



DIPLOMA SUPPLEMENT
İSTANBUL BİLİM ÜNİVERSİTESİ

Büyükdere Cad. No:120

Esentepe-34349 Şişli / İstanbul/TÜRKİYE

Phone: +90(212)2136486-89 Fax: +90(212)2133461

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

Diploma No

Diploma Date

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 qualification 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 Name(s):
1.3 Place and date of birth:
1.4 Students identification number or code:

2. Information identifying the qualification

- 2.1 Name of the qualification: **Sağlık Kurumları İşletmeciliği Programı, Ön lisans**
- 2.2 Main field(s) of study for the qualification: **Management of Healthcare Organizations Program**
- 2.3 Name and status of awarding institution: **Istanbul Bilim University, State Recognized, Foundation University
İstanbul Bilim Üniversitesi, Vakıf tarafından özel 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: **Turkish**

3. Information on the level of the qualification

- 3.1 Level of qualification : **Associate's Degree**
- 3.2 Official length of the programme : **2 years; 2 semesters per year, 16 weeks per semester.
30 ECTS credits per semester**
- 3.3 Access requirements : **Certificate of secondary education
Placement through centralized National University Entrance Examination**

4. Information on the contents and the results gained

- 4.1 Mode of study: **Full time**
- 4.2 Programme requirements: **Students must have a CGPA of not less than 2.00 and have successfully completed all the courses with a 6 weeks industrial training period in the program in order to graduate.**

Objectives: The program is designed to provide the graduates with the knowledge, practical skills and understanding required to be responsible for the strategic, financial and day-to-day running of hospital or community health services.

4.3 Programme details and the individual grades/marks/credits obtained

1th Semester

Code	Course Name	Course Category	Credits	Grade	ECTS Credits
	Atatürk's Principles And History of Revolution-I	Required	2		2
	Turkish Language-I	Required	2		2
	Foreign Language-I	Required	3		3
	Accounting In Healthcare Organizations	Required	2		6
	Administration Management	Required	2		6
	Medical Terminology	Required	2		3
	Computer Business Programs	Required	3		3
	Quality Management In Healthcare Institutions And Accreditation	Elective	2		5
	TOTAL CREDIT		18		30

2nd Semester

Code	Course Name	Course Category	Credits	Grade	ECTS Credits
	Atatürk's Principles And History of Revolution-II	Required	2		2
	Turkish Language-II	Required	2		2
	Foreign Language-II	Required	2		2
	Organizational Behavior In Healthcare Organizations	Required	2		4
	Hospital Management and Organization	Required	4		4
	Medical Documentation	Required	2		5
	Disease Information	Required	2		4
	Health Law	Required	2		3
	Occupational Health And Safety	Elective	1		4
	TOTAL CREDIT		19		30

SUMMER TRAINING (6 WEEKS)			0		0
---------------------------	--	--	---	--	---

3rd Semester

Code	Course Name	Course Category	Credits	Grade	ECTS Credits
	Human Resources Management in Healthcare Organizations	Required	5		6
	Health Policies and Finance	Required	4		4
	Patient Rights and Medical Ethics	Required	3		4
	First Aid and Emergency	Required	2		3
	Office Management	Required	4		4
	Rhetoric and Diction	Elective	2		3
	Sociology of Health	Elective	3		3
	Health Insurance and Actuary	Elective	2		3
	TOTAL CREDIT		25		30

4th Semester

Code	Course Name	Course Category	Credits	Grade	ECTS Credits
	Marketing in Healthcare Organizations	Required	5		6
	Public Relations in Health Organizations	Required	5		6
	Health Management	Required	1		4

	Biostatistics	Elective	4		4
	Effective Communication Skills	Elective	2		3
	Health Tourism	Elective	4		4
	Product Analysis in Health Insurance	Elective	3		3
	TOTAL CREDIT		24		30

4.4 Grading Scheme and grade distribution guidance

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

COURSE GRADE		GRADE POINTS
Excellent	AA	4.00
Very Good	BA	3.50
Good	BB	3.00
Sufficient	CB	2.50
Pass	CC	2.00
Poor Sufficient	DC	1.50
Poor	DD	1.00
Fail	FF	0.00

Other Grades: S:Satisfactory, EX: Exempt, VF (Not Attended), U:Unsuccessful.

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

The grade (VF) is given if a student does not fulfill the attendance and/or application requirements of the course.

4.5 Overall classification of the qualification

Ağırlıklı Genel Not Ortalaması (AGNO):
Cumulative grade point average (CGPA)

5. Information on the function of the qualification

5.1 Access to further study: May apply to undergraduate programs

5.2 Professional Status: This degree enables to exercise the profession.

6. Additional Information :

6.1 Additional information : **Istanbul Bilim University, Health Services Vocational School, Web Site :**

<http://www.istanbulbilim.edu.tr/akademikbirimler6.html>,

6.2 Further information sources : **University web site :**

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

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

Turkish ENIC-NARIC web site: www.enic-naric.net/members.asp?country=Turkey

7. Certification of the supplement

7.1 Date :

7.2 Signature :

7.3 Capacity :

7.4 Official stamp and 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.



