

NEAR EAST UNIVERSITY

FACULTY OF ECONOMICS AND ADMINISTRATIVE
SCIENCES

BA PROGRAM in PUBLIC ADMINISTRATION

COURSE CATALOGUE

2021-22

➤QUALIFICATION AWARDED

Students who successfully complete the program are awarded the degree of Bachelor of Arts in Public Administration.

➤LEVEL OF QUALIFICATION

This is a First Cycle (Bachelor's Degree) program

➤SPECIFIC ADMISSION REQUIREMENTS

International students are accepted to this undergraduate program according to the score of one of the international exams they take such as SAT, ACT and so on, or according to their high school diploma score.

Exchange student admission is made according to the requirements determined by bilateral agreements signed by NEU and the partner university.

Visiting students can enroll for the courses offered in this program upon the confirmation of the related academic unit. Additionally, they need to prove their English language level since the medium of instruction of the program is English.

➤QUALIFICATION REQUIREMENTS AND REGULATIONS

The students studying in this undergraduate program are required to have a Cumulative Grade Points Average (CGPA) of not less than 2.00/4.00 and have completed all the courses with at least a letter grade of DD/S in the program in order to graduate. The minimum number of ECTS credits required for graduation is 240.

➤RECOGNITION OF PRIOR LEARNING

At Near East University, full-time students can be exempted from some courses within the framework of the related bylaws. If the content of the course previously taken in another institution is equivalent to the course offered at NEU, then the student can be exempted from this course with the approval of the related faculty/graduate school after the evaluation of the course content.

➤PROFILE OF THE PROGRAM

The Department of Public Administration the Near East University has the vision to become a well-respected and attractive centre in public administration education and scientific research. The department is further strengthened with its modern curriculum, library sources and research centres that were established with the best possible technology and the academic staff who can use the power of scientific education to enlighten the public and embrace the future of the public. The language of instruction is English. The students who have successfully completed the programme should be able to be science-based, skilled and competent public administration specialists prepared to meet the challenges of practicing public administration in the 21st century, and researchers who are prepared to conduct public administration research focused on bettering the human condition and advancing the fundamental understanding of public administration.

After completing the Public Administration Program students will be:

- Skilled to evaluate data, define and analyze problems, develop solutions based on research and proofs by using acquired advanced knowledge and skills within the field;
- Skilled in understanding and critically examining politics, political institutions, public administration and administrative actors with an ability to respond to future developments with the necessary methods and tools;
- Able to acquire proficiency in English and be able to communicate effectively as well as prepare and deliver oral and written presentations using appropriate information technologies;
- Able to identify current issues and problems at various levels and will be able to find solutions to the problems;
- Able to work effectively individually or in teams;
- Able to understand and work with people from diverse cultures and backgrounds in any organizational setting;
- Having in-depth skills necessary to assist organizations in the effective utilization of employee skills and talent.

➤PROGRAM OUTCOMES

Program Outcomes	
1	To define, explain, criticize and evaluate concepts, theories, ideas and data in the field of Public Administration
2	To analyse comparatively, the structures and political institutions at local and global level and to know the relations between actors and other factors on historical, social and cultural dimensions;
3	To recognise practices, methods and tools in the field of public administration and to know the underlying administrative system and domestic and international legal framework;
4	To define current political and administrative issues and problems on the global, regional and national level as well as to develop solutions based on scientific data;
5	To acquire information on other disciplines and fields related to the public administration;
6	To understand and then to evaluate critically developments on political, economic, social and cultural issues as well as to interpret the data and to develop solutions based on evidence and research;
7	To acquire information on other disciplines and fields of social sciences, economics and law;
8	To be able to transfer ideas and analysis in written and oral format;
9	To use information and communication technologies on the level required by this field;

10	To develop, independently, solutions to the problems faced in practice; when necessary to take responsibility within a group as a team member;
11	To have knowledge of a foreign language in the capacity to communicate with their colleagues and to use international resources;
12	To be conscious about global, regional and domestic problems (democracy, political participation, citizenship, human rights, environmental issues etc.) and to develop responsible attitudes and behaviour;
13	To comply with scientific and ethical values during the collection, evaluation, implementation and transfer of related data on developments in the field.

➤COURSE & PROGRAM OUTCOMES MATRIX

		Program Outcomes												
Course Code	Course Name	1	2	3	4	5	6	7	8	9	10	11	12	13
1st Year - 1st Semester														
ENG101	English I							x	x				x	
EAS105	History of Civilizations	x		x		x	x	x				x	x	
SOC100	Sociology				x	x	x	x	x	x		x	x	
EAS110	Political Science I	x	x	x				x	x				x	
EAS101	Principles of Economics I							x	x				x	
YİT101/TUR101	Turkish for International Students I/ Turkish Language I													
CAM100	Campus Orientation													
CHC100	Cyprus Culture and History													
1st Year - 2nd Semester														
ENG102	English II							x	x				x	
EAS104	Principles of Management				x	x		x		x	x	x	x	
EAS112	Political Science II	x	x	x	x	x	x	x	x	x	x	x	x	
EAS111	History of Political Thought I	x	x	x	x	x	x	x	x		x	x	x	
EAS102	Principles of Economics II							x	x				x	
YİT102/TUR102	Principles of Atatürk and History of Revolution II													
CAR100	Career Orientation													
2nd Year - 1st Semester														
EAS215	Academic Communication				x	x	x	x			x		x	
PUB201	Public Administration	x	x	x	x	x	x	x	x	x	x	x	x	
EAS206	Introduction to Law	x	x	x				x	x				x	
EAS201	Microeconomics	x	x	x	x		x					x		
POL210	History of Political Thought II	x						x				x	x	
AİT101/ATA103	Principles of Atatürk and History of Revolution I													
2nd Year - 2nd Semester														
EAS216	Academic Writing	x	x	x	x		x					x		

[illegible]

POL428	Comp. Politics of the Middle East																			
PUB405	Social Theory																			
INR457	Politics of Global Economy																			
INR 401/ 402	Analysis of International Relations I & II																			
INR406	Peace Studies																			
INR480	Third World Politics																			
INR481	Environmental Politics																			
INR482	EU Foreign Relations																			
INR316	IR Theories																			
PUB421	Politics and Development																			
INR479	Peace Education																			

* 1 Lowest, 2 Low, 3 Average, 4 High, 5 Highest

➤OCCUPATIONAL PROFILES OF GRADUATES

The graduates of Department of Public Administration may work both at public and private sectors at domestic, regional and global level; public sector includes working in the parliament, municipalities or other government offices either as elected or appointed officials, or in various other capacities, while they may be employed in private sector too; such as civil society institutions, think-tank organizations, media, international organisations etc. Moreover, they may apply for graduate programs worldwide to become specialists in a related area.

➤ACCESS TO FURTHER STUDIES

The students graduating from this program may apply to graduate programs.

➤PROGRAM STRUCTURE

The undergraduate program in Public Administration consists of 47 courses with 240 ECTS credits in total.

There are at least 5 courses in each semester, excluding common compulsory courses and elective courses.

In each program, there are common compulsory courses identified by the Higher Education Council of Turkey (YÖK) and other common courses determined by the University Senate.

Beginning from the third year, elective courses are offered in each semester.

All the elective courses are taken from the Faculty of Economics and Administrative Sciences.

There are 10 technical elective courses to be taken as part of the undergraduate program.

COURSES OFFERED THROUGHOUT THE UNIVERSITY		
Common University Courses	Campus Orientation	The students are registered to this course at the beginning of the first semester of the freshman year to familiarize them with the campus life at NEU.
	Career Planning	The students are registered to this course at the beginning of their second semester of the freshman year to help them prepare for work life after graduation.
	Cyprus History and Culture	This course is taken by students in their freshmen year and it aims to help them to familiarize them with the local history and culture.
Common Compulsory Courses (YÖK Courses)	Turkish Language I-II (Turkish for Foreigners I & II to replace this course for international students) Principles of Atatürk and History of Revolution I-II	These are the compulsory courses which are required to be offered in all of the associate and undergraduate programs in Turkey according to the Higher Education Legislation.
	Information Technologies	This course is anticipated in all the associate and undergraduate programs in Turkey in order to make the students gain the qualifications related to basic information technologies.
	Foreign Language (ENGLISH) I & II	This course is offered in the first and second semester and conducted according to the program curriculum of each faculty.

➤COURSE STRUCTURE DIAGRAM WITH COURSE CREDITS

To see the course details (such as objectives, learning outcomes, content, assessment and ECTS workload), click the relevant Course Code given in the table below.

1 st Year Fall Semester						
Course Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
ENG101		English I	3	0	3	3
EAS105		History of Civilizations	2	0	2	5
SOC100		Sociology	2	0	2	4
EAS110		Political Science I	3	0	3	6
EAS101		Principles of Economics I	3	0	3	6

YİT101/TU R101		Turkish for Foreigners/Turkish I	2	0	2	2
CAM100		Campus Orientation	0	0	0	2
CHC100		Cyprus Culture and History	2	0	2	2
Total						30

1 st Year Spring Semester						
Course Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
ENG102	ENG101	English II	3	0	3	3
EAS104	-	Principles of Management	3	0	3	6
EAS112	EAS110	Political Science II	3	0	3	6
EAS111	-	History of Political Thought I	3	0	3	5
EAS102	EAS101	Principles of Economics II	3	0	3	6
YİT102/TU R102	YİT101/TU R101	Turkish for Foreigners II/Turkish II	2	0	2	2
CAR100		Career Planning	2	0	0	2
Total						30

2 nd Year Fall Semester						
Course Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
EAS215	-	Academic Communication	3	0	3	4
PUB201	-	Public Administration	3	0	3	8
EAS206		Introduction to Law	3	0	3	6
EAS201	-	Microeconomics	3	0	3	6
POL210	EAS111	History of Political Thought II	3	0	3	5
AİT101/ATA103	-	Principles of Atatürk I	2	0	2	2
Total						30

2 nd Year Spring Semester						
Course Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
EAS216	EAS215	Academic Writing	3	0	3	4
PUB203	-	Public Policy	3	0	3	6
HIS205	-	Political History	3	0	3	6

LAW205	EAS206	Constitutional Law	3	0	3	6
EAS208	-	Research Methods	3	0	3	6
AIT102/ATA104	AIT101/ATA103	Principles of Atatürk II	2	0	2	2
Total						30

3 rd Year Fall Semester						
Course Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
Elective	-	Technical Elective	3	0	3	6
POL305	-	Political Psychology	3	0	3	6
EAS303	-	Managerial Accounting	3	0	3	6
EAS310	-	Organizational Behaviour	3	0	3	6
Elective	-	Technical Elective	3	0	3	6
Total						30

3 rd Year Spring Semester						
Course Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
Elective	-	Technical Elective	3	0	3	6
POL306	-	Modern Turkish History	3	0	3	6
POL312	“	Comparative Politics I	3	0	3	6
ECO307	-	Public Finance	3	0	3	6
Elective		Technical Elective	3	0	3	6
Total						30

4 th Year Fall Semester						
Course Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
EAS402	-	Human Resources Management	3	0	3	6
Elective	-	Technical Elective	3	0	3	6
Elective	-	Technical Elective	3	0	3	6
Elective	-	Technical Elective	3	0	3	6
Elective	-	Technical Elective	3	0	3	6
Total						30

4 th Year Spring Semester						
Course Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
Elective	-	Technical Elective	3	0	3	6
Elective	-	Technical Elective	3	0	3	6
Elective	-	Technical Elective	3	0	3	6
Elective	-	Technical Elective	3	0	3	6
Elective	-	Technical Elective	3	0	3	6
Total						30

Field-Related / Technical Elective Courses						
Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
POL402	-	Political Theory	3	0	3	6
POL410	-	Political Communication	3	0	3	6
POL411	-	Gender Studies	3	0	3	6
POL455	-	Cinematic Politics	3	0	3	6
POL428	-	Comp. Politics of the Middle East	3	0	3	6
PUB421	-	Politics and Development	3	0	3	6
PUB405	-	Social Theory	3	0	3	6
INR480	-	Third World Politics	3	0	3	6
INR481	-	Environmental Politics	3	0	3	6
INR482	-	EU Foreign Relations	3	0	3	6
INR406	-	Peace Studies	3	0	3	6
INR408	-	European Security	3	0	3	6
INR479	-	Peace Education	3	0	3	6
INR401/ 402	-	Analysis of International Relations I & II	3	0	3	6
INR316	-	IR Theories	3	0	3	6

Additional Notes

A total of 240 ECTS credits of courses are required to graduate. Public Administration students must complete the compulsory courses and the technical elective courses to provide a total of 240 ECTS credits. Otherwise, they will not be deemed to fulfil the conditions to graduate from the program.

ECTS credits of elective courses should be equal or greater than the credits specified in the curriculum.

When choosing a new elective course, students should make sure that it is not the same, similar or less comprehensive than any course they have taken or have taken in their curriculum, or any compulsory course they have not yet taken. Otherwise, the courses they have taken will not be considered as elective courses and will not provide any qualifications in the curriculum.

If you need support for these courses due to your disability, please refer to the Disability Support Unit. Contact; engelsiz@neu.edu.tr

➤EXAM REGULATIONS & ASSESSMENT & GRADING

Exam Regulations and, Assessment, and Grading

For each course taken at NEU, the student is given one of the letter grades below by the instructor as the semester course grade. Each grade has also its ECTS grade equivalent

The table below provides the detailed information about the local letter grades, coefficients and ECTS grade equivalents.

SCORE	GRADE	COEFFICIENT	ECTS Grade
90-100	AA	4.0	A
85-89	BA	3.5	B*
80-84	BB	3.0	B*
75-79	CB	2.5	C*
70-74	CC	2.0	C*
60-69	DC	1.5	D
50-59	DD	1.0	E
49 and below	FF	0.0	F

*for these ones, the higher grade is applied

In order to be successful in a course, short cycle (associate degree) and first cycle (bachelor's degree) students have to get a grade of at least DD, second cycle (master's degree) students have to get a grade of at least CC, and third cycle (Ph.D.) students have to get a grade of at least CB to pass a course. For courses which are not included in the cumulative GPA, students need to get a grade of S (satisfactory).

Apart from that, each local grade has an equivalent ECTS grade which makes it easier to transfer the grades of mobility periods of students. The table above shows the ECTS grading system at NEU.

Also, among the Letter Grades;

I	Incomplete
S	Satisfactory Completion
U	Unsatisfactory
P	Successful Progress
NP	Not Successful Progress
EX	Exempt
NI	Not included
W	Withdrawal
NA	Never Attended

Grade of I (Incomplete), is given to students who are not able to meet all the course requirements at the end of the semester or summer school due to a valid justification accepted by the instructor. Students who receive a letter grade “I” must complete their missing course requirements and receive a letter grade within one week following the date the end of semester grades or summer school grades submitted. However, in the event of special cases, this period can be extended until two weeks before the beginning of registration for the next semester, upon the recommendation of the respective Graduate School department head and the decision of that academic unit’s administrative board. Otherwise, grade of “I” will automatically become grade of FF, or grade of U.

Grade of S (Satisfactory) is given to students who are successful in non-credited courses.

Grade of U (Unsatisfactory) is given to students who are unsuccessful in non-credited courses.

Grade of P (Successful Progress) is given to students, who continue to the courses that are not included in the GPA that has a period exceeding one semester, and regularly performs the academic studies for the respective semester.

Grade of NP (Not Successful Progress) is given to students, who do not regularly perform the academic studies for the respective semester for courses that are not included in the GPA and have a period exceeding one semester.

Grade of EX (Exempt), is given to students who are exempt from some of the courses in the curriculum.

Grade of NI (Not included) is issued to identify the courses taken by the student in the program or programs which are not included in the GPA of the student. This grade is reported in the students’ transcripts with the respective letter grade. Such courses are not counted as the courses in the program that the student is registered to.

Grade of W (Withdrawal) is used for the courses that the student withdraws from in the first ten weeks of the semester following the add/drop period, upon the recommendation of his/ her advisor and the permission of the instructor that teaches the course. A student is not allowed to withdraw from courses during the first two semesters of his/ her associate/undergraduate degree program and from those courses he/she has to repeat and received grade “W” before, which are not included in the grade average. A student is allowed to withdraw from two courses at the most during his/ her associate degree study, and four courses during his/her undergraduate study upon the recommendation of the advisor and the permission of the instructor that teaches the course. A student has to take the course that he/she withdrew from, the first semester in which it is offered.

Grade “NA” (Never Attended) is issued by the instructor for students who fail to fulfil the attendance and/or requirements of the course and/or who lose their right to take the end of semester exam because they failed to take any of the exams administered throughout the semester. Grade “NA” is not considered in the average calculations.

Both the ECTS grades and the local grades of the students are displayed on the official transcript of the students.

➤GRADUATION REQUIREMENTS

In order to graduate from this undergraduate program, the students are required;

- to succeed in all of the courses listed in the curriculum of the program by getting the grade of at least DD/S with a minimum of 240 ECTS
- to have a Cumulative Grade Point Average (CGPA) of 2.00 out of 4.00

➤MODE OF STUDY

This is a full-time program.

➤PROGRAM DIRECTOR (OR EQUIVALENT)

Assoc. Prof. Dr. Direnç Kanol, Head of Department, Faculty of Economics and Administrative Sciences, Near East University

➤EVALUATION QUESTIONNAIRES

Evaluation Survey

Graduation Survey

Satisfaction Survey