

## 7- CERTIFICATION OF THE SUPPLEMENT

### Admission requirements:

- 7.1 Date: XX/XX/XXXX  
7.2 Name and signature: XXXXX XXXXX  
7.3 Capacity: Head of Student Affairs  
7.4 Official stamp or seal:

## 8 - INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

### Admission requirements:

#### 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 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.

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.

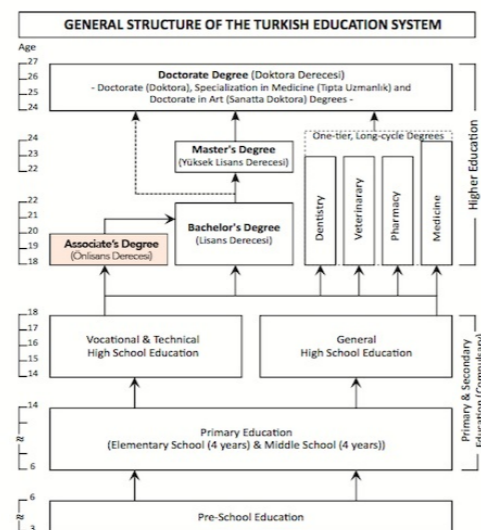
Universities consist of graduate schools (Institutes) offering second cycle (master's) and third cycle (doctorate) degree programmes, faculties offering first cycle (bachelor's degree) programmes, four-year higher schools offering first cycle (bachelor's) degree programmes with a vocational emphasis 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 consist of 8 level national framework covering all levels of education 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.)	4.500 - 5.400
2	7	7	Master's Degree	1-2	60 - 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



## T.C. İSTANBUL ŞİŞLİ VOCATIONAL SCHOOL DIPLOMA SUPPLEMENT



Diploma No : XXXXX

Diploma Date : XXXX-XX-XX

The purpose of the Diploma 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 is free from any value judgements, equivalence statements or suggestions about recognition. This Diploma Supplement model was developed by European Commission, Council of Europe and UNESCO.

## İSTANBUL ŞİŞLİ VOCATIONAL SCHOOL

Address : Maslak Mh. Atatürk Otoparkı Sitesi

55. Sk. No:2 Maslak / İSTANBUL

Web site : www.sisli.edu.tr

Phone : 0850 474 78 68

### 1- INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

- 1.1 Last name(s): XXXXX  
1.2 First name(s): XXXXX  
1.3 Date of birth (day/month/year): XX/XX/XXXX 1.4  
Student identification number or code: XXXXX

### 2- INFORMATION IDENTIFYING THE QUALIFICATION

- 2.1 Name of the qualification and title conferred :Adalet Önlisans  
2.2 Main field(s) of study for the qualification :  
Justice  
2.3 Name and status of awarding institution :  
İstanbul Şişli Meslek Yüksekokulu, Vakıf Meslek Yüksekokulu, Özel Kanunla Kurulmuş,  
Kar Amacı Gütmeyen, Devlet Tarafından Tanınan Vakıf Meslek Yüksekokulu.  
İstanbul Şişli Vocational School, Non-profit Foundation Vocational School, Foundation  
Supported, Public Legal Entity, Non-profit, State Recognized.  
2.4 Name and status of institution (if different from 2.3) administering studies: Same  
as 2.3  
2.5 Language(s) of instruction/examination : Turkish

### 3- INFORMATION ON THE LEVEL AND DURATION OF THE QUALIFICATION

- 3.1 Level of the qualification : Short Cycle (Associate's Degree)  
3.2 Official duration of programme in credits and/or years: 2 years (120 ECTS)  
(excluding one year English Preparatory school) (2 semesters per year, 14 weeks per  
semester)  
3.3 Access requirement(s):  
  - High School Diploma
  - Placement through nation-wide Student Selection and Placement Examinations (YGS)

### 4- INFORMATION ON THE PROGRAMME COMPLETED AND THE RESULTS OBTAINED

- 4.1 Mode of study : Full-time  
4.2 Programme learning outcomes :  
Requirements: In order to get an associate degree from the program, student should:  
a) be successful in compulsory courses listed in the four-term schedule together with  
the selective courses and fulfill 120 ECTS in total. b) successfully complete 30 days of  
internship c) have a GPA of at least 2,00 over 4,00.  
Objectives: Training is given on the basis of legal education in Justice programme.  
The Graduates of program will be qualified people in the judicial organization and  
law firms. Additionally they are aimed to pass the law school with the DGS.  
The Key Learning Outcomes:  
:

- 1 - Knowledge:  
1) Recognizes the growing importance of professional and ethical responsibilities.  
2 - Skills:  
1) Has the knowledge of the main problems encountered in law application.  
3 - Competences:  
1) Gain the skills which provide the use basic information. 2) Adopts the fundamental  
principles which has constitutional value and importance such as the Democracy,  
secularism, social state and the rule of law. 3) Gain the ability of analytical thinking.  
4) Knows the Turkish judicial system. 5) Queries the knowledge with Open to the  
cultures of the world, different belief, respect for life and forms of thought, within  
the framework of scientific thinking. 6) Develop themselves with Embracing the  
importance of lifelong learning, science, technology and contemporary developments  
on the following topics. 7) Can follow The judicial and other relevant developments in  
national and international level. 8) To have information about Atatürk's Principles  
and the History of the Revolution. 9) To follow the information in the field and  
communicate with colleagues by using a foreign language in the field at least at the  
A2 General Level of the European Language Portfolio. 10) To use information and  
communication technologies together with computer software at at least the basic  
level of the European Computer Use License required by the field. 11) By  
comprehending the structure and basic grammar features of Turkish, They  
understands the texts they reads properly and gains the ability to speak and write  
Turkish correctly as a written and oral expression tool with the enrichment of their  
vocabulary.

#### 4.3 Programme details, individual credits gained and grades/marks obtained:

##### Semester 1

Code	Course Name	Course Category	National Credit	Grade	ECTS Credit
ADL1017	Civil Law	Elective	2	BA	5.0
ADL1015	Office Management	Elective	2	AA	5.0
ADL1005	Basic Concepts of Law	Required Course	3	BA	6.0
ADL1013	Constitutional Law	Required Course	2	AA	5.0
ATA1001	Principles of Atatürk and History of Turkish Revolution -I	Required Course	2	CB	2.0
ENG1001	Foreign English-I	Required Course	2	AA	3.0
KRP1001	Career Planning	Required Course	1	AA	2.0
TDL1001	Turkish Language - I	Required Course	2	AA	2.0

##### Semester 2

Code	Course Name	Course Category	National Credit	Grade	ECTS Credit
ADL1020	Human Rights Law	Elective	2	CC	4.0
BIL1002	Information and Communication Technology	Elective	3	AA	3.0
ADL1010	Keyboard Training-1	Required Course	2	AA	4.0
ADL1012	Pen Regulations and Correspondence	Required Course	2	BA	4.0
ADL1014	Administrative law	Required Course	2	BB	3.0
ADL1016	Criminal Law General Provisions	Required Course	2	BA	3.0
ADL1018	Law of Obligations	Required Course	2	AA	2.0
ATA1002	Principles of Atatürk and History of Turkish Revolution -II	Required Course	2	DC	2.0
ENG1002	Foreign English-II	Required Course	2	AA	3.0
TDL1002	Turkish Language - II	Required Course	2	AA	2.0

##### Semester 3

Code	Course Name	Course Category	National Credit	Grade	ECTS Credit
ADL2023	Execution Law	Elective	2	AA	4.0
MYO1035	FORENSIC MEDICINE	Elective	2	CB	4.0
ADL2001	Civil Procedure Law	Required Course	3	AA	5.0
ADL2015	Keyboard Training-2	Required Course	2	AA	4.0
ADL2017	Notification Law and UYAP	Required Course	2	BA	4.0
ADL2019	Criminal Procedure Law	Required Course	3	BA	5.0
ADL2021	Criminal Law Special Provisions	Required Course	2	CC	4.0

##### Semester 4

Code	Course Name	Course Category	National Credit	Grade	ECTS Credit
ADL2018	Pre-Accounting Information	Elective	2	BB	4.0
MYO1011	Sport for Everyone	Elective	2	AA	4.0
ADL2004	Commercial Law	Required Course	2	BA	3.0
ADL2016	Labor and Social Security Law	Required Course	2	DC	4.0
ADL2022	Execution and Bankruptcy Law	Required Course	3	BA	5.0
SSP2002	Social Responsibility Project	Required Course	1	AA	2.0
STJ2004	Practical Training	Required Course	0	G	8.0

Total Credits 65 (Local) / 120 (ECTS)

Cumulative Grade Point Average (CGPA): 3.42 out of 4

#### 4.4 Grading system and grade distribution table:

##### Academic Achievement, Assessments Principles and Calculation of Grades

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

Degree of Success	Percentage	Letter of Grade	Achievement Quotient
Excellent	88-100	AA	4
Fine-Excellent	80-87	BA	3,5
Fine	73-79	BB	3
Average-Fine	66-72	CB	2,5
Average	60-65	CC	2
Poor-Average	55-59	DC	1,5
Poor	50-54	DD	1
Very Poor	40-49	FD	0,5
Fail	0-39	FF	0

##### Other grades used are:

(DZ) (Not Attended Grade); is given when the attendance requirements of the course is not fulfilled.

(T) (Transfer Grade); is given for the students' courses that has been studied and accepted in another higher education institution before. Adopting the transferred grades; transitions of the grades between grading systems of 100 and 4.00, Higher Education Institution' (YÖK) evaluation grades and their equivalents are concerned.

(T) Grade; is not included into graduation credits and is not added to the calculation of Cumulative Grade Point Average.

(E) (Incomplete Grade); is given to the students who is assigned to the internship lesson (workplace practices) but has not completed it yet.

(G) Passing Grade; is given upon the passing courses that are not included in Cumulative Grade Point Average.

K(Fail); is given upon the failing courses that are not included in Cumulative Grade Point Average.

The success of a student is determined according to the success level of all the students participated in the same lesson. The aim here; is not the grades that are taken over 100 grading system, but the aim is to organize a grade distribution according to İSTANBUL ŞİŞLİ VOCATIONAL SCHOOL Relative Grade Calculation Directive by evaluating class performance, grade point average and standard deviation.

A student who receives one of the grades of (AA), (BA), (BB), (CB) and (CC) in a course is considered to be successful in this lesson.

The lessons taken in the semester whose grades are DD and DC are considered successful in that semester if the Cumulative Grade Point Average is at least 2.00.

A student with the grades of (DZ), (FD), (FF), (K), (E) and (DD) and (DC) (if their CGPA is under 2.00) is considered unsuccessful.

Students with under 40 points as grade point and/or the final grade point or make up exam grade points are directly given FF as a letter grade for that lesson.

##### Cumulative Grade Point Average, Cumulative Grade Point Averages by Semesters

CGPA and the calculation of CGPA in semester are like given below:

a) In calculation of CGPA, coefficients grades of all courses of the students taken since the first semester with the exception of internship and the credits value of these courses are multiplied and the multiplication of these values are added and this total is divided into the credits of the courses that are included in the average.

b) In calculation of CGPA by the semester, coefficients grades of all courses of the students taken in that semester with the exception of internship and the credits value of these courses are multiplied and the multiplication of these values are added and this total is divided into the credits of the courses that are included in the average.

c) Both in the calculation of the semester grade and the calculation of the grade point average, given grades from AA to FF are taken into account. In the calculation of the grade point average, the latest letter grade taken from the repeated courses is taken in to consideration.

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

Genel Not Ortalaması: 3.42 / 4.00 , Onur Öğrencisi

Cumulative Grade Point Average (CGPA): 3.42 / 4.00 , Honor Students

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

**5.1 Access to further study:** May apply to first cycle programmes.

**5.2 Access to a regulated profession:** This degree enables the holder to exercise the profession.

#### 6- ADDITIONAL INFORMATION

##### 6.1 Additional information:

N/A

<http://www.sisli.edu.tr/en>

##### 6.2 Further information sources:

University web site: [www.sisli.edu.tr](http://www.sisli.edu.tr)

University Course Catalogue: <https://ois.sisli.edu.tr/bilgipaketi/>

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](http://www.enic-naric.net)