



# Bilkent University

## Diploma Supplement

06800 Bilkent, Ankara, Turkey

Diploma No: 121595653

Diploma Date: 17.06.2012

*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-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. Date of birth : 20.06.1987  
1.4. Student identification number : 20403217

### 2. INFORMATION IDENTIFYING THE QUALIFICATION

- 2.1. Name of the qualification :  
**İşletme, Yüksek Lisans**
- 2.2. Main field(s) of study for qualification :  
**Business Administration**
- 2.3. Name and status of awarding institution :  
**İ. D. Bilkent Üniversitesi : Özel, Kanunla Kurulmuş, Devlet Tarafından Tanınan Üniversite**  
**İ. D. Bilkent University : Foundation-supported Public Legal Entity, Non-profit, State-recognised**
- 2.4. Name and status of institution administering studies :  
**Same as 2.3.**
- 2.5. Language(s) of instruction/examination :  
**100% English**

### 3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

- 3.1. Level of qualification :  
**Second Cycle (Master's Degree)**
- 3.2. Official length of programme :  
**2 years; 2 semesters per year; 16 weeks per semester, 120 ECTS**
- 3.3. Access requirements :  
**Bachelor's degree.**  
**Admission to post graduate programmes is based on a nation-wide postgraduate education entrance examination (ALES)**  
**GMAT score of 550.**  
**Certificate of English Proficiency (IELTS score of 6.5, FCE score of C or TOEFL score of 213 in computer based or equivalent in an internationally recognised English Proficiency Examination including the Bilkent University English Proficiency Examination)**

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

##### 4.1. Mode of study :

**Full-time**

##### 4.2. Programme requirements :

Requirements

**The Master in Business Administration Degree is awarded to students who have successfully completed all courses in the curriculum, have obtained a cumulative grade point average of at least 3.00 on a 4.00 scale, have no failing grades, and have shown satisfactory performance during their internship.**

Objectives

**To provide a strong foundation of administrative and conceptual skills to prospective managers who may assume responsibilities of planning, organizing, directing and controlling the operations of public and private organizations.**

**To provide knowledge, skills and analytical thinking necessary to enhance the effectiveness and efficiency of enterprises that the graduates will serve.**

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

Code	Course Name	Course Category	Bilkent Credits	ECTS Credits	Grade	
<b>Semester 1</b>						
MBA 500	Bilcamp	Required	1	1	B+	
MBA 511	Accounting	Required	3	6	A	
MBA 551	Probability and Statistics	Required	3	6	A	
<b>Semester 2</b>						
MBA 502	Turkish Business Context	Required	3	6	A	
MBA 522	Corporate Finance	Required	3	6	A	
MBA 552	Management Information Systems	Required	2	4	B+	
MBA 562	Human Resource Management	Required	2	4	B+	
MBA 677	Negotiating Skills for International Executives	Elective	2	4	A	
<b>Semester 3</b>						
MBA 503	Microeconomics	Required	3	6	A	
MBA 553	Data Models and Decisions	Required	3	6	A	
MBA 561	Management	Required	3	8	A	
<b>Semester 4</b>						
MBA 524	Investment Analysis	Elective	3	6	A	
MBA 532	Marketing Management	Required	3	6	B+	
MBA 671	Growth Through Globalization: Creating and Managing the International Enterprise	Elective	2	4	A-	
MBA 672	Leadership for International Managers	Elective	2	4	A-	
MBA 505	Special Topics in Marketing	Elective	2	4	A-	
<b>Semester 5</b>						
MBA 504	Financial Risk Management	Elective	3	6	A	
MBA 543	Pricing Strategies and Tactics	Elective	2	4	A	
MBA 544	Revenue Management	Elective	2	4	A-	
MBA 548	Project Management	Elective	2	4	A	
MBA 591	Business Strategy	Required	4	8	A-	
<b>Semester 6</b>						
MAN 416	Financial Statement Analysis	Elective	3	6	A	
MBA 542	Production and Operations Management	Required	3	6	A-	
MBA 592	Business Practice	Required	4	8	A	
*****			<b>TOTAL CREDITS</b>	<b>63</b>	<b>127</b>	*****

#### 4.4. Grading scheme and grades :

The University grading system uses letter grades with pluses and minuses. Letter grades and their grade point equivalents are:

A+ 4.00	B+ 3.30	C+ 2.30	D+ 1.30	F 0.00
A 4.00	B 3.00	C 2.00	D 1.00	FX 0.00
A- 3.70	B- 2.70	C- 1.70		FZ 0.00

The letter grades A+ and FX were instituted beginning with the 2010-2011 academic year. Additionally, the letter grade FZ introduced in 2012-2013 academic year spring semester.

Letter grades without grade point equivalents:

- I (Incomplete) : Temporary grade signifying incomplete work; to be later replaced with another grade.  
W (Withdraw) : Student has withdrawn from the course before the end of the semester.  
T (Transfer) : Student has taken the course at another program or another university.  
P (In Progress) : Used for multi-semester courses.  
S (Satisfactory) and U (Unsatisfactory) : Used for non-credit courses.

The semester grade point average (GPA) is computed as the sum of the products (Bilkent credits x quality points) divided by the sum of the Bilkent credits of courses in that semester.

The cumulative grade point average (CGPA) is an overall average computed as the sum of the products (Bilkent credits x quality points) of all the grades divided by the total number of Bilkent credits achieved.

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

Genel Not Ortalaması	: 3.84 / 4.00
Cumulative Grade Point Average	: 3.84 / 4.00

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

#### 5.1. Access to further study :

**May apply to third cycle programmes.**

#### 5.2. Professional status :

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

### 6. ADDITIONAL INFORMATION

#### 6.1. Additional information :

\* The Registrar's Office e-mail: registrar@bilkent.edu.tr

#### 6.2. Further information sources :

\* University web site : <http://www.bilkent.edu.tr>

\* Bilkent University Catalogue for Undergraduate and Graduate Programmes : <http://catalog.bilkent.edu.tr>

\* The Council of Higher Education web site : <http://www.yok.gov.tr>

\* The Turkish ENIC-NARIC web site : <http://www.enic-naric.net/members.asp?country=Turkey>

## 7. CERTIFICATION OF THE SUPPLEMENT

7.1. Date: **16.09.2013**

7.2. Name and Signature: **Zeynep Ekmekeçioğlu**

(signed)

7.3. Capacity: **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			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	3 (min.)	180 (min.)	4.500 - 5.400
2	7	7	1-2	60-120	1.500 - 3.600
1	6	6	4	240	6.000 - 7.200
Short Cycle	5	5	2	120	3.000 - 3.600

