

**BİGA FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES**  
**DEPARTMENT OF BUSINESS ADMINISTRATION**  
**ORIENTATION HANDBOOK**

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## 1. LIFE IS A JOURNEY!

Dear students! You have completed your primary, secondary and high school education and moved on to higher education. After a difficult study period, labor and effort, you have been accepted into the Biga Faculty of Economics and Administrative Sciences, Department of Business Administration, congratulations, welcome to us! The orientation guide you are reading gives you various information about your university, faculty and department. To get more detailed information about the topics in the guide, you can review the university, faculty and department websites, and get help from our student affairs office or department faculty members.

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Faculty Phone: +90 286 218 00 18 / Biibf Switchboard: 33000 (depending on the person you want to reach instead of the switchboard, you can dial the following internal numbers or send an e-mail.

<https://biibf.comu.edu.tr/fakultemiz/idari-kadromuz-r2.html>

<http://kamu.biibf.comu.edu.tr/akademik/akademik-personel-r1.html>

### Location

Çanakkale Onsekiz Mart University Biga Faculty of Economics and Administrative Sciences Business Administration Undergraduate Program is a four-year program and the courses are given by Prof. Dr. Çanakkale, located in Ağaköy, between Çanakkale province and Biga district, 84 kilometers from Çanakkale and 10 kilometers from Biga. Dr. It is held at Ramazan Aydın Campus. Our students who will come to the campus by private vehicle can follow the Biga-Çanakkale road and reach the campus opposite Ağaköy at the tenth kilometer from Biga and at the eighty-fourth kilometer from Çanakkale. There are minibuses services to the campus from Biga's city center, which generally depart every half hour and take approximately 15-20 minutes from Biga centre. Our students staying in dormitories and houses next to the campus in Ağaköy can access the campus on foot (<https://goo.gl/maps/5y3KcFaxpjigR5tV8>)

### Classrooms

Courses are held in the Faculty's Intellectual Activity Center building (Didem Yaman Amphitheatre, A-1, A-2,A-3, B-1, B-2, B-3, B-4), which also houses the rooms of the Department of Business Administration administration and faculty members. and D Block Classrooms (24 units). You can access your course schedule, where you can learn about your classrooms before your classes start, from the course schedules published in the announcements section of the Faculty website (<https://biibf.comu.edu.tr/>).

### Dining hall

Lunch is served every weekday from 12.00 to 16.00 in the faculty cafeteria located on campus, with a capacity of approximately 600 people. Food menus are published monthly and you can access them online ((<https://sks.comu.edu.tr/yemek-listesi-r3.html>)). At the cafeteria entrance or online (<https://odeme.comu.edu.tr/login/index>). You can load money to your card.

Apart from the dining hall, there are three canteens in total within the faculty, one of which is the main one. The main canteen is located next to the dining hall and has its own building. The other two canteens serve on the ground floor of the classroom buildings. Apart from these, there are also canteens belonging to the Faculty of Applied Sciences and the Vocational School of Higher Education located on the campus.

## **2. LET'S GET TO KNOW OUR DEPARTMENT**

Biga Faculty of Economics and Administrative Sciences Department of Business Administration started its operations as one of the two departments of Biga Faculty of Economics and Administrative Sciences, which was established in the 1994-1995 academic year after Biga Vocational School, which was one of the 12 academic units within the foundation of Çanakkale Onsekiz Mart University. has started. The department, which provides 4-year undergraduate education and produced its first graduates in 1998, started to admit students to the evening education program in the 2002-2003 academic year fall semester and continued to accept students until the 2019-2020 academic year. Currently, the Business Administration undergraduate program continues its education activities only with the Business Administration formal education program.

In our department, which operates in five basic departments consisting of Management and Organization, Accounting Finance, Production Management and Marketing, Numerical Methods and Cooperatives, courses are carried out by 3 professors, 5 associate professors, 7 doctoral faculty members and 2 lecturers. In addition, for auxiliary courses, we receive support from our professors in other departments of our faculty regarding their areas of expertise. In addition to undergraduate education, the department also offers thesis and non-thesis master's programs and doctoral programs.

The Department of Business Administration has the competence to have a say in all management functions such as administration, finance, accounting, marketing and human resources of any institution or organization serving in the business world, whether for profit or non-profit (NGO), and to initiate profit-oriented and social enterprises as an entrepreneur. It is the university department where staff are trained.

## **3. EDUCATIONAL OBJECTIVES, LEARNING OUTCOMES AND CAREER OPPORTUNITIES**

The purpose of the Business Administration department is; The aim is to equip students with the necessary knowledge and qualifications in order to plan, execute and supervise processes in businesses, thereby increasing productivity. Thus, students will be trained for top management in both the private and public sectors. With the detailed knowledge they have about Non-Governmental Organizations, they are ready to take part in this new sector, which has been on a rapid rise both domestically and globally, especially in recent years. In addition, graduating students as entrepreneurs is among the educational objectives of the program.

The business program aims to enable students to have basic knowledge of business management when they complete their undergraduate education, to solve problems in all areas of business, to think strategically and ethically from an analytical and holistic perspective, to manage processes in the fields of management, marketing, finance and accounting, to analyze problems, to supervise, to manage business processes and to manage problems in business management. It aims to have the competencies to follow the developments in the field of management.

Business Administration graduates can work in public institutions, private sector, non-governmental organizations, and carry out profit-oriented and social enterprises as entrepreneurs.

#### 4. COURSES AND EXAMS

At the beginning of each academic term, you must make your course selections through the University Information Management System (UBYS) between the dates specified in the announced academic calendar (<https://ogrencisleri.comu.edu.tr/2023-2024-egitim-ogretim-yili-akademik-takvimi-r158.html>).

The total number of ECTS courses you choose for each semester (unless you have an undergraduate course) must be 30 ECTS in total, including compulsory and elective courses. At the end of 8 semesters, you can meet the graduation requirements of the program by having a GPA of at least 2.00 out of 4.00 in all courses and completing 240 ECTS credits. At the end of 4 years (8 semesters), your GPA must be 2.0 for graduation. You can view your success averages in the transcripts you will receive by entering the UBYS system.

##### Course Syllabus

You can find general information about the courses in the Education Catalog on our university page. In addition, in the first courses of the academic semester, instructors inform students about the subject, content, process and exams of their courses

(<https://ubys.comu.edu.tr/AIS/OutcomeBasedLearning/Home/Index?culture=tr-TR>).

The UBYS system includes the purpose of the relevant course, its content, the topics that will be covered in all weeks, and the measurement and evaluation method.

##### Exam Dates

Midterm, final and make-up exams are held in our faculty. Exam schedules, including exam dates and locations, are announced in the announcements section of the faculty website before the exam weeks.

For the success average of a course, 40% of the midterm exam grade and 60% of the final exam grade are taken. In order to be considered successful in the course, you must get at least 50 on the final and your course success average must be 50 or above. If one of the two conditions is not met (FF and FD grades are received), you have the right to take the make-up exam. The grade received from the make-up exam replaces the final exam. If the final exam cannot be taken due to any health problem, the make-up exam can be performed upon request with a health report.

##### Measurement and Evaluation

In our department, exams are carried out in the form of classic, test or homework. The instructor of the course is responsible for preparing the exam questions and making the evaluation. Exam results are given to the department head by the relevant instructor within fifteen days and announced via ÜBYS. Exam documents and exam records of applied courses are kept for two years after the announcement of the exam results. Exams are conducted by the instructor assigned to teach that course during the exam period and other instructors assigned to take the exam.

### Objection to Grades

If our students think that they did not get the grade they expected from the exam, they can object to their grades by petitioning the department chairs within 7 days from the announcement date of the exam results. Petitions are answered within approximately two weeks.

### Communication Channels with Our Faculty Members

The internal numbers and e-mail addresses of our department faculty members can be accessed from the "Our Academic Staff" section under the "Academic" tab on the faculty website. You can reach our faculty members by dialing the number in the contact section of our faculty's website and then dialing the instructor's extension number. Additionally, our faculty members have office hours reserved for their students. You can visit them at school during these hours.

<https://biibf.comu.edu.tr/akademik/akademik-kadromuz-r3.html>

## 5. OUR RIGHTS AND RESPONSIBILITIES OF ETHICAL CONDUCT

Our students' lessons, exams, assignments, etc. You always have the right to petition the department head and faculty dean about the negativities you observe.

We believe that our students will act within the framework of ethical and moral principles. We expect them to behave in accordance with these principles in classes, exams and faculty life. Cheating in exams, disrupting classroom and exam order, etc. If they take action, it should be known that our disciplinary committees operate all processes in accordance with the Higher Education Institutions Student Disciplinary Regulations. The penalties received by our students who receive disciplinary punishment remain in their records, but in case of an objection within the time limit, they are removed from their records by the decision of our University Board of Directors or the Judiciary. Employment opportunities of students who receive disciplinary punishment are restricted in some areas of the public sector. Private sector employers also do not want to employ students who have previously received disciplinary punishment in their companies.

Higher Education Institutions Student Disciplinary Regulation:

<https://ogrenciisleri.comu.edu.tr/yuksekogretim-kurumlari-ogrenci-disiplin-yonetmeli.html>

## 6. STUDENT EXCHANGE PROGRAMS

It is possible for our students to benefit from Erasmus, Farabi and Mevlana exchange programs.

Our faculty is a faculty that operates Erasmus programs effectively. Our faculty cooperates with 72 universities and other academic institutions from 30 countries and organizes joint conferences, panels, congresses and workshops; There is an exchange of faculty members and students.

To date, many of our faculty members and students have benefited from these exchange programs. Our faculty has hosted many local, national and international congresses and symposiums and countless workshops and panels since its establishment. With these activities, an environment has been prepared for students and academics to establish various academic and social ties.

A language exam is held in the first week of each spring semester regarding the Erasmus program. Students who get a passing grade from the language exam can apply to the program if their GPA is

appropriate. Grants are also given to students in the Erasmus program to cover their education expenses. For detailed information, you can follow the ÇOMÜ Erasmus page: <https://erasmus.comu.edu.tr/>

Student and Faculty Member Exchange Program Between Higher Education Institutions, briefly called "Farabi Exchange Program", is a student and faculty member exchange program between higher education institutions that provide education at associate, bachelor's, master's and doctoral levels within universities and high technology institutes.

Farabi Exchange Program aims to enable students or faculty members to continue their education and training activities at a higher education institution outside their own institution for one or two semesters. Non-refundable scholarships are provided to students participating in the Farabi Exchange Program, and additional tuition payments are made to faculty members. The principles regarding the implementation of the Farabi Exchange Program are determined in detail by the Regulation, Principles and Procedures. Since the pandemic, the Farabi program has been stopped and developments are being followed. For detailed information, you can follow the ÇOMÜ Farabi Exchange Program page: <https://farabi.comu.edu.tr/>

Mevlana Exchange Program is a program that enables the exchange of students and faculty members between higher education institutions providing education in Turkey and higher education institutions providing education abroad. With the Regulation published in the Official Gazette dated 23 August 2011 and numbered 28034, the way for the exchange of students and faculty members between higher education institutions abroad and higher education institutions in our country has been paved. Unlike other exchange programs, the mobility within the exchange program covers higher education institutions all over the world, regardless of geographical region. Students who want to participate in the exchange program must study for at least one and at most two semesters; Lecturers can benefit from the program to teach at higher education institutions around the world for a minimum of 1 week and a maximum of 3 months. Similarly, students and faculty members from all regions of the world can come to higher education institutions in Turkey. Since the pandemic, student exchange has not occurred with the Mevlana program. Developments are being followed. For detailed information, you can follow the ÇOMÜ Mevlana Exchange Program page: <https://mevlana.comu.edu.tr/>

## **7. INTERNSHIP**

In our faculty, there is an optional internship opportunity outside the teaching plan, which aims to see the professional and academic knowledge and skills acquired by our students in practice. Our second and third year students can benefit from internship opportunities during the summer periods. During the internship, our students' work accident and occupational disease insurance is covered by our faculty. In addition, occupational health and safety training is mandatory before the internship, and our Faculty provides this training free of charge.

Another internship opportunity is the 'National Internship' Program of the Presidential Human Resources Office. 2nd, 3rd and 4th year students can benefit from this internship program. Additionally, our students can benefit from this internship during the interim period.

Necessary information about the internship process is included in the internship tab on our faculty's website. <https://biibf.comu.edu.tr/staj-r25.html>

Information about the National Internship Program offered by the Presidential Human Resources Office: It is located at <https://kariyerkapisi.cbiko.gov.tr/ulusalstajprogrami>.

## **8. MASTER AND Ph.D. PROGRAMS**

In addition to the undergraduate program, we have Master of Business Administration with Thesis, Master of Business Administration without Thesis (regular education, evening education), Industrial Management and Digital Transformation Non-Thesis Master's Degree and Doctorate in Business Administration programs. The thesis master's program consists of 4 semesters in total, 2 semesters of coursework and 2 semesters of thesis period. A master's degree shows that you have specialized in a field. In addition to the thesis master's program, we also have a non-thesis master's program consisting of 2 semesters. The master's program offers opportunities for students' academic and personal development; It helps them advance their careers and improve their professional knowledge and skills.

Our students who aim for an academic career can continue their doctoral studies after their master's degree with thesis. Each graduate program has its own application and registration conditions. If they meet these conditions and pass the program, they can continue their postgraduate education.

For Education, Training and Examination Regulations, see:  
<https://ogrenciisleri.comu.edu.tr/egitim-ogretim-ve-sinav-yonetm.html>