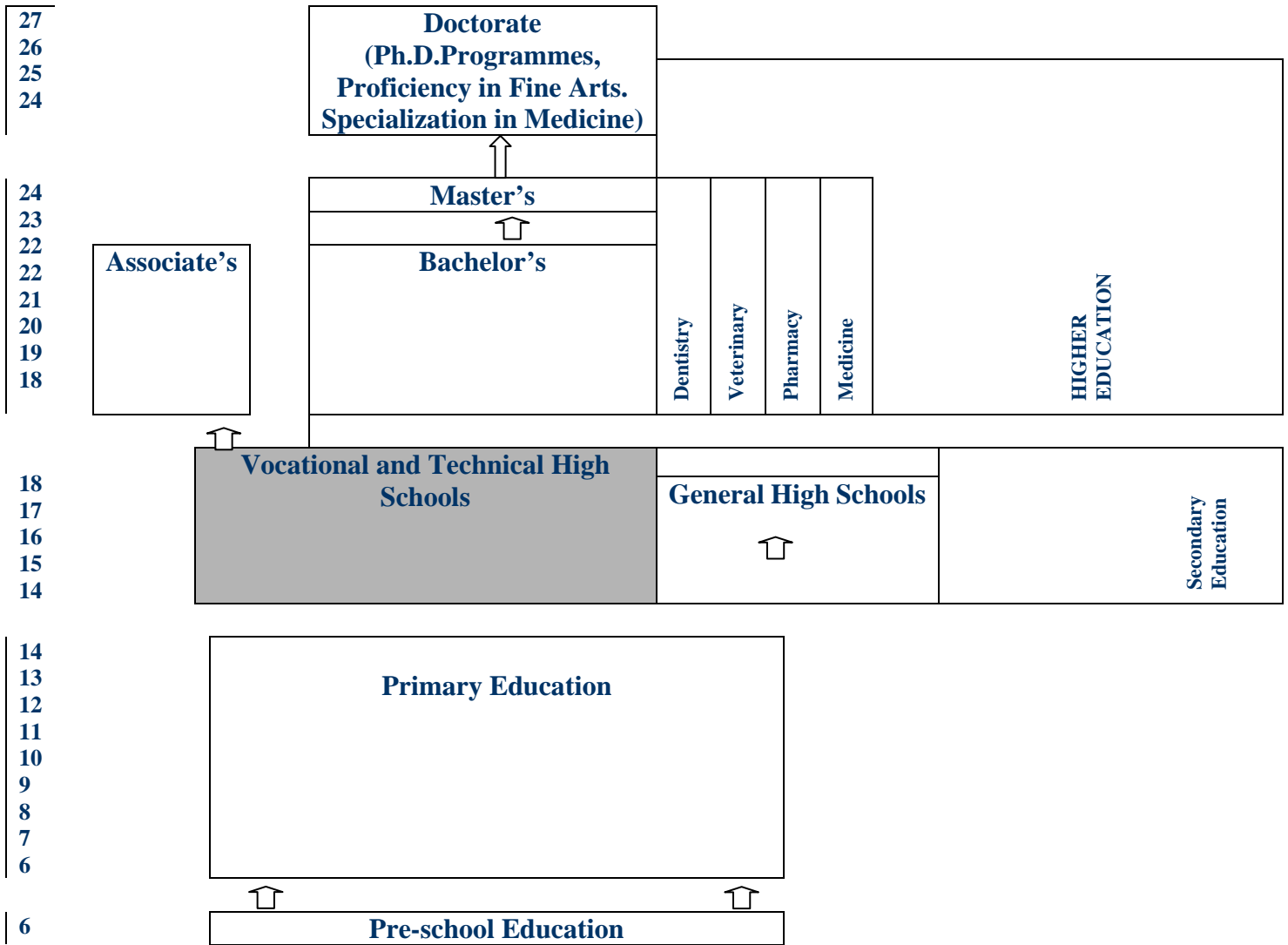
which is affiliated to the Council of Higher Education. Candidates gain access to institutions of higher education based on their composite scores consisting of the scores on the selection examinations and their high school grade point averages.

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.

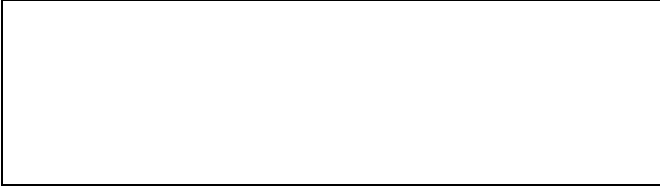
Since 2003, a change in the 1996 Regulations on Graduate Education allows Bachelor's degree holders to PhD programmes if their performance at the Bachelor's degree level is exceptionally high and their application is approved. For these students, the theoretical part of the PhD programmes consists of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

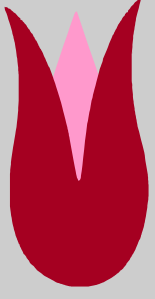
* The national credit system is based on contact hours (i.e. theoretical or practical hours per week). 1.0 credit stands for each hour of lecture a week and 0.5 credit stands for each hour of laboratory or practical a week.

GENERAL STRUCTURE OF THE TURKISH EDUCATION SYSTEM



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Celal Bayar University Diploma Supplement

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Diploma No :

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1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1. Family name(s) :

1.2. Given Name(s) :

1.3. Place and Date of Birth :

1.4. Student Identification Number :

2. INFORMATION IDENTIFYING THE QUALIFICATION

2.1. Name of the Qualification:

Bureau Management and Executive Assistantship

Büro Yönetimi ve Yönetici Asistanlığı

2.2. Main Field(s) of Study for Qualification:

Bureau Management and Executive Assistantship

Büro Yönetimi ve Yönetici Asistanlığı

2.3. Name and Status of Awarding Institution:

Celal Bayar University : **State University**

Celal Bayar Üniversitesi : **Devlet Üniversitesi**

2.4. Name and Status of Institution Administering Studies:

Ahmetli Vocational Higher School

2.5. Language(s) of Instruction/Examination:

Turkish

3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1. Level of Qualification.

Short Cycle (Associate's Degree)

3.2. Official Length of Program:

2 years, 2 semesters per year, 16 weeks per semester

3.3. Access Requirement(s):

High School Diploma

Placement through a nation-wide Student Selection and Placement Examination (YGS)

4. INFORMATION ON THE CONTENTS AND RESULT GAINED

4.1. Mode of study:

Full-time

4.2. Program requirements:

Requirements

Short Cycle(Associate's Degree) is awarded to students who have successfully completed all courses in the curriculum, including a 40 day-industrial training period, and have obtained a cumulative grade point average of at least 60 on a 100 scale.

Objectives

- **To prepare the student to serve as a link between the decision maker/executive and the persons implementing those decisions.**
- **To be efficient and up-to-date in office skills, a highly trained member of the office team.**
- **To allow the student to develop their skills in computer and information systems,computer applications,advanced word processing, office machine operation, business behavior and management.**

4.3. Program details and the individual grade/marks/credits obtained:

<u>Code</u>	<u>Course Name</u>	<u>ECTS Credits</u>	<u>Course Category</u>	<u>National Credits</u>
Semester 1				
TUR 131	TURKISH LANGUAGE I	2	Compulsory	2
AIT 121	ATATURK' S PRINCIPLES AND HISTORY OF REVOLUTION II	2	Compulsory	2
BEG 151	SPORTS I	0	Compulsory	1
YAB 141	FOREIGN LANGUAGE I	4	Compulsory	4
BYS 101	INTRODUCTION TO BUSINESS	4	Compulsory	3
BYS 103	FINANCIAL MATHEMATICS	4	Compulsory	4
BYS 105	THE KNOWLEDGE OF SECRETARIAL	3	Compulsory	2
BYS 107	KEYBOARD USAGE TECHNIQUES	2	Compulsory	2
BYS 109	THE BASIC CONCEPTS OF LAW	2	Compulsory	2
BYS 111	THE KNOWLEDGE OF PROTOCOL	4	Compulsory	2
BYS 113	COMPUTER SYSTEMS I	3	Compulsory	2
Total Credits		30		26

<u>Code</u>	<u>Course Name</u>	<u>ECTS Credits</u>	<u>Course Category</u>	<u>Credits</u>
Semester 2				
TUR 132	TURKISH LANGUAGE II	2	Compulsory	2
AIT 122	ATATURK' S PRINCIPLES AND HISTORY OF REVOLUTION II	2	Compulsory	2
YAB 142	FOREIGN LANGUAGE II	4	Compulsory	4
BYS 102	INTRODUCTION TO ECONOMICS	3	Compulsory	3
BYS 104	MANAGEMENT AND ORGANIZATION	3	Compulsory	3
BYS 106	INTRODUCTION TO COMMUNICATION	2	Compulsory	2
BYS 108	ORGANIZATIONAL BEHAVIOR	2	Compulsory	2
BYS 110	FILING AND RECORD TECHNIQUES	2	Compulsory	3
BYS 112	PROFESSIONAL CORRESPONDENCE	2	Compulsory	2
BYS 114	COMPUTER SYSTEMS II	3	Compulsory	3
BEG 152	SPORTS II	0	Compulsory	1
STJ 102	INDUSTRIAL TRAINING	5		0
		Total Credits	30	29

Semester 3

BYS 201	BUREAU MANAGEMENT	4	Compulsory	3
BYS 203	FINANCIAL ACCOUNTING	4	Compulsory	3
BYS 205	EFFECTIVE AND FLUENT SPEAKING	3	Compulsory	2
BYS 207	THE USAGE OF TECHNOLOGY IN BUREAUS	3	Compulsory	2
BYS 209	COMPUTER SYSTEMS III	4	Compulsory	3
BYS 211	PROFESSIONAL ENGLISH I	4	Compulsory	3
BYS 217	TOTAL QUALITY MANAGEMENT	2	Elective	2
BYS 221	HUMAN RESOURCES MANAGEMENT	2	Elective	2
BYS 227	INTRODUCTION TO TOURISM	2	Elective	2
BYS 235	LEGAL CORRESPONDENCE	2	Elective	2
		Total Credits	30	24

Semester 4

BYS 202	EXECUTIVE SECRETERIAL SKILLS	3	Compulsory	3
BYS 204	PUBLIC RELATIONS	2	Compulsory	2
BYS 206	STRUCTURE OF PUBLIC AND PRIVATE SECTOR AND THEIR RELATIONS	3	Compulsory	3
BYS 208	CRISIS AND STRESS MANAGEMENT	2	Compulsory	2
BYS 210	COMPUTER SYSTEMS IV	3	Compulsory	3
BYS 212	PROFESSIONAL ENGLISH II	4	Compulsory	3
BYS 214	CASE STUDY	2	Elective	2
BYS 220	MANAGEMENT INFORMATION SYSTEMS	2	Elective	2
BYS 230	TOURISM GEOGRAPHY	2	Elective	2
BYS 238	COMMERCIAL LAW	2	Elective	2
STJ 202	INDUSTRIAL TRAINING	5		0
		Total Credits	30	24

Total ECTS Credits : 120

Total National Credits: 103

(CGPA)

4.4. Grading Scheme and Grades:

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

PERCENTAGE	COURSE GRADE	GRADE POINT
88-100	AA	4.00
81-89	BA	3.50
74-84	BB	3.00
67-77	CB	2.50
60-69	CC	2.00
59 and below	FF	0.00

Other Grades: I : Incomplete, S: Satisfactory Completion, P: Satisfactory Progress, U: Unsatisfactory, EX: Exempt, NI: Not Included, W: Withdrawn, NA: Not Attended.

A grade of (I) is given to a student who provides supporting evidence through genuine and valid documentation of illness or other reason which has prevented her/him from completing the necessary course work. In such a case, within 15 days from the day of submitting the grades to the Registrar's Office, the student must complete the missing work and obtain a grade. Otherwise, the (I) grade will automatically become an (F).

The grade (S) is given to the students who are successful in non-credit courses, and (U) to those who are unsuccessful in such courses, (S) can also be given to courses accepted as equivalents in transfers from other universities.

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The grade (NI) is given if courses within the program or programs in which a student is registered are taken on the "condition that they are not included in the Cumulative Grade Point Average (CGPA)".

The grade (NA) is given if a student does not fulfill the attendance and/or application requirements of the course. The grade (NA) is included in the CGPA as (F).

The grade (W) is given if a student withdraws from a course after the add/drop period within the first 10 weeks after the semester starts, with the recommendation of her/his advisor and the permission of the instructor concerned.

Grade Point Averages: The student's standing is calculated in the form of a GPA and CGPA, and announced at the end of each semester by the Registrar's Office. The total credit points for a course are obtained by multiplying the grade point of the final grade by the credit hours. In order to obtain the GPA for any given semester, the total credit points earned in that semester are divided by the total credit hours. The CGPA is calculated by taking into account all the courses taken by a student from the beginning of entrance to the University which are recognized as valid by the Department in which she/he is registered.

4.5. Overall Classification of the Qualification

5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1. Access to Further Study:

She/He may apply to First Cycle(Bachelor's Degree) programmes as a holder of Short Cycle (Associate's Degree) Degree and She/He can obtain First Cycle(Bachelor's Degree) Degree by completing 2 years(4 semesters) successfully in an undergraduate programme.

5.2. Professional status conferred:

This degree enables the holder to exercise the profession.

6. ADDITIONAL INFORMATION

6.1. Additional Information:

Ahmetli Vocational Higher School web site: <http://www.bayar.edu.tr/~ahmetlimyo/>

6.2. Further Information Sources:

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

University web site: www.bayar.edu.tr

The Council of Higher Education web site: www.yok.gov.tr

7. CERTIFICATION OF THE SUPPLEMENT

7.1. Date :

7.2. Signature:

7.3. Capacity :

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.

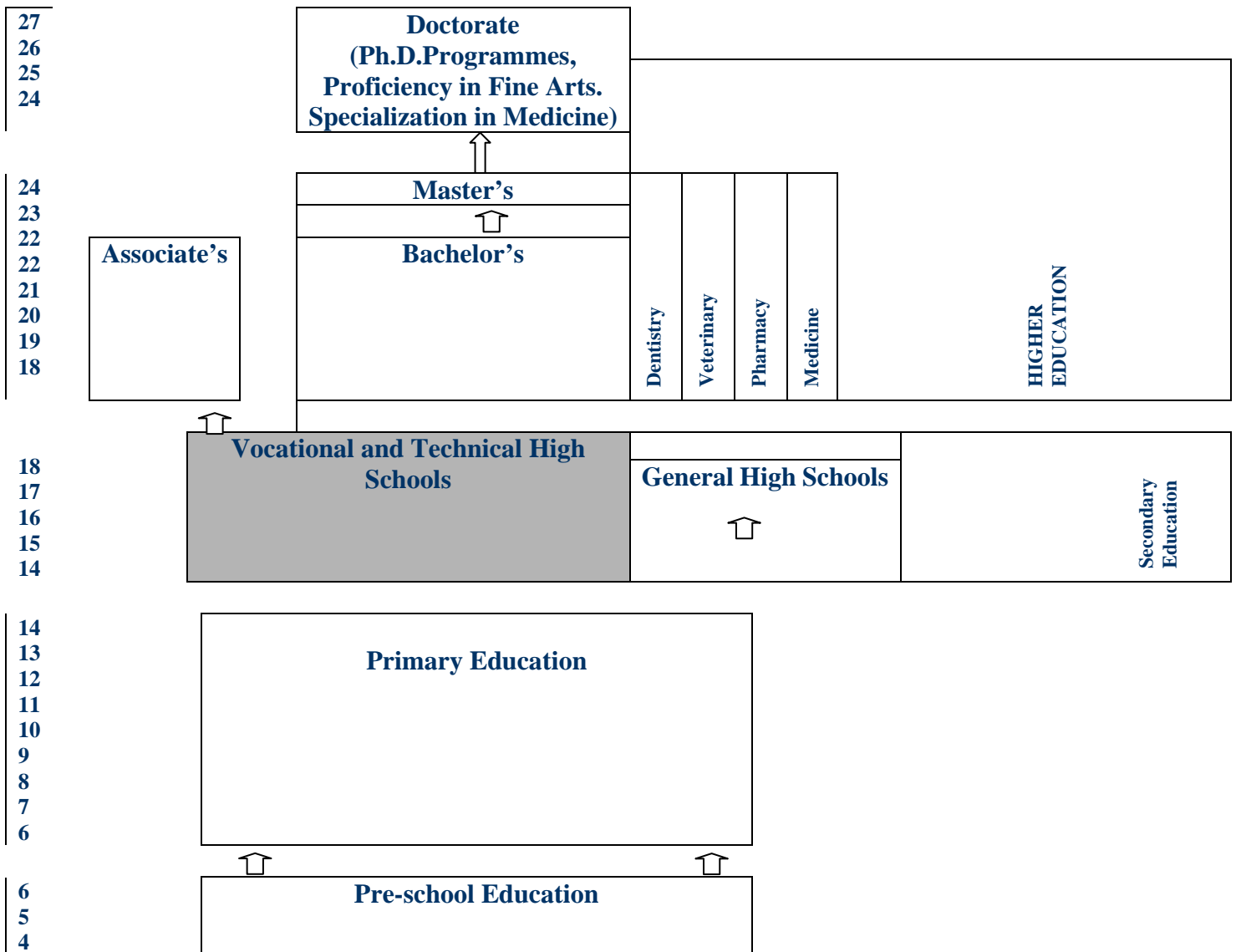
Admission to higher education is based on a nation-wide Student Selection and Placement Examinations (YGS and LYS). The examinations are held once a year and are administered by the Student Selection and Placement Center (ÖSYM), which is affiliated to the Council of Higher Education. Candidates gain access to institutions of higher education based on their composite scores consisting of the scores on the selection examinations 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.

* 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.

GENERAL STRUCTURE OF THE TURKISH EDUCATION SYSTEM



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