

HUMAN RESOURCES MANAGEMENT (WITHOUT THESIS)

Qualification Awarded

Students who have completed their courses in the program and the term project according to the success conditions stated in the regulations are awarded the "Master without Thesis" diploma signed by the Rector of Kayseri University and the Director of the Institute of Social Sciences.

Level of Qualification

Master without Thesis, Human Resources Specialist

Specific Admission Requirements

In order to apply to the Human Resources Management Non-Thesis Master's program, candidates; They must have a 4-year undergraduate diploma and their undergraduate GPA must be at least 2.00 out of 4.00. Having received his bachelor's degree from universities abroad, T.C. Citizen students are required to have their diplomas certified by YÖK. ALES and foreign language conditions are not required for the related program. In accepting students to graduate programs; Undergraduate GPA and interview result are evaluated together. Taking into account 50% of the undergraduate GPA and 50% of the interview grade, a ranking is made among those who score at least 65 points in total with the recommendation of the academic board of the department and the decision of the institute board of directors.

Qualification Requirements and Regulations

The non-thesis master's program consists of a total of 30 credits and a term project course with at least ten courses, not less than 90 ECTS. The student must register for the term project course in the semester in which the term project course is taken and submit a written project and / or report at the end of the semester. The term project course is non-credit and is evaluated as successful or unsuccessful.

Profile of the Program

Within the scope of the Non-Thesis Master Program in Human Resources Management, there are courses on basic management sciences such as General Business, Management Psychology, Management Workshop, Scientific Research Methods and Ethics. However, Human Resources Planning and Business Analysis; Recruitment, Selection, Placement and Training; Human Resources Performance Evaluation and Career Management; By including all human resources functions such as Job Evaluation and Wage Management, it is ensured that students have comprehensive knowledge of both management and human resources management at a contemporary and universal level.

Thus, students can have the title of human resources experts who have reached a sufficient level in human resources management, who are open to development in their own field, who can establish dialogue with the people they work with, are independent when necessary, who can fulfill the requirements of joint work when necessary, are responsible, knowledgeable, enlightened, and who have adopted the principle of adherence to ethical rules.

Key Learning Outcomes

- 1- In addition to the competencies at the undergraduate level, it develops and deepens the knowledge in human resources management at the level of expertise.
- 2- Has advanced knowledge of all functions of human resources management and their interactions.
- 3- Explain the interaction of human resources management with related disciplines.
- 4- Has the ability to transfer his knowledge of human resources management to employees and teammates.
- 5- Has the ability to analyze, interpret and evaluate the information in the field of human resources management analytically and systematically.
- 6- It carries out a study independently on subjects that require expertise regarding human resources management.
- 7- Sets the vision, purpose and goal for the organization.
- 8- Critically evaluates the acquired knowledge and skills.

9- Uses computer software, information and communication technologies at a level to be able to collect data, enter and analyze data related to human resources management.

10- Behaves in accordance with business and social ethical values.

11- Fulfills its responsibilities as an executive and a participant in original projects related to human resources management.

12- Can carry out scientific studies in the field of human resources alone.

Occupational Profiles of Graduates with Examples

Graduates; He can work as a Human Resources Specialist in Human Resources departments of public institutions and organizations, private enterprises and non-governmental organizations. He can be appointed as a Human Resources Specialist according to the Public Personnel Selection Examination (KPSS). In addition, graduates have the opportunity to provide services by establishing their own consultancy and training companies.

Access to Further Studies

It is possible to transfer from Kayseri University Graduate Education Institute Human Resources Management Non-Thesis Master Program to Kayseri University Graduate Education Institute Human Resources Management Master's Program with Thesis.

Course Structure Diagram with Credits

1st Semester Course Plan						
Course unit code	Course unit title	Type of course unit	Lecture + Recitation	Local credits	ECTS credits	
İKYT501	SCIENTIFIC RESEARCH METHODS AND ETHICS	Compulsory	3+0	6,00	6,00	
İKYT503	INTRODUCTION TO HUMAN RESOURCES MANAGEMENT	Compulsory	3+0	6,00	6,00	
İKYT505	MANAGEMENT WORKSHOP	Elective	3+0	6,00	6,00	
İKYT507	GENERAL BUSINESS	Elective	3+0	6,00	6,00	
İKYT509	MANAGEMENT PSYCHOLOGY	Elective	3+0	6,00	6,00	
The students are to take a total of 30 ECTS every semester giving priority to compulsory courses.						
2nd Semester Course Plan						
Course unit code	Course unit title	Type of course unit	Lecture + Recitation	Local credits	ECTS credits	
İKYT502	DEPARTMENT OF DEPARTMENT	Compulsory	3+0	6,00	6,00	
İKYT504	HUMAN RESOURCES PLANNING AND BUSINESS ANALYSIS	Compulsory	3+0	6,00	6,00	
İKYT506	HR FINDING, SELECTION AND EDUCATION	Elective	3+0	6,00	6,00	
İKYT508	JOB VALUATION AND WAGE MANAGEMENT	Elective	3+0	6,00	6,00	
İKYT510	HUMAN RESOURCES PERFORMANCE VALUATION AND CAREER MANAGEMENT	Elective	3+0	6,00	6,00	
The students are to take a total of 30 ECTS every semester giving priority to compulsory courses.						
3rd Semester Course Plan						
Course unit code	Course unit title	Type of course unit	Lecture + Recitation	Local credits	ECTS credits	
İKYT515	GRADUATION PROJECT	Compulsory	2+2	30,00	30,00	
The students are to take a total of 30 ECTS every semester giving priority to compulsory courses.						

Examination Regulations, Assessment and Grading

In accordance with Kayseri University Graduate Education Institute Regulation, at least one midterm exam is held during the relevant semester. However, faculty members can count projects, homework, laboratories, workshops and similar works that they have made by their students during the semester as midterm exams. The final exam of a course is given at the end of the semester in which that course is completed. The student who fulfills the attendance requirement has to take the final exam of that course on the specified day and time. However, faculty members can count projects, homework, laboratory, workshop and similar studies they have done during the semester, provided that they notify the institute beforehand, in place of the year-end exam. In order to take the make-up exam for a course, the student must have fulfilled the attendance requirement. The students who have the right to take the final exams but do not take these exams with or without an excuse, and those who have failed, take the make-up exam. In addition, students who are successful as a result of the final exam can take the make-up exam in order to increase the grade. In both cases, the most recent grade is considered valid. Students who want to take the exam in order to increase the grade must state that they will take the exam on the Student Information System-ÖBİSİS at least three days before the make-up exam for that course. Otherwise, they cannot take the exam. Even if they take the exam, their exams are considered invalid. There is no make-up exam for the seminar course, term project courses and courses with special status to be determined by the institute board of directors. Students who cannot take midterm exams due to an excuse accepted by the institute board of directors may be given a make-up exam. Applications for make-up exams must be made within one week of the end of the excuse. There is no make-up exam for the final, make-up and single course exams. A single course exam is not granted for the seminar course and the term project course in the non-thesis master's program. In distance education programs, final exams are held in classrooms, laboratories or workshop environments approved by the relevant department. Practical exams can be done in the relevant department or in the form of evaluating the projects or homework given to the student over the internet. The start and end dates of the midterm exams are announced by the lecturer on the internet at least ten days before the start date of the exams. All exams that measure proficiency, level determination or course achievements can be done on paper and simultaneously, or can be done electronically from a safely stored question bank, which allows different questions to

be asked to each candidate at different times. The issues regarding the preparation of the questions to be asked in the exams, the establishment of the question bank, the storage of the exam questions in paper or electronic environment and the security of the question bank and the exam are made in accordance with the procedures determined by the Higher Education Council. Exams are evaluated over 100 points. Midterm and final exam results of a course are shown with numerical points. The score of the exams that the student did not take is (0) zero. The calculation of the success grade is as follows: a) The average of the midterm exam score is determined by dividing the sum of the points the student has received in the midterm exams by the number of the midterm exams. In this way, the fractional numbers to be found are increased to the nearest whole number. b) The success score is calculated by adding 60% of the semester, year-end and make-up exam score, and 40% of the midterm exam score average. Midterm exam grade is not taken into account in a single course exam. The success grade of the students taking the single course exam is determined based on only the single course exam grade. Fractions are preserved in the calculation of these ratios, but in the calculation of success score, fractional numbers are completed to the nearest integer. c) Students for each course taken within the framework of the graduate program; The letter grade is given by the instructors for the success score calculated above using the following table: Score Coefficient Success Grade 90-100 4.00 AA 85-89 3.50 BA 80-84 3.00 BB 75-79 2.50 CB 70-74 2.00 CC 65-69 1.50 DC 60 -64 1.00 DD 50-59 0.50 FD 00-49 0.00 FF In order to be considered successful in a course; Graduate program students must have at least a CC grade. Students who are successful in seminars, thesis work, specialization courses and other similar courses are given a successful (BL) grade, and students who fail are given a failed (BS) grade.

Graduation Requirements

In order for a student who has successfully completed any graduate program to graduate, provided that they meet all the requirements of this Regulation and other conditions; a) The jury reports and minutes of the master's degree, proficiency in art, doctoral thesis defense exam by the head of the relevant department / department, b) The printed and bound copies of the thesis, term project or proficiency in art work prepared in accordance with the Institute's thesis writing rules, c) The electronically recorded copy of the thesis, term project or art proficiency study, ç) The documents requested by the Higher Education Council, d) The

documents requested by the institution must be submitted to the institute directorate in full. (2) After all relevant documents and information reach the institute directorate, the student's file is examined by the institute board of directors and the graduation of the student who fulfills all the conditions for graduation is decided. Decided to graduate; Non-thesis graduate students are awarded a master's degree without thesis.