

NEAR EAST UNIVERSITY

**FACULTY OF ECONOMICS AND
ADMINISTRATIVE SCIENCES**

DEPARTMENT OF BANKING AND FINANCE

Course Catalogue

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1. GENERAL INFORMATION

1.1 NEAR EAST UNIVERSITY (NEU)

The Higher Education Institute of Near East University (NEU), established in 1988, is a **private university** located in Nicosia, the capital city of North Cyprus. The founder of the Near East University is **Dr. Suat İ. Günsel**, a Turkish Cypriot educationalist and entrepreneur. As an international higher education institution employing highly qualified staff, offers the most extensive undergraduate and postgraduate education opportunities to over 26 thousand students coming from over 100 countries. NEU was established with only 2 faculties and today it has 17 faculties comprising 220 departments and programs, 4 graduate schools with around 200 graduate and postgraduate programs, and 4 high schools, 28 research institutes, and has several international memberships. Moreover, the Near East Kindergarten, Pre-School, Primary School and College have all been conscientiously designed and are situated within the NEU campus.

The students of Near East University, which stands out as a small town at the northern suburbs of Nicosia, are provided with all-round on campus facilities and opportunities such as sports fields, shops, restaurants, dormitories with a capacity of 5000 people, health and fitness centers, hospitals, cafes, student clubs, radio-TV centre, library, olympic swimming pool, national and international banks, travel agencies, post office, scheduled coaches traveling between city and airport from early morning till late night, 24 hours security and health services. The University also have its own bank; called as Near East Bank Ltd. Near East Bank Ltd. offers it's student a great chance to do their compulsory bank training.

The Near East University comprises many firsts in Cyprus. The Faculty of Medicine, which is the only Faculty of Medicine of North Cyprus; the Faculty of Dentistry which is the first and only faculty of North Cyprus; the Dentistry Clinics which are the first JCI accredited private dentistry clinics of the world; the Super Computer which is one of the most advanced and powerful computers of the world with a capacity to provide support to several international research and academic studies throughout the world, including the CERN project; the Grand Library, the biggest and most comprehensive library of Eastern Mediterranean region with over a million printed materials and 115 million electronic sources, where several national and international conferences are held; Hospital of Near East University which is the most advanced research and training hospital of Eastern Mediterranean region; the Faculty of Pharmacy which is the first and only faculty on pharmacy in North Cyprus. The campus also hosts the Atatürk Culture and Congress Centre, the biggest hall in North Nicosia, with a main hall capacity of 700

people and stage area of 163.85 square metres. The hall hosts many congresses, concerts, dance shows and other cultural events, such as the annual international Cyprus Theatre Festival. The centre also hosts four other, smaller halls. The campus is also home to three museums: the Communications Museum, the Art Museum and the Museum of Classical and Sports Cars.

1.2 FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES (FEAS)

The Faculty of Economics and Administrative Sciences (FEAS) was founded in 1988 with two departments, Business Administration and Computer Information Systems. In the following years 9 more departments were established, namely International Relations, Economy, Political Science, Banking and Finance, International Business, European Union Relations, Knowledge Management, Marketing, and Human Resource Management, Public Administration, and Management Information Systems bringing the faculty to a total of 13 departments and over 1500 students.

The educational programmes are fundamentally strong and have a broad and modern vision. The programmes are constantly updated to provide our students with a contemporary education. The curriculum of each programme has been designed to carefully balance theoretical and practical courses as well as compulsory and elective courses. The first two years of the programmes consist of the compulsory courses giving the students their theoretical foundation. The remaining years allows the students to choose from a range of elective courses providing them with the opportunity to pursue their areas of interest. Apart from Knowledge Management all programmes are available in both English and Turkish.

The faculty is proud to be host to students from a vast array of different countries from all around the world. This provides the faculty students with the opportunity to mix and experience different cultures which in turn will be a valuable experience for them in their future careers.

The Near East University, Faculty of Economics and Administrative Sciences, with its young and dynamic academic staff, aims to provide students with a contemporary education that will contribute to the development of quality individuals who are equipped with global knowledge and skills to cope with the continuous changes and developments nationwide as well as worldwide.

1.3 DEPARTMENT OF BANKING AND FINANCE

The Higher Education Institute of Near East University offers the study programmes of Banking and Finance. The Banking and Finance programme is take place under the Faculty of Economics and Administrative Sciences (FEAS) and started admitting student after 1996 and offers undergraduate program (B.A), a master's program with two different options: with thesis and without thesis (M.Sc. and M.A); and a Ph. D. Program in Banking and Finance. The programme aims to educate students in the field of banking and finance with the highest international standards. The program provides a comprehensive theoretical, practical and technological knowledge and skills that is necessary in the local and global financial world with an ability to adapt professionally in a rapidly changing and uncertain financial environment.

Today the department graduates are frequently demanded by the banking and finance sector around the world. Some had an excellent job oportunities in private financial instutitions, and some are in a good position in the government ministries and agencies, including central bank. Some of the students continued their education and successfully obtained their Master Degree and Doctorate Degree in UK and USA, and are now continuing their career as an academicians.

Higher education institution (HEI)	NEAR EAST UNIVERSITY (NEU), Turkish Republic of Northern Cyprus
Degree awarding institution (if relevant):	✓ Bachelor Program
Programme name:	✓ Banking and Finance
Degree awarded:	✓ Bachelor of Art (B.A.) in Banking and Finance
Type of programme:	✓ Bachelor Program
Projected study time and number of ECTS points assigned to the study programme:	✓ Four years (8 Semesters) – 240 ECTS points
Mode of study:	✓ Full-time
Didactic approach:	✓ study programme with obligatory class attendance
Double/Joint Degree programme:	No Double/Joint Degree programme

Scope (planned number of parallel classes) and enrolment capacity:	✓ No parallel Classes ✓ 50 Students
Programme cycle starts in:	✓ both fall and spring semester
Initial start of the programme:	✓ 1996

2. DEPARTMENT OF BANKING AND FINANCE

2.1 OBJECTIVE OF THE STUDY PROGRAMME

The Banking & Finance Department provides the knowledge and professional skills that will qualify students to succeed in a variety of jobs in banking sector as well as in other financial institutions. Through various courses of banking and finance both at domestic and international levels, students will acquire all the necessary concepts, principles and skills which should allow them not only to obtain positions in local financial markets and institutions but also in international markets. The programme's duration is eight semesters and during this period each student is expected to fulfil a twenty one working day internship at a financial organization approved by the Faculty so as to be able to acquire some limited practical knowledge in his/her chosen area of interest. The graduates of this programme may also continue their academic studies by proceeding with a master's degree in Banking and Finance or in a related field of study.

The four-year BA programme in Banking and Finance is a structurally well-balanced programme requiring the completion of fortytwo courses equivalent to 120 credit hours (or 240 ECTS). The courses of the programme aim to establish a knowledge in banking & finance; educate students with a good command in written and oral English and build strong communication skills that is necessary in the local and global financial world. In the first two years of the programme, students are equipped with a strong foundation in the fundamental concepts of business management, business law, computer applications, accounting, economics and statistics. Upon this foundation, the students of banking and finance department continue to build a more thorough knowledge in business finance, international finance, bank management, international banking, international finance more investment fundamentals, portfolio management and risk management and in their last two years of study. Students' knowledge is also broadened with nine non-departmental elective courses within the four-year programme.

The list of intended learning outcomes of the BA. program is as the following:

1. **Internationality** – Programme is in English that educate both national and international students in different country (and different culture) with the aim of providing the highest international

standards.

2. The programme is designed to establish **an efficient interaction between the academic staff** with an awareness of both ethnical and global issues.
3. The programme is designed to provide the students a required **theoretical and technical knowledge** which is necessary for problem solving and decision-making in banking and finance.
4. The programme is designed to **combine the fields of banking and finance with the general fields of business management and economics**.
5. The programme is designed to provide the students a **practical financial knowledge**. From this perspective, the compulsory internship that the program offers provide an excellent opportunity for the students to assign the skills and knowledges to the practical / real life. Hence, more self-confidence, responsible and communicative students will promote personal achievement and contribution to the organizations.
6. Ability to participate in **team-works** in a harmonized manner for the solution of the targeted problem.
7. Ability to write a report and/or to carry out **presentations** on the studied project using the modern techniques and facilities.
8. As an optional to improve the students **analytical skills** which is necessary for writing a dissertation.
9. Graduate students can have chance to **continue to Master programmes** in any international University.

2.2 STRUCTURE OF THE PROGRAMME

2.2.1 PROGRAMME CURRICULUM

The Banking and Finance programme curriculum is presented below;

BANKING AND FINANCE PROGRAMME – 4 YEAR

FIRST YEAR

FIRST SEMESTER

CODE	COURSE NAME	T	P	C	ECTS
CIS 151	Introduction to Computers	2	2	3	6
ECON 101	Principles of Economics I	3	0	3	6
ENG 101	English I	3	0	3	4
MAN 101	Introduction to Business	3	0	3	6
MATH 171	Maths for Business and Economics I	3	0	3	6
ATA 101	Principles's of Ataturk's I	2	0	0	2
YIT 101	Turkish for International Students I	2	0	0	2
TOTAL				15	30

SECOND SEMESTER

CODE	COURSE NAME	T	P	C	ECTS
CIS 152	Computer Applications	2	2	3	6
ECON 102	Principles of Economics II	3	0	3	6
ENG 102	English II	3	0	3	4
MAN 102	Principles of Management	3	0	3	6
MATH 172	Maths for Business and Economics II	3	0	3	6
ATA 102	Principles's of Ataturk's II	2	0	0	2
YIT 102	Turkish for International Students II	2	0	0	2
TOTAL				15	30

SECOND YEAR

THIRD SEMESTER

CODE	COURSE NAME	T	P	C	ECTS
ACC 202	Financial Accounting I	3	0	3	6
ECON 201	Microeconomics	3	0	3	6
MAN 201	Business Communication	3	0	3	6
MAN 206	Introduction to Law	3	0	3	6
MATH 281	Statistics I	3	0	3	6
TOTAL				15	30

FOURTH SEMESTER

CODE	COURSE NAME	T	P	C	ECTS
ACC 203	Financial Accounting II	3	0	3	6
ECON 202	Macroeconomics	3	0	3	6
MAN 202	Oral Communications	3	0	3	6
MAN 207	Business Law	3	0	3	6
MATH 282	Statistics II	3	0	3	6
TOTAL				15	30

THIRD YEAR

FIFTH SEMESTER

CODE	COURSE NAME	T	P	C	ECTS
BANK 303	Principles of Banking I	3	0	3	6
FIN 301	Financial Management I	3	0	3	6
ECON 306	Economics of Money and Banking	3	0	3	6
FIN 304	Investment Fundamentals	3	0	3	6
Elective I		3	0	3	6
TOTAL				15	30

SIXTH SEMESTER

CODE	COURSE NAME	T	P	C	ECTS
BANK 304	Principles of Banking II	3	0	3	6
FIN 302	Financial Management II	3	0	3	6
FIN 403	Portfolio Management	3	0	3	6
SOC 100	Sociology	3	0	3	6
Elective II		3	0	3	6
TOTAL				15	30

Summer Term

CODE	COURSE NAME	T	P	C	ECTS
BANK 310	Bank Training Program (8 Hours*5)*4 week=160	0	0	0	6
TOTAL		0	0	0	6

FOURTH YEAR

SEVENTH SEMESTER

CODE	COURSE NAME	T	P	C	ECTS
BANK 405	Risk Management	3	0	3	6
FIN 404	International Finance	3	0	3	6
Elective III		3	0	3	6
Elective IV		3	0	3	6
Elective V		3	0	3	6
TOTAL				15	

EIGHTH SEMESTER

CODE	COURSE NAME	T	P	C	ECTS
BANK 408	International Banking	3	0	3	6
Elective VI		3	0	3	6
Elective VII		3	0	3	6
Elective VIII		3	0	3	6
Elective IX		3	0	3	6
TOTAL				15	

T: Theoretical P: Practical C: Total Credit

The Higher Education of NEU offers a four year (eight semesters) education with a total of 120 credits, which is **equivalent to 240 ECTS-Points**. Each academic year consist of two academic semesters. Each regular semester lasts about 17 weeks and 2-3 weeks are carried out by mid-term and final exams. For Bachelor students are not required to write thesis. Each course of the programme is considered as a different module. Each student can take five courses for each semester (excludin non-credit courses) for each of the seven semester and only for the last semester when the student is in position to graduate can get maximum seven courses in their last semester.

More specifically,

- 29 courses can be considered as core courses (each course is 6 ECTS Points), total is equivalent to **174 ECTS Points**.
- 9 courses are area electives (each course is 6 ECTS Points), equivalent to total **54 ECTS Points** that can be chosen from a list of the courses of Faculty of Economics of Administrative Sciences. These elective courses are determined by the Chairman of the Banking and Finance department.
- 2 courses (ENG 101 and ENG 102) have 4 ECTS points, total is equivalent to **8 ECTS Points**.
- 2 courses (For national and Turkish National students ATA 101 (Principles of Ataturk's I) and ATA 102 (Principles of Ataturk's II) and for international students TURK 101 (Turkish for International Students I) and TURK 102 (Turkish for International Students II)) are considered as non-credit course and compulsory course with 2 ECTS point, that is equivalent to total **4 ECTS Points**.
- 1 courses (Bank Training) non credit course and have **6 ECTS** points that is taken in summer term. $(8 \text{ Hours} * 5) * 4 \text{ week} = 140$, $140 / 25 = 6.4$, i.e. 6 ECTS)
- Furthermore, the non-credit and compulsory internship is offered in the summer term, hence, it has overall it has no effect on the ECTS Points. $(8 \text{ Hours working} * 5) * 4 \text{ week} = 140$, $140 / 25 = 6.4$, i.e. 6 ECTS)

2.2.2 COURSE DESCRIPTION

FIRST YEAR

Fall Semester

ENG 101 English I

Focusing on grammar and developing of all language skills. This course aims at enabling students to understand their lessons and to express themselves in English.

MAT 171 Mathematics For Business & Economics I

This course is aimed at providing a comprehensive treatment of selected topics in both finite mathematics and calculus. It will make students as comfortable as possible in an environment of quantitative analysis of computers.

CIS 151 Introduction to Computers

Introduction to the World of the Computer, Defining the Computer, The History of Computer, Computer Generations, Elements of Computer Systems, Hardware of Computer, Classification of Computers, Principle of Computer Working, Using the Computer and MS-Dos Operating System, Dos Editor.

MAN 101 Introduction to Business

Broad integrative course covering all functional areas of business; finance, human resources, management sciences and information systems and marketing. Relationships among business, government and society considered.

ECON 101 Principles of Economics I

Basic concepts of economics and mainly elementary microeconomics. Topics covered are: The economic problem, Supply and Demand, Elasticity, Marginal analysis of consumers and firms behaviour, The theory of profit maximization, Analysis of markets, Pricing in competitive and non-competitive markets.

ATA 101 Principles of Atatürk's I

The Principles of Atatürk will be discussed analytically and historically in both semesters.

Spring Semester**ENG 102 English II**

This course aims to take students to advanced level of English.

MAT 172 Mathematics for Business & Economics II

Limits and Continuity, Average Rate of Change and Slope, Derivatives, Instantaneous Rate of Change, Higher Order Derivatives, Optimisation, Concavity of Inflection Points, Maxima and Minima. Revenue, Cost and Profit Applications, Anti Derivatives, Rules of Integration, Differential Equations, Mathematics of Finance, Simple and Compound Interest, Present Value, Effective Interest, Future Value, Annuities.

CIS 152 Computer Applications

Introduction to Windows, Windows Commands, How the windows commands work, Introduction to Microsoft Office, Microsoft Word, Microsoft Power Point, Project of Microsoft Power point.

MAN 102 Principles of Economics II

Principles of Management, the Basis of Management, Theory and Practice, the Nature of Planning, Decision Making, The Nature and Purpose of Organising, Basic Departmentation, Line / Staff Authority and Decentralisation, Human Resource Management and Selection, Motivation, Leadership, and The System and Process of Controlling.

ECON 102 Principles of Economics II

Elementary Macroeconomics. Determination of National Income, The Role of Government, The Banking System. Problems of Inflation, Unemployment and Growth.

ATA 102 Principles of Atatürk's II

The Principles of Atatürk will be discussed analytically and historically in both semesters.

SECOND YEAR

Fall Semester

MAN 201 Business Communication

This course aims to improve the student's ability to understand and use English Grammar and vocabulary in business context.

MAT 281 Statistics I

Frequency distributions and Graphing Frequency Distributions, Measures of Central Tendency, Measures of Dispersion and Skewness, Basic Concepts and Rules of Probability, Probability Distributions: Binomial, Poisson, Normal, and Chi-Square Distributions, Sampling Concepts, Sampling Distributions.

ACC 202 Financial Accounting I

This course is comprised of the following topics: Accounting; Information for Decision Making, Basic Financial Statements, The accounting Cycle: Capturing Economic Events, The Accounting Cycle: Accruals and Deferrals, The Accounting Cycle: Reporting Financial Results, Accounting For Merchandising Activities, Financial Assets, Accounts Receivable and Notes Receivable, Inventories and Cost of Goods Sold.

MAN 206 Introduction to Law

A basic introduction to the study of law namely the Nature of Law, Legal Systems, The Development of Law, The Structure and Work of the Courts, The Concepts of Legal Personality and Capacity and an Outline of the European Union, its Laws and Institutions, Company Law and Tort.

ECON 201 Microeconomics

The main objective of this course is to familiarise the students with the topics of microeconomics. The main topics covered in this course consist of the Firm and Industry, Perfect competition, Monopoly, Oligopoly, Analysis of Factors of Production, Human Capital, Trade Unions, Game Theory, etc.

Spring Semester

MAN 202 Oral Communication

This course presents a business story within the context and structure of two typical business communication situation. The target language items are described in terms of the functions they perform within the communicative structure of the meeting or negotiation.

ACC 203 Financial Accounting II

This course is comprised of the following topics: Accounting for Marketable Securities, Generally Accepted Accounting Principles, Plant and Intangible Assets, Liabilities, Stockholders' Equity: Paid-in Capital, Income and Changes in Retained Earnings, Statement of Cash Flows and Financial Statement Analysis.

ECON 202 Macroeconomics

Introduction of the economy as a whole including such topics as economic organization, national income accounting, economic growth and fluctuations, inflation, labor market, money and monetary policy, government and public economy, international trade. Course covers the use of theoretical tools to explain the determinants and measurements of the level and change in aggregate macroeconomic variables. One of the goals of this course is to provide a basic knowledge of most important macro economic theories (Keynesian and classical approaches examined).

MAT 282 Statistics II

Summary of Discrete Distributions, Summary of Continuous Distributions, Descriptive Statistics, Point Estimation, Interval Estimation and the Central Limit Theory, Inferences in the Mean and Variance of a Distribution, Inferences on Proportions, Comparing two Means and two variances, Simple Linear Regression.

MAN 207 Business Law

A basic introduction to the law relating to business transactions namely an Introduction to the Law of contract and various kinds of Business Contracts. This is followed by an examination of Employment Law, including some provision requirements, European Union Law and an outline of Insurance Law and some aspects of Banking Law.

THIRD YEAR

Fall Semester

BANK 303 Principles of Banking

It is the introductory course of banking giving an overview of the commercial bank, its functions, management, and role in the economy. Topics primary include the structure of the banking system; the organizational structure of commercial banks; bank asset and liability management; international banking; theory of central banking; bank regulation and supervision; and issues in banking detailed as banks' balance sheet and income structure, managing banks, banking risks and their management.

ECON 306 Economics of Money, Banking and Financial Institutions

Course is devoted to the study of financial intermediation, interest rates, money market instruments and banking, focuses on modern financial markets and the role of monetary policy in influencing asset prices and the economy. Topics covered include financial institutions and markets, interest rate determination, portfolio theory, capital markets, the regulation of financial institutions, the money supply process, money demand and monetary policy. Causes and consequences of inflation. Applications to such problems as exchange rate determination and dynamics, international monetary regimes.

FIN 301 Financial Management I

This is an introductory course in the principles of corporate finance. The primary objectives are to familiarize students with the major financial decisions made by firms, the process for making those decisions, and to provide a conceptual framework for understanding and analyzing those decisions. Major topics include financial statement analysis, the time value of money, bond and stock valuation and investment techniques.

FIN 304 Investment Fundamentals

This course is designed to analyze the environment in which an individual will make investment decisions under uncertainty. To achieve this goal, the course will begin with a brief overview of the financial markets and financial instruments, followed by detailed discussion of some of the common concepts in investment: risk & return, valuation techniques, diversification and CAPM, etc.

ELECTIVE

Spring Semester

FIN 302 Financial Management II

This course is the continuation of FIN 301. The principal methods of instruction will consist of interactive lecturing and problem-solving. The objective of this course is to give the students detailed information about capital budgeting, risk and return, cost of capital and long-term financial policy and short-term financial planning.

BANK 304 Principles of Banking II

The business environment; management processes; theories; models; skills and techniques. Management theory and practice relevant to banking institutions. Lending policies, investment policies, liquidity and capitalizations. Interest policies.

FIN 403 Portofolio Mgmt.

Risk and diversification. Portofolio theory and market equilibrium . Capital asset pricing. An efficient market. Performance monitoring.

SOC 100 Sociology

A general overview of sociology including history and methodology. Explanation of the main schools in sociology, mainly Durkheim, Weber and Marx. Overview of group, stratification, instiutitons and structure in general.

ELECTIVE

FOURTH YEAR

Fall Semester

FIN 404 International Finance

Introduction to exchange rate, The market for foreign currency, Exchange rate regimes, International monetary system, Balance of payments, Prices in the open economy, Financial markets in the open economy, Managing operating exposure, Managing transaction exposure, Forward, futures and options markets, International banking, Sourcing debt internationally, Sourcing equity internationally.

BANK 405 Risk Management

The goal of this course is to study the management of risks in a bank and a corporation. Over the past two decades, the term has come to be associated with financial engineering and derivatives in the financial markets. In this course we will focus on the risk management process in a bank and in a corporate. In order to properly develop this management process we will discuss what risk is, how it can be measured and transferred or eliminated, why individuals or banks care about risk, and why corporations care about risk. Consequently, this course includes the risk management procedures in banking and derivatives markets.

ELECTIVE

ELECTIVE

ELECTIVE

Spring Semester

BANK 408 International Banking

International banking in a modern setting. Exchange rates and exchange market regimes; theory of, and innovation in international banking; the Foreign presence; the international debt problem; regulation and risk-based capital adequacy guidelines.

ELECTIVE

ELECTIVE

ELECTIVE

ELECTIVE

2.3 INTERNATIONAL ORIENTATION OF THE STUDY PROGRAMME

International orientation of the programme is the basic in the NEU's existence. The banking and finance department aims to serve to his people and the peoples of world in many ways.

- ✓ The medium of instruction (teaching) in the department is English.
- ✓ In the department all of the curriculum is prepared according to the international standards. The course outlines are prepared in a way that covers main international topics in the field of banking

and finance.

- ✓ Instructor's choose their materials (such as books) and their discussions according to the up to date local and global issues.
- ✓ Students also can receive elective courses from different departments to strengthen their global focus. (such as; EU Monetary Policy, European Economic Integration, Trends in Globalization, International Economics, European Economy, Turkish Economy).
- ✓ Academicians in the department are also well equip, some of them obtained their Master and PhD. Degree in USA, UK or Turkey, hence, they have an international view. Hence, some of our instructor have international experience in teaching and research.
- ✓ Moreover, NEU has signed collaboration agreement with over 80 international institution around the world.
- ✓ In terms of practical experience, students can do their internship around the globe which contributes to the recognition of the University and the country.
- ✓ The success of our graduate students in Master and PhD. Programme around the world is a good proof of the international orientation that contributes to the recognition of the University and the country.

2.4 POSITIONING OF THE STUDY PROGRAMME

2.4.1 POSITIONING OF THE STUDY PROGRAMME IN THE EDUCATIONAL MARKET

- ✓ The programs of banking and finance curriculum is English and organised in the best international standards.
- ✓ The programme is designed to combine the fields of banking and finance with the general fields of business management and economics to ensure that students complete their theoretical and practical understanding of financial issues.
- ✓ Teaching Technique allow students to improve their
 - with a good written and oral English
 - ability to carry out presentations using the modern techniques and facilities.
 - team-work activity to work in harmony within a group
 - build strong communication skills
 - strong problem solving and decision making in the field of banking and financethat is necessary in the local and global financial world.
- ✓ Students can easily transfer from NEU to any other Universities around the world as the curriculums covers main courses and prepared at the international standards and also course materials are up to date.
- ✓ Students can successfully continue their Master education .

2.4.2 POSITIONING OF THE STUDY PROGRAMME IN THE JOB MARKET FOR GRADUATES

- ✓ The Banking and Finance is offering highly specialized degrees, identifying the graduates as having expertise in fields of banking and finance. The graduates had acquired the theoretical and practical knowledge and technical skills needed to analyze banking and finance issues. With the technical knowledge and strong financial background that are gained in the department of banking and finance, there are many local and international job and career opportunities in banking and finance field.
- ✓ This degree equipped students for a rewarding career in any sector of the economy. Students typically work in commercial banks, finance department of corporations, mortgage companies, savings and loan establishments, credit unions and insurance companies. Government agencies (Ministry of Finance or Central Bank's) and companies also require financial services professionals to manage their portfolios and statements and also to audit and regulate other institutions.
- ✓ Furthermore, the compulsory internship that the program offers provide an excellent opportunity for the students to assign the skills and knowledges to the practical / real life. Hence, more self-confidence, responsible and communicative students will promote personal achievement and contribution to the organizations. From the feedback that we received from the financial institutions (we receive confidential feedback on the programme and on the student at the end of bank training), our programme is positioned on the job market as successful.

2.5 LOCATION OF DEPARTMENT AND CONTACT DETAILS

The Department of Banking and Finance is one of the departments of the Faculty of Economics and Administrative Sciences. The department is located at the Faculty of Economics and Administrative Sciences' building which is the white building opposite the Grand Library. The secretaries' office is on the first floor and the offices of the instructors are on the first, second, and third floors of the building. The contact details for the department are as follows:

- **Secretary's Office Telephone Number:** 0392 675 1000 Ext: 3102
- **Fax Number:** 0 392 675 1051
- **University Website:** <https://neu.edu.tr/>
- **Faculty Website:** <https://neu.edu.tr/academic/faculties/faculty-of-economics-and-administrative-sciences/>
- **Department Website:** <https://neu.edu.tr/academic/faculties/faculty-of-economics-and-administrative-sciences/departments/department-of-banking-and-finance/>

Students are expected to follow course related issues through their instructors' websites and Einstein (Student Information System). The instructor websites include information regarding the instructor's timetable, contact details, office hours, announcements related to the courses, and submission deadlines. In addition, course outlines and course related materials can be downloaded from instructors' websites. Student assessment results (e.g. exam results, assignment/quiz results, final grades, etc.) are announced via Einstein. Students are encouraged to use instructors' e-mail addresses to contact them during out-of-office hours. A list of instructor web pages and their e-mail addresses are listed below:

Acting Dean of the Faculty

- ❖ Assoc. Prof. Dr. Şerife Zihni Eyüpoğlu
Web: <http://staff.neu.edu.tr/serife.eyupoglu>
Email: serife.eyupoglu@neu.edu.tr

Department Chair

- ❖ Asst. Prof. Dr. Nil Günsel Reşatoğlu
Web: <http://staff.neu.edu.tr/nil.gunsel>
Email: serife.eyupoglu@neu.edu.tr

Administrative Staff / Secretaries

- ❖ Hümeysra Uzun
Email: humeysra.uzun@neu.edu.tr
- ❖ Didem Mısırlı
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- ❖ Fikriye Sonaroğlu Kaşer
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Full- Time Academic Staff

- ❖ Prof. Dr. İsmail Sıla
WEB: <http://staff.neu.edu.tr/ismail.sila>
Email: ismail.sila@neu.edu.tr
- ❖ Assoc. Prof. Dr. Mustafa Sağsan
WEB: <http://staff.neu.edu.tr/mustafa.sagsan>
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2.6 REGISTRAR'S OFFICE

2.6.1 OPENNING HOUR AND CONTACT DETAILS

The Registrar's Office is open from 8:30 – 16:30 every day. The telephone number for the administrative support personnel of the Banking and Finance Department is 0 392 680 2000 and the extension number is 225. Students can find additional information about the Registrar's Office from info@neu.edu.tr

2.6.2 SERVICES

The Registrar's Office is the place where the students can register to the university and get information about every faculty in the university. Payments for registration and applications for ID cards are made at the Registrar's Office. Every student is required to have a university ID card as ID cards will be used when entering examinations for the duration of

their education. Students can also receive transcripts from the Registrar's Office at any point in their study period. Processing of transcripts may take a couple of days and students are expected to pick up their transcripts from the Registrar's Office. The price for one transcript is 21 Euros.

2.6.3 TUITION FEES

Tuition fees vary for local students, Turkish students, and international students. In addition to annual tuition fee, students are required to pay 5% VAT and a social activities fee at the beginning of each semester.

The university offers two options for payments. Students may pay the tuition fee in two installments. The first installment (half of the fee) must be paid by the end of the 20th of September. The second installment should be made before the 20th of February. In case of a delay, the students are required to pay 10% interest in addition to the required payment.

The second payment option is to pay in eight installments; four installments each semester. The last day for the payment of installments is the 20th of every month during each semester. In the case of a delay, the interest to be paid is 3% of that monthly payment only.

2.7 COURSE REGISTRATION

2.7.1 ON-LINE COURSE REGISTRATION

After the required payments have been made at the Registrar's Office, students should select their course via the on-line registration option of the student information system (Einstein). Students will need their student numbers and passwords in order to register online. Student numbers are provided to students once they register at the Registrar's Office after they make their initial payments. Student passwords in order to access the student information system (Einstein) is provided by the department secretary's office.

After registering for their courses online, the students' course advisors will approve their courses. Once courses have been approved students can start entering their lectures. Students facing problems with their on line registration are required to see their advisors as soon as possible and should not enter courses without the approval of their advisor. Information regarding the process of online registration can be found on the university's web page.

Following registration, students are expected to resolve all academic, social, and other issues within the department (with their advisors) and refrain from contacting the Registrar's Office.

2.7.2 TRANSFER STUDENTS

2.7.3

Transfers to programmes at NEU are possible from educational institutions offering similar programmes. Transfers based on term-based programmes can be done at the beginning of each term. The acceptance of transfers is subject to the decision and approval of the faculty board. Transfer quotas for each department are determined by the NEU Senate. Students aiming to transfer of NEU must submit their applications at least days prior to the commencement of the academic year or academic term. Local and Turkish students should apply with their transcripts to the Registrar's Office and International students should apply with their transcripts to the International Student Office. Suitable applications are then sent to the department chair so that the student's transcript can be evaluated.

Transfers from open universities or open higher education programmes to the NEU are not possible. Transfers between faculties and departments within the university are carried out according to the above mentioned regulations and can take place up until the last day for late registration indicated on the academic calendar.

2.7.3 GRADING SCHEME AND GRADES

Each course taken by the student will be assigned a letter grade by the instructor. The letter grades, coefficients and percentage equivalents are given below:

PERCENTAGE	COURSE GRADE	GRADE POINTS
90-100	AA	4,00 (Excellent)
85-89	BA	3,30-3,95 (Excellent)
80-84	BB	3,00-3,45 (Very Good)
75-79	CB	2,50-2,95 (Very Good)
70-74	CC	2,00-2,45 (Good)
65-69	DC	1,50-1,90 (Good)
60-64	DD	1,00-1,40 (Good)
50-59	FD	0,50-0,90 (Failed)
0-49	FF	0,00 (Failed)

I-Incomplete **S**-Satisfactory **P**-In Progress **EX**-Exempt **W**-withdrawn

3 ADMISSION

3.1 ADMISSION REQUIREMENT

The Near East University's Registration Office (for local students and students from Turkey) and International Student Office (for international students other than Turkey) is in charge of the undergraduate admissions. Near East University specifies the minimum requirements for students to study at the University. The admissions and entry requirements ensure that the students who are admitted to the degree programme possess the required competences and formal training required to be able to follow the degree programme successfully. These requirements ensure that all admitted students are treated equally. All students are admitted to the university upon successful completion of their high school studies and having obtained their high school graduation diploma.

Students admitted to the department come from three sources:

- 1- Local students (Students from Turkish Republic of Northern Cyprus (TRNC))**
- 2- Students from Turkey (Students from Turkish Republic)**
- 3- International students (other than Turkish / TRNC)**

Rules and regulations regarding the students admissions for different nationalities are as follows:

✓ **Admission requirements for Local Students**

Local students holding a secondary school diploma or equivalent are required to sit the Near East University entrance examination and obtain a passing mark. This exam is held once a year in the month of June. Successful students are then admitted to the university and placed in the programmes of their choice.

✓ **Admission requirements for Turkish Citizen Students**

Students from Turkey are admitted to NEU through a central Turkish University Entrance Examination administered by the Office of Student Selection and Placement (OSYM) which is organised by Turkish Authorities which is tied to YÖK (The Higher Education Committee). Before the exam students prepare a list of preference for Universities and departments. From the University lists students choose from Turkish Universities and from the Turkish Cypriot Universities in TRNC. According to the score of the students and the list of preferences, successful students who pass the exam can be placed to the programme. The minimum score required to be placed into a 4-year undergraduate programme is determined by YÖK. The quota and number of students from Turkey to be placed in the programme is also determined by YÖK.

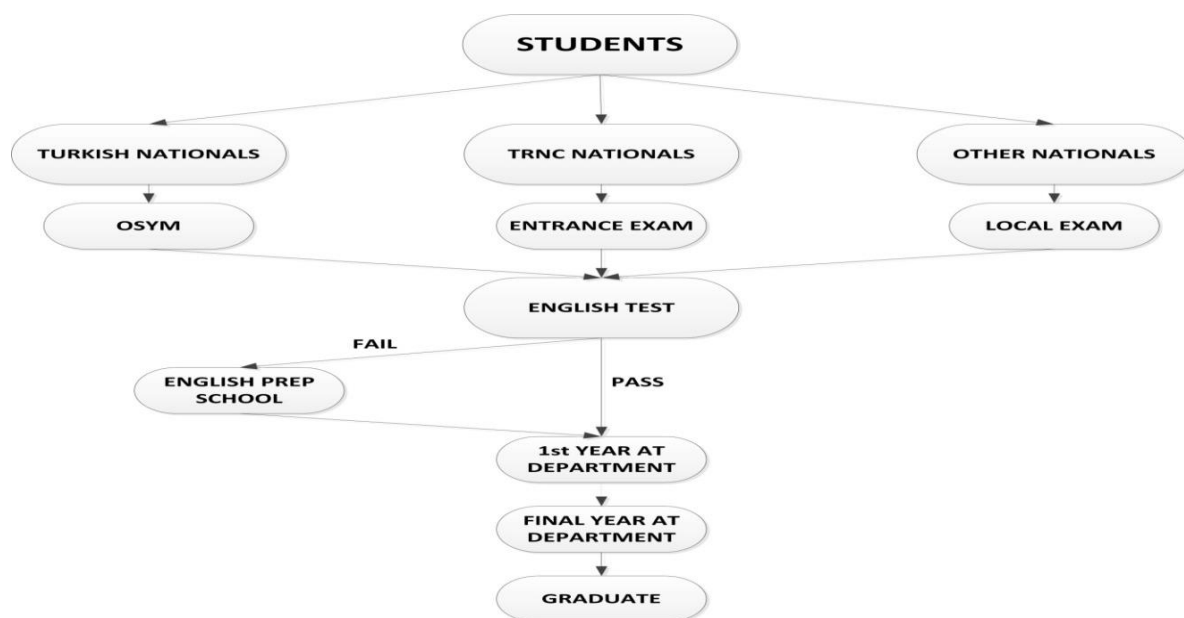
✓ Admission requirements for International Students

Any of the following certificates or diplomas are accepted;

- General Certificate of Secondary Education (GCSE) Exam results
- International General Certificate of Secondary Education (IGCSE) Exam results
- International Baccalaureate Exam results
- American College Testing (ACT) Exam results
- Scholastic Aptitude Test (SAT) Exam results
- Tawjihi Exam results (for Jordanian and Palestinian students)
- Baccalaureate Exam results (for Lebanese, Iraqi and Syrian students)
- Diploma Debirestan” Exam results (for Iranian students)
- Higher Secondary Certificate Exam results (for Pakistani, Indian and Bangladesh students)
- WAEC/NECO Exam results (for Nigerian students)
- GAOKAO Exam results (for Chinese students)
- High School Diploma (for all other Overseas students)

(Please see http://aday.neu.edu.tr/?page_id=1759&lang=en)

Admission Profile



Also please see the following link:

<http://aday.neu.edu.tr/wp-content/uploads/sites/5/2015/06/NEU-Application-Form-20152.pdf>.

International students' applications are reviewed by the International Student Office where the admission officers review all applications on the basis of the admission requirements. Eligible

students receive a Conditional Acceptance Letter and are required to pay their first semester tuition fees. Upon payment applicants receive an Official Acceptance Letter.

For transfer students admission can be made with credit level for Universities that have equivalent status to the University courses and programme.

Transfer regulations for bachelor and associate degree programs at Near East University

- ✓ Transfers to programmes at NEU are possible from educational institutions offering similar programmes. The transfers from appropriate institutions which conduct year-based programmes must be done at the beginning of the academic year, and transfers based from term-based programmes can be done at the beginning of each term. The acceptance of transfers is subject to the decision and approval of the faculty board.
- ✓ Transfer quotas for each department are determined by the NEU Senate.
- ✓ Students aiming to transfer of NEU must submit their applications at least days prior to the commencement of the academic year or academic term.
- ✓ Transfers from open universities or open higher education programmes to the NEU are not possible.
- ✓ Transfers between faculties and departments within the university are carried out according to the above mentioned regulations.

Please see: <http://aday.neu.edu.tr/transfer-regulations/?lang=en>

3.2 ENSURING FOREIGN LANGUAGE PROFICIENCY

The medium of instruction is English. The level of English of the students is assessed by the Near East University, English Preparatory School. Those students who have certificates (such as IELTS or TOEFL) or who have already passed English language proficiency examinations are exempt from the English preparatory school and are admitted directly to the programme where they are enrolled for the freshman year of their studies. Those students whose level of written English and communication skills is below the required standards are admitted to the English preparatory school of the university. The English preparatory school offers concentrated teaching of English reading, writing, and communication skills. The duration of the preparatory school is one academic year. Successful students are admitted to the programme at the end of their studies at the English preparatory school.

Students who are not graduated from a high school that medium of instruction is English, and have no qualifications on TOEFL (Minimum TOEFL Mark: 80) and IELTS (Minimum IELTS Mark: 5.5) have to enter the English Examination prepared by the University. Successful

students can continue from Semester 1 and non successful students have to go to the Foundation School.

Successful applicants placed through the OSYM examination, Near East University entrance examination or international students that are attended with any of the certificates or diplomas are also required to take the NEU English Proficiency Exam for direct enrollment into the programme. If students can prove their English proficiency through IELTS or TOEFL they are not required to enter the NEU English Proficiency Exam. Those students whose level of written English and communication skills is below the required standards are admitted to the English preparatory school of the university. The English preparatory school offers concentrated teaching of English reading, writing, and communication skills. The duration of the preparatory school is one academic year. Successful students are admitted to the programme at the end of their studies at the English preparatory school. See the admission profile below.

Please see: (http://aday.neu.edu.tr/?page_id=1759&lang=en).

3. DIPLOMA SUPPLEMENT



NEAR EAST UNIVERSITY

Diploma Supplement

Near East Boulevard, Near East University
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info@neu.edu.tr www.neu.edu.tr

Diploma No:

Diploma Date:

This Diploma Supplement model was 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 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 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 Given name(s) :
1.3 Date and place of birth :
1.4 Student identification number or code :

2 INFORMATION IDENTIFYING THE QUALIFICATION

- 2.1. Name of the qualification** : Bachelor of Banking and Finance
Title conferred : B.A.

2.2. Main field(s) of study for qualification	: Banking and Finance
2.3. Name and status of awarding institution	: Near East University, Private University
2.4. Name and type of institution administering studies	: Same as 2.3
2.5. Language(s) of instruction/examinations	: English

3 INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1 Level of qualification : First Cycle (Bachelor's Degree).

3.2 Official length of programme : 4 years (excluding one year English Preparatory School), 2 semesters per year, 16 weeks per semester, 120 credits (240 ECTS) in total.

3.3 Access requirements(s) : Admission of Turkish nationalities to higher education is based on a nation-wide Student Selection Examination (ÖSS) administered by the Higher Education Council of Turkey (YÖK.) Admission of Turkish Cypriots is based on the Near East University Entrance and Placement Exam for Turkish Cypriots. Admission of Foreign students is based on their high school credentials. Certificate of English Proficiency is also required.

4 INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1 Mode of study : Full-time

4.2 Programme requirements : A student is required to have a minimum CGPA of 2.00/4.00 and no failing grades.

Objectives: Educate and train students to demonstrate ability to research, analyze and present scientific and technological concepts and data in a precise and logical manner; knowledge and understanding the functions and operations of the banking and finance sector; and ability to adapt professionally in a rapidly changing society; their perspectives with respect to social issues, responsibilities and ethics.

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

Course Code	Course Title	Course Category	ECTS	Credits	Grade
I. Semester					
ENG 101	English I	Required	4	3	XX
MAT 171	Maths. for Business & Economics I	Required	6	3	XX
CIS 151	Introduction to Computers	Required	6	3	XX
MAN 101	Introduction to Business	Required	6	3	XX
ECON 101	Principles of Economics I	Required	6	3	XX
ATA 101	Principles of Atatürk's I	Required	2	0	X
II. Semester					
ENG 102	English II	Required	4	3	XX
MAT 172	Maths. for Business & Economics II	Required	6	3	XX
CIS 152	Computer Applications	Required	6	3	XX
MAN 102	Principles of Management	Required	6	3	XX
ECON 102	Principles of Economics II	Required	6	3	XX
ATA 102	Principles of Atatürk's II	Required	2	0	X
III. Semester					
ENG201	Business Communication	Required	6	3	XX
MAT 281	Statistics I	Required	6	3	XX
ACC202	Financial Accounting I	Required	6	3	XX
MAN 206	Introduction to Law	Required	6	3	XX
ECON 201	Microeconomics	Required	6	3	XX
IV. Semester					
ENG 202	Oral Communication	Required	6	3	XX
MAT 282	Statistics II	Required	6	3	XX
ACC203	Financial Accounting II	Required	6	3	XX
MAN 207	Business Law	Required	6	3	XX
ECON 202	Macroeconomics	Required	6	3	XX
V. Semester					
BANK 303	Principle of Banking I	Required	6	3	XX
FIN 304	Investment Fundamentals	Required	6	3	XX
SOC 100	Sociology	Required	6	3	XX
FIN 301	Financial Management I	Required	6	3	XX

ELECTIVE		Elective	6	3	XX
VI. Semester					
BANK 304	Principles of Banking II	Required	6	3	XX
FIN 302	Financial Management	Required	6	3	XX
FIN 403	Portfolio Management	Required	6	3	XX
ECON 306	Money & Banking	Required	6	3	XX
ELECTIVE		Elective	6	3	XX
BANK 310	Bank Training Program	Required	0	0	X
VII Semester					
BANK 405	Risk Management	Required	6	3	XX
FIN 404	International Finance	Required	6	3	XX
ELECTIVE		Elective	6	3	XX
ELECTIVE		Elective	6	3	XX
ELECTIVE		Elective	6	3	XX
VIII. Semester					
BANK 408	International Banking	Required	6	3	XX
ELECTIVE		Elective	6	3	XX
ELECTIVE		Elective	6	3	XX
ELECTIVE		Elective	6	3	XX
ELECTIVE		Elective	6	3	XX
Total Credits:120			Total ECTS Credits: 240		

4.4 Grading scheme and, if available, grade distribution guidance:

A student is granted one of the letter grades below for each course he/she has attended, according the relative success degree of students taking the course by using the distribution of the final raw success grades. **Passing grades range from AA to DD; FD and FF are failing grades.**

Percentage	Course Grade	Coefficient
90-100	AA	4.00
85-89	BA	3.50
80-84	BB	3.00
75-79	CB	2.50
70-74	CC	2.00
65-69	DC	1.50
60-64	DD	1.00
50-59	FD	0.50
49 and below	FF	0.00

I-Incomplete **S**-Satisfactory **U**-Unsatisfactory **P**-In Progress **EX**-Exempt **W**-Withdrawn

4.5 Overall classification of the qualification : CGPA: x.xx /4.00

CGPA between 2.00-2.99 Satisfactory; CGPA between 3.00-3.49 Honour; CGPA between 3.50-4.00 High Honour

5 INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1 Access to further study : May apply to second cycle programmes.

5.2 Professional status (if applicable) : The degree enables the holder to exercise the profession.

6 ADDITIONAL INFORMATION

6.1 Additional information:

Faculty of Economics and Administrative Sciences web page: www.neu.edu.tr/tr/node/6201

Banking and Finance Department web page: www.neu.edu.tr/tr/node/332

6.2 Further information sources:

University web site: www.neu.edu.tr

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

Higher Education Planning Evaluation, Accrediation and Coordination Council (YÖDAK)

www.ncyodak.eu/index.html

7 CERTIFICATION OF THE SUPPLEMENT

- 7.1 Date** :
7.2 Name and Signature : Ümit Serdaroğlu
7.3 Capacity : General Director of Student Affairs
7.4 Official stamp or seal :

8. INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

The basic structure of the North Cyprus Education System consists of four main stages as pre-school education, primary education, secondary education and higher education.

Pre-school education consists of non-compulsory programs whereas primary education is a compulsory 8 year program for all children beginning from the age of 6. The secondary education system includes “General High Schools” and “Vocational and Technical High Schools”.

The Higher Education System in North Cyprus is regulated by the Higher Education Planning, Evaluation, Accreditation and Coordination Council (Yüksek Öğretim Planlama, Denetleme, Akreditasyon ve Koordinasyon Kurulu- YÖDAK). Established in 1988, the Council regulates the activities of higher education institutions with respect to research, governing, planning and organization. The higher education institutions are established within the framework of the Higher Education Law. All programs of higher education should be accredited by YÖDAK.

Higher education in North Cyprus comprises all post secondary higher education programmes, consisting of short, first, second, and third cycle degrees in terms of terminology of the Bologna Process. The structure of North Cyprus 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 except for medicine which lasts six years. The qualifications in these one-tier programmes are equivalent to the first cycle (bachelor degree) plus secondary cycle (master degree) degree. Undergraduate level of study consists of short cycle (associate degree) - (önlisansderecesi) and first cycle (bachelor degree) - (lisansderecesi) degrees which are awarded after the successful completion of full-time two-year and four-year study programmes, respectively.

Graduate level of study consists of second cycle (master degree) – (yükseklisansderecesi) and third cycle (doctorate) (doktoraderecesi) degree programmes. Second cycle is divided into two sub-types named as master without thesis and master with thesis. Master programmes without thesis consists of courses and semester project. The master programmes with a thesis consist of courses, a seminar, and a thesis. Third cycle (doctorate) degree programmes consist of completion of courses, passing a qualifying examination and a doctoral thesis. Specializations in dentistry, accepted as equivalent to third cycle programmes are carried out within the faculties of dentistry. Specialization in medicine, accepted as equivalent to third cycle programmes are carried out within the faculties of medicine, and university hospitals and training hospitals operated by the Ministry of Health.

Universities consist of graduate schools (institutes) offering second cycle (master degree) and third cycle (doctorate) degree programmes, faculties offering first cycle (bachelor degree) programmes, four-year higher schools offering first cycle (bachelor degree) degree programmes with a vocational emphasis and two-year vocational schools offering short cycle (associate degree) degree programmes of strictly vocational nature.

Second cycle degree holders may apply to third cycle 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. The doctoral degree is conferred subject to at least one publication in a cited and refereed journal.

GENERAL STRUCTURE OF THE NORTH CYPRUS EDUCATION SYSTEM

