

**UNIVERSITY OF KYRENIA**  
**FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES**

**2018-2019 ACADEMIC YEAR**  
**STUDENT HANDBOOK**

This Guideline has been prepared within the framework of the Regulations, Guidelines and Announcements of Kyrenia University to facilitate the activities of our students at the University / Faculty.

<https://kyrenia.edu.tr/anasayfa/akademik/fakulteler/iktisadi-ve-idari-bilimler-fakultesi/>

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## INTRODUCTION

Dear Students,

Welcome to the University of Kyrenia and the Faculty of Economics and Administrative Sciences! We wish you an educational experience that you will always remember with success and full of happy memories. As your faculty academics and administrative staff, we prepared the student handbook to guide you during your studies at the University of Kyrenia. With this handbook, we aspired to answer all the questions you would have during your educational experience here, which would be sometimes entertaining and sometimes challenging.

Hope you continue to prosper and enjoy much success.

Kind regards,

Prof. Mehmet ALTINAY

# **FACULTY ECONOMICS AND ADMINISTRATIVE SCIENCES: VISION AND MISSION**

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

## CONTACT

Name	Tel	E-Mail Address
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Ahmet ZAİFER	4055	<a href="mailto:ahmet.zaifer@kyrenia.edu.tr">ahmet.zaifer@kyrenia.edu.tr</a>
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Meltem Korcan <b>(Faculty Secretary)</b>	4210	<a href="mailto:meltem.korcay@kyrenia.edu.tr">meltem.korcay@kyrenia.edu.tr</a>

## BASIC INFORMATION

### ACADEMIC CALENDER

Academic calendar, which is prepared at the beginning of each academic year, defines the landmark dates that drive much of the day-to-day activities in the faculty. Each academic calendar contains registration, cancel, withdrawal, and course add/drop deadlines along with other landmark dates that vary, depending on the academic calendar type. For details, see:

<https://aday.kyrenia.edu.tr/index.php/en/academic-calendar/>

### FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES DEPARTMENT INFORMATION

Our faculty contains six departments: Banking and Finance, Business Administration, Logistics Management, Social Work, International Relations, Tourism and Hotel Management. For information, form, news and announcements about these departments, see:

<https://kyrenia.edu.tr/home/academic/faculties/faculty-of-economics-and-administrative-sciences/academic-programs-departments/?lang=en>

For courses of **Banking and Finance** department, see:

<https://kyrenia.edu.tr/home/academic/faculties/faculty-of-economics-and-administrative-sciences/academic-programs-departments/banking-and-finance/courses/?lang=en>

For courses of **Business Management** department, see:

<https://kyrenia.edu.tr/home/academic/faculties/faculty-of-economics-and-administrative-sciences/academic-programs-departments/business-administrations/courses/?lang=en>

For courses of **Logistics Management department**, see:

<https://kyrenia.edu.tr/home/academic/faculties/faculty-of-economics-and-administrative-sciences/academic-programs-departments/logistics-management/courses/?lang=en>

For courses of **Social Work** department, see:

<https://kyrenia.edu.tr/home/academic/faculties/faculty-of-economics-and-administrative-sciences/academic-programs-departments/social-work/?lang=en>

For courses of **International Relations** department, see:

<https://kyrenia.edu.tr/home/academic/faculties/faculty-of-economics-and-administrative-sciences/academic-programs-departments/international-relations/courses/?lang=en>

For courses of **Tourism and Hotel Management** department, see:

<https://kyrenia.edu.tr/home/academic/faculties/faculty-of-economics-and-administrative-sciences/academic-programs-departments/tourism-and-hotel-management/courses/?lang=en>

## REGULATIONS

As students of the Faculty of Economics and Administrative Sciences, you are governed by the general regulations of the University of Kyrenia (see: <https://kyrenia.edu.tr/?s=regulations&lang=en>). Among different regulations, the most important ones are the regulation for undergraduate students, exam regulation, and general student discipline regulations.

## UNIVERSITY SCHOLARSHIP AND FACILITIES

Our university provides scholarship and other opportunities for undergraduate students. For more information about these scholarships, see: <https://aday.kyrenia.edu.tr/index.php/en/scholarships/>

## HEALTH

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/>

## CAMPUS LIFE

University of Kyrenia attaches importance to quality education and organizes many social and cultural activities that reinforce it. New activities are provided every year according to students' requests. University of Kyrenia is very close to the city center and our university uses this advantage in its social and cultural activities. For more information about the campus life, see: <https://aday.kyrenia.edu.tr/index.php/en/campus-life/>

## 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/>

## **REGISTRATION TERMS**

The Students Affairs and Registration Office provides service with specialized staff for admission procedures, student documents transfers, immigration, tuition fees, scholarships and diplomas. The unit has program advisors to meet all of your academic problems you will encounter from the start of your education. You can reach the Students Affairs and the Registration Office through: [ogrencisleri@kyrenia.edu.tr](mailto:ogrencisleri@kyrenia.edu.tr) and [www.kyrenia.edu.tr](http://www.kyrenia.edu.tr).

## **OUR EXPECTATIONS FROM STUDENTS**

- To read and follow all the regulations and announcements about the university and faculty rules, principles and procedures;
- To behave in line with the faculty values;
- To keep contact details updated;
- To keep in touch with academic advisors;
- To follow course syllabuses, course aims and objectives carefully;
- To provide timely and complete feedbacks to the faculty when requested;
- To complete all the applications within announced dates;
- To participate faculty activities and events;