

## 7. CERTIFICATION OF THE SUPPLEMENT

7.1. Date : **December 27, 2018**  
 7.2. Name and Signature : **Özcan YILMAZ**  
 7.3. Capacity : **Office of the Registrar**  
 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 noncompulsory 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 Bologna Process. The structure of Turkish higher education degrees is based on a two-tier system, except for dentistry, pharmacy, medicine and veterinary medicine programmes which have a one-tier system. The duration of these one-tier programmes is five years (300 ECTS) except for medicine which lasts six years (360 ECTS). The qualifications in these one-tier programmes are equivalent to the first cycle (bachelor's) plus second cycle (master's) degree. 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.

Graduate level of study consists of second cycle (master's)-(yüksek lisans derecesi) and third cycle (doctorate)-(doktora derecesi) degree programmes. Second cycle is divided into two sub-types named as master without thesis and master with thesis. Master programmes without thesis require 60 to 90 ECTS credits and consist of courses and a semester project. 60 ECTS non-thesis master programmes are exceptional, and exist in a few disciplines. The master programmes with a thesis require 90 to 120 ECTS credits, which consists of courses, a seminar, and a thesis. Third cycle (doctorate) degree programmes are completed having earned a minimum of 180 ECTS credits, which consists of completion of courses, passing a proficiency examination and a doctoral thesis. Specialization in medicine, accepted as equivalent to third cycle programmes are carried out within the faculties of medicine, university hospitals and the training hospitals operated by the Ministry of Health.

Universities consist of graduate schools (Institutes) offering second cycle (master's) and third cycle (doctorate) degree programmes, faculties offering first cycle (bachelor's degree) programmes, four-year higher schools offering first cycle (bachelor's) degree programmes with a vocational emphasis and two-year vocational schools offering short cycle (associate's) degree programmes of a strictly vocational nature.

Since 2003, first cycle degree holders may apply directly to third cycle (doctorate) programmes if their performance at the first cycle degree level is exceptionally high and their national central Graduate Education Entrance Examination (ALES) score is also high and their application is approved. For these students, theoretical part of the programmes requires additional courses of 60 ECTS credits.

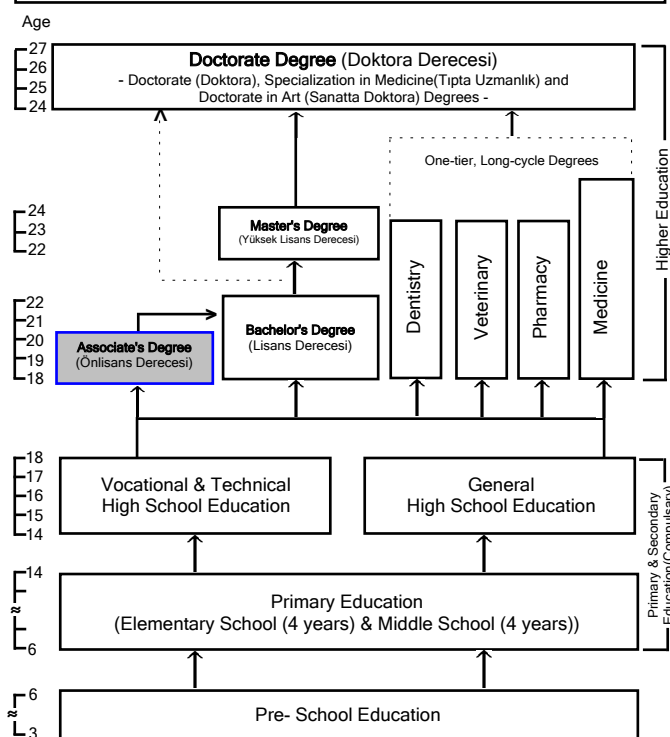
Admission of national students to short and first cycle degree programmes is centralized and based on a nationwide one/two-stage examination(s) conducted by an autonomous public body (Assessment, Selection and Placement Centre-ÖSYM). Candidates gain access to institutions of higher education based on 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 foreign 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.

**The Turkish National Qualifications Framework for Higher Education (TYYÇ):** The National Qualifications Framework for Higher Education in Turkey (TYYÇ) developed with reference to the QF for European Higher Education Area and the EQF for lifelong learning was adopted by the CoHE in 2010. The framework has been developed as a part of a single national qualifications framework, which would eventually consists of 8 level national framework covering all levels of educations on completion of the ongoing work at the national level, in which the higher education levels lie on levels between 5 to 8. The levels of the TYYÇ with reference to the European overarching qualifications frameworks as well as that to ECTS credits and student workload are shown below.

### TYYÇ 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	TYYÇ LEVELS				
3	8	8	Doctorate Specialization In Medicine Doctorate in Art	3 (min.)	180 (min.)	4500-5400
2	7	7	Master's Degree	1-2	60-120	1500-3600
1	6	6	Bachelor's Degree	5	240	6000-7200
Short Cycle	5	5	Associate's Degree	2	120	3000-3600

### GENERAL STRUCTURE OF THE TURKISH EDUCATION SYSTEM



DIPLOMA  
SUPPLEMENT



ÇANKAYA  
UNIVERSITY

Çankaya University  
Yukarıyurtçu Mahallesi  
Mimar Sinan Caddesi  
No:4 06790  
Etimesgut - Ankara  
TURKEY  
[www.cankaya.edu.tr](http://www.cankaya.edu.tr)

VOCATIONAL  
TRAINING  
SCHOOL



DIPLOMA NO :  
DIPLOMA DATE : 11.06.2018

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) \_\_\_\_\_ 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:  
**Associate of Science, Justice  
Ön Lisans, Adalet**

2.2. Main field(s) of study for qualification:  
**Justice  
Adalet**

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 OF THE QUALIFICATION

3.1. Level of qualification:  
**Associate's Degree**

3.2. Official length of programme:  
**2 years; 2 semesters per year; 14 weeks (plus 2 weeks for final exams) per semester**

3.3. Access requirement(s):  
**High School Diploma,  
Placement through nation-wide Student Selection and Placement Examination  
Acceptable score from a recognised language proficiency exam as determined by the university administration.**

## 4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1. Mode of study:  
**Full-Time**

4.2. Programme requirements and objectives:  
4.2.1 Requirements:  
**The Bachelor's Degree is awarded to the students who have successfully completed all courses in the curriculum, and have obtained a cumulative grade point average of at least 2.00 on a scale of 4.00.**

4.2.2. Objectives:  
**School of Advanced Vocational Studies is presenting an educational model that responds to the demands of our times by offering not only a diploma but also the necessary preparedness for professional life, specially at services of justice and the sectors of banking and insurance. The School of Advanced Vocational Studies offers its students both the ability to use a new language in an increasingly globalizing world and the opportunity to specialize in their fields of interest. The graduates of the programs of the School of Advanced Vocational Studies have the opportunity to continue their academic studies in the related four-year programs of Çankaya University or other by taking the DGS Central Placement Exam.**

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

Code	Duration	Course Name	Course Category	Grade	ÇU Credit	ECTS Credit
<b>Semester 1</b>						
ADA 101	Semesterly	Keyboard Usage I	Required	BA	3	3
ADA 103	Semesterly	Computer Operating I	Required	AA	3	3
ADA 105	Semesterly	Introduction to Law	Required	BA	2	3
ADA 107	Semesterly	Judicial Organization	Required	CB	2	3
ADA 109	Semesterly	Knowledge of Constitutional Law	Required	AA	2	4
ADA 111	Semesterly	Knowledge of Private Law (Preliminary Provisions/Law of Persons/Law of Obligations)	Required	CB	3	4
ENG 109	Semesterly	English I	Required	CC	2	3
ESR 101	Semesterly	Ethics and Social Responsibility	Required	BB	1	1
TURK 101	Semesterly	Turkish I	Required	CB	2	3
<b>Semester 2</b>						
ADA 102	Semesterly	Keyboard Usage II	Required	AA	3	3
ADA 104	Semesterly	Computer Operating II	Required	AA	3	3
ADA 106	Semesterly	Techniques of Office Management	Required	BA	2	3
ADA 108	Semesterly	Knowledge of Administrative Law	Required	BB	2	3
ADA 110	Semesterly	Knowledge of Private Law II (Family Law/Property Law/Law of Successions)	Required	AA	4	3
ADA 112	Semesterly	Knowledge of Law of Civil Procedure	Required	BB	4	4
ADA 114	Semesterly	Constitutional Review	Elective	AA	2	2
ENG 110	Semesterly	English II	Required	DC	2	3
TURK 102	Semesterly	Turkish II	Required	BB	2	3
<b>Semester 3</b>						
ADA 201	Semesterly	Keyboard Usage III	Required	AA	2	3
ADA 203	Semesterly	Professional Computer I	Required	AA	2	3
ADA 205	Semesterly	Knowledge of Law of Notifications	Required	AA	2	2
ADA 207	Semesterly	Knowledge of Code of Quashing I (Law of Enforcement)	Required	AA	4	4
ADA 209	Semesterly	Legal Language and Judicial Correspondences	Required	AA	2	3
ADA 211	Semesterly	Knowledge of Criminal Law	Required	CB	4	3
ADA 213	Semesterly	Knowledge of Private Law III (Commercial Enterprise/Company Law/Negotiable Instruments Law)	Required	CB	4	4
ADA 215	Semesterly	Knowledge of Administrative Procedure Law	Required	AA	2	3
ADA 217	Semesterly	Knowledge of Financial Law	Required	BA	2	3
ADA 221	Semesterly	Human Rights	Elective	AA	2	2
HIST 201	Semesterly	Principles of Atatürk and History of Turkish Revolution I	Required	AA	2	3
<b>Semester 4</b>						
ADA 202	Semesterly	Keyboard Usage IV	Required	AA	2	3
ADA 204	Semesterly	Professional Computer II	Required	AA	2	3
ADA 206	Semesterly	Knowledge of Labor and Social Security Law	Required	AA	2	3
ADA 208	Semesterly	Knowledge of Prison Administration and Law on Criminal Execution	Required	AA	3	3
ADA 210	Semesterly	Legislation on Editorial Office	Required	AA	2	3
ADA 212	Semesterly	Knowledge of Law of Advocacy and Notary	Required	AA	2	3
ADA 214	Semesterly	Knowledge of Code of Quashing II ( Law of Bankruptcy)	Required	AA	2	3
ADA 216	Semesterly	Knowledge of Criminal Procedure Law	Required	BB	3	4
ADA 218	Semesterly	Knowledge of Stamp Tax and Fees	Required	AA	2	3
ADA 228	Semesterly	Academic Success and Life Skills	Elective	AA	2	2
HIST 202	Semesterly	Principles of Atatürk and History of Turkish Revolution II	Required	AA	2	3
<b>Total Credits :</b>					<b>96</b>	<b>120</b>

#### 4.4. Grading scheme and grades:

The official university grading system uses letter grades. Passing grades range from AA to DD; FF is failing. The descriptions and weights of the grades are:

COURSE GRADE	DESCRIPTION	GRADE POINT	SCORE RANGE	ECTS GRADE
AA	Pass	4.00	90-100	A
BA	Pass	3.50	85-89	B
BB	Pass	3.00	80-84	B
CB	Pass	2.50	70-79	C
CC	Pass	2.00	60-69	C
DC	Conditional Pass	1.50	50-59	D
DD	Conditional Pass	1.00	45-49	E
FD	Fail	0.50	35-44	F
FF	Fail	0.00	00-34	F
NA	Fail	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 period can be extended until the beginning of registration for the next semester on the recommendation of the Head of the 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 qualification:

**Cumulative Grade Point Average (CGPA) : 3,50 / 4,00**  
**Genel Not Ortalaması : 3,50 / 4,00**

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

5.1. Access to further study:

**May apply to first cycle programmes.**

5.2. Professional status conferred:

**This degree enables the holder to exercise the profession.**

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

6.1. Additional information:

**Çankaya University, School Of Vocational Studies**

6.2. Further information sources:

- University web site: [www.cankaya.edu.tr](http://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](http://www.yok.gov.tr)
- The Turkish ENIC-NARIC web site: [www.enic-naric.net/members.asp?country=Turkey](http://www.enic-naric.net/members.asp?country=Turkey)