

UNIVERSITY OF KYRENIA
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES

2018-2019 ACADEMIC YEAR
QUALITY HANDBOOK

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Content

INTRODUCTION.....3

UNIVERSITY OF KYRENIA: HISTORY.....4

Vision, Mission, and Core Values6

Vision6

Mission.....6

Core Principles and Values6

The Quality Policy of the Faculty of Economics and Administrative Sciences7

Academic Portfolio of the Faculty8

Student Acceptance8

External Evaluation (Memberships and Accreditations)8

Student Support Services.....8

Information Technology8

Registrar’s Office8

Social Life and Student Clubs.....9

Library9

Health Care.....9

Student Course Evaluation Surveys9

Program Revisions.....9

INTRODUCTION

This quality handbook is prepared in light of the YÖK (Higher Education Institution) and YÖDAK (Higher Education Planning, Supervision, Accreditation and Coordination Council) quality standards as well as the principles and values of the University of Kyrenia. It shows how the Faculty of Economics and Administrative Sciences attaches a lot of importance to quality phenomenon.

In this respect, the purpose of the quality handbook is to define activities that our faculty is doing (and/or planning) to reach specified quality objectives within the framework of our “Quality Policy” .

UNIVERSITY OF KYRENIA: HISTORY

The University of Kyrenia was founded with the mission of “training critical and innovative research-focused scholars, who will create knowledge and value in an international educational background and who will develop an appreciation of ethical and moral values, with a sense of social responsibility”.

The roots of the University lie in the establishment of the first Maritime Studies Faculty in Cyprus at our sister university, Near East University, in 1978, and this history gives us thirty-five years of expertise in the field.

Once the legal formalities were complete, University of Kyrenia (KU) was founded in Kyrenia, one of the most beautiful and historic cities in Cyprus, in 2013. The University has the approval of the TRNC’s Ministry of National Education and received its accreditation from the Higher Education Planning, Evaluation Accreditation and Coordination Council (YODAK), on the 19th of March 2013 (Law no. 33/2006-12).

The University of Kyrenia assumed full control of the Faculties of Maritime Studies; Maritime Management and Administration, and Marine Sciences. It also took responsibility for the Marine Transportation and Management postgraduate program and all the Maritime Vocational School programs (with all their infrastructure and superstructure) from NEU. Working with an extant infrastructure of students and lecturers from the very start has given the University the edge in providing an ideal education with deep-rooted experience.

Following accreditation by YODAK and having met all the necessary standards, the University of Kyrenia applied for approval from Turkey’s Council of Higher Education (YOK). The University was granted this on the 16th of January 2014, and it was officially established on the 28th of January 2014 (Document no. 75850160.301.01.182), immediately opening its doors to students in 10 different programs in the Maritime faculties.

Initially, the university utilized facilities provided by the sister university, Near East University, but within a year the construction began on a new 2.7 hectare seaside campus, located in Karakum, Kyrenia. The ground-breaking ceremony was held on the 27th of September 2013, and attracted huge public attention. The university began classes on its new campus on the 15th of November 2015, the TRNC’s Republic Day.

The majority of the University’s Maritime programs are implemented in full compliance with the regulations and standards laid down by the International Maritime Organization (IMO), and the Ministry of Transport, Maritime Affairs and Communication of the Republic of Turkey. Regular inspections are carried out by the Turkish authorities.

As a result of the wide-ranging market research, the Board of Trustees of the University decided to create a Faculty of Aviation and Space Sciences, to offer undergraduate degree programs in the Departments of Civil Air Logistics; Aviation Management (Civil Air Transport Management), and Professional Pilot Training (Pilotage). The Faculty of Aviation and Space Sciences opened its doors to students for the academic year of 2015-2016.

University of Kyrenia Flight Training Organization (FTO) offers Professional Pilotage Program with theoretical flight training as the program's core courses.

University of Kyrenia FTO is approved by Turkish Civilian Aviation Authority, Directorate of General Civilian Aviation (DGCA), with the certification number: TR-FTO (A)-32.

FTO has its unique "Quality Management System" covering "Quality Assurance System" defined in its "FTO Quality Management Manuel" approved by the DGCA. Inspections, as part of the quality assurance, are carried out by the DGCA and Internal Quality Management Team in accordance with International Civil Aviation Organization (ICAO) and European Aviation Safety Agency (EASA) regulations and requirements.

The Faculties of Education; Law; Economics and Administrative Sciences; Architecture; Engineering; Health Sciences and Medicine were opened in 2015. From the start of 2018 – 2019 academic year we offer a total of 14 Faculties, 1 Academy, 2 Vocational Schools, 4 Postgraduate programs and 45 programs.

The University Board authorized construction of the Dr. Suat Günsel University of Kyrenia Hospital, which has 20 polyclinics, in an effort to encourage the development of medical education and research. The opening of the region's best-equipped hospital took place on the 15th of November 2016. The University's commitment to progress includes further significant investment in the construction of lecture halls, a library and student residences, and new buildings for the Faculties of Dentistry, Law, Economics and Administrative Sciences, Health Sciences, Medicine and the School of Foreign Languages.

In order to promote sustainability and demonstrate its effort to be recognized as a globally respected institution in the fields of Education and Science, the University has chosen to place an emphasis on the creation of knowledge, research programs and scientific publication. As part of this, the university has already taken part in a variety of Maritime research projects funded by the EU and TUBITAK during our short history. It also fosters marine research through the activities of its research vessel, the M/Y J. TEAL, which is equipped with the most up-to-date technologies.

The University places great weight on Research, and its strategic plan provides for 'scientific research project support of lecturers'. As part of this, the University gives funding for attendance at conferences and scientific meetings, and helps its staff to publish in prestigious scientific journals in order to promote academic development. The University is currently funding four significant research projects.

The University of Kyrenia has become one of the most prominent educational institutions in the region, and it contributes to the development of both the region and our country through its 35 under-graduate programs; 2 postgraduate programs; 9 associate degree programs offered by two vocational schools and one preparatory school. Not content with this, further endeavors and expansion are already being planned.

Vision, Mission, and Core Values

Vision

To be a pioneering institution in the Eastern Mediterranean Region for the economics and administrative sciences education and contribute to global society.

Mission

We offer high quality education to have a positive impact on a changing world.

We pursue our mission by:

- Recruiting talented staff with global competency to support academic excellence;
- Providing degree programs in English that build and utilize global knowledge, intercultural skills and competency of our students;
- Responding to expectations of all our stakeholders nationally, regionally and globally.

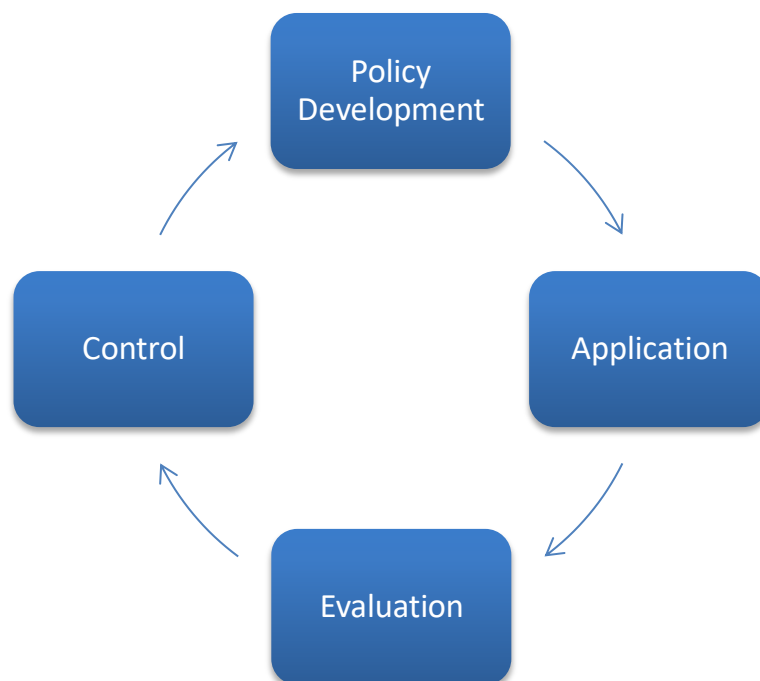
Core Principles and Values

Value	Explanation
Continuous improvement	Our faculty organizes all its activities and processes in light of the continuous improvement principle.
Stakeholder focus	Our faculty takes opinions of all the stakeholders before preparing its plans and designing products/services.
Openness to development	Our faculty members pay attention to possible career development opportunities.
Multiculturalism and equality	Our faculty embraces multiculturalism and equality while pursuing educational activities.
Social responsibility	Our faculty has integrated social responsibility vision in its activities and actions.
Service-focused orientation	Our faculty is aware of the wants, expectations and the needs of our stakeholders, and acts accordingly.
Accountability	Our faculty ensures accountability in decision-making.
Adherence to ethical values	Our faculty offers protection to all stakeholders against discrimination and intolerance; and ensures academic honesty and integrity.
Internationalization	Our faculty aims to increase the number of international students and staff.
National qualifications, European qualifications framework, international accreditation and Bologna process	Our faculty is making an effort to earn accreditation and to internalize the Bologna principles as well as the European Qualification Framework.

The Quality Policy of the Faculty of Economics and Administrative Sciences

The Quality Policy confirms the faculty's commitment to quality and describes the faculty's approach to quality assurance and continuous improvement. The Quality Policy applies to and is inclusive of the entire faculty (staff and students). Every member of the faculty shall contribute to the common goal of achieving faculty objectives and shall be responsible for his or her performance and outcomes. The purpose of the quality system is to support the leadership and management, allow for continuous assessment and improvement, provide reliable monitoring based on data and performance indicators, disseminate and establish good practices, and support stakeholder and service oriented education.

Quality System process has four phases:



Academic Portfolio of the Faculty

Our faculty is composed of 6 undergraduate and 1 post-graduate academic programs. For more information, see: <https://kyrenia.edu.tr/home/academic/faculties/faculty-of-economics-and-administrative-sciences/academic-programs-departments/?lang=en>. It is also important to note that authorities are currently evaluating our applications for opening more post-graduate and doctorate programs. The language of instruction in all our programs (except social work program) is English.

Student Acceptance

The admission requirements for students at the University of Kyrenia, Faculty of Economics and Administrative Sciences, vary according to the nationality of the students. For more information, see: <https://aday.kyrenia.edu.tr/index.php/en/admission-requirements/>

External Evaluation (Memberships and Accreditations)

University of Kyrenia, Faculty of Economics and Administrative Sciences, benefits from three main external evaluation processes as part of its quality system.

1. Our academic programs are accredited by the Turkish Higher Education Institution (YÖK).
2. Our academic programs are accredited by Turkish Republic of Northern Cyprus Higher Education Planning, Supervision, Accreditation and Coordination Council (YÖDAK).
3. Our faculty is also aiming to earn international accreditation.

Student Support Services

Information Technology

Our students have access to student information system, web mail, petition system, UZEM, and other technology based services. For more information, see: <https://kyrenia.edu.tr/home/students/online-services/?lang=en>

Registrar's Office

The main task of Registrar's Office is to provide accurate and complete information about registration and payment processes for registered students, prospective students and parents. This department is also responsible for managing student admissions and documentation processes within the framework of related regulations.

The processes performed by the Registrar's Office are in three main categories:

1. Student Affairs
2. Student Financial Services (Accounting)
3. Faculty and Student Affairs Assistants

For more information, see: <https://kyrenia.edu.tr/home/about-us/administrative-units/registrars-office/?lang=en>

Social Life and Student Clubs

One of the most important elements of university life for newcomers and active students is the social life which students should be able to develop on their own. It has been stated by many researchers that interacting with others boost feelings of well being and reduces feelings of stress which may be caused by academic work load and trying to adapt to a new environment. Therefore, socialising in different environments helps students to build connections that can be useful in the long run and to move beyond the classroom environment. For social life and student clubs at the University of Kyrenia, see:

<https://kyrenia.edu.tr/home/students/campus-life/?lang=en>

Library

A library is one of the major factors that contribute to education. Our library has 20,000 printed materials in different languages and access to 150,000 electronic databases. Students of University of Kyrenia can also benefit from the Near East University Grand Library. For more information about library facilities, see:

<https://aday.kyrenia.edu.tr/index.php/en/campus-life/library/>

Health Care

Dr. Suat Gonsel University of Kyrenia Hospital and Dr. Suat Gonsel University of Kyrenia Dental Hospital, which are located on campus of University of Kyrenia, provide all students and patients with health services at world standards with their outstanding technological equipment and distinguished doctors who are experienced in their field. For more information about healthcare, see: <https://aday.kyrenia.edu.tr/index.php/en/campus-life/health-care/>

Student Course Evaluation Surveys

At the end of each academic year, our faculty conducts course and instructor evaluation surveys. The findings of these surveys are periodically evaluated by the faculty within the context of our “Quality Policy”.

Program Revisions

Our faculty periodically revises curricula to meet program outcomes. That revision ensures that programs reflect service quality and meet the needs of students and other stakeholders. We make informed decisions about program revision by taking our quality policy and the results of course evaluation surveys into account.