Department of Political Science and International Relations

Undergraduate Student Handbook

Contents

The Department of Political Science and International Relations

The Department of Political Science and International Relations offers a unique opportunity to students to comprehend and evaluate the social, cultural, economic and security related changes the world has been undergoing while continuing their undergraduate studies. During their four years of study our students will learn the theories that explain historical and contemporary phenomena and will get the necessary skills to understand domestic and international politics, and the practical knowledge that will be used in their application.

The principal aims of the department are:

- to enable students to undertake undergraduate and postgraduate study in Politics and International Relations in fulfilment of the mission of ABU;

- to enable students to develop and deepen their understanding of the conceptual and theoretical bases of the disciplines, their methods of inquiry, and their domains of knowledge;

- to offer students the opportunity to develop and deepen their skills of critical evaluation and analysis;

- to enable students to develop and extend their key skills as a foundation for personal development, employment or further academic study; and

- to contribute to the needs of local, national and international communities.

Against the backdrop of these objectives, all graduating students from the Department will:

- be able to demonstrate the ability to apply critically the main theories, models and concepts used in the study of politics to the analysis of political ideas, institutions, processes, practices, developments and events;

- have developed an understanding and substantive knowledge of political processes and/or social and political theory;

- have extended and developed their analytical, evaluative and critical capacities;

- have developed transferable skills, including the ability to take responsibility for their own learning, learning how to learn, making oral and written presentations, planning and producing written assignments, working independently, and using information technology; and

- have developed, where they complete a dissertation, the ability to undertake independent research.

Location

The Department is located at the second floor of Building A, and the Department Office is open for enquiries between 08.45 and 17:30 every weekday.

Members of the Department

Academic staff

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For an up to date list of staff members see:
https://antalya.edu.tr/en/faculty-and-departments/departments/siyaset-bilimi-ve-uluslararasi-iliskiler-1/academic-staff

Department website

The department website (https://antalya.edu.tr/en/faculty-and-departments/departments/siyaset-bilimi-ve-uluslararasi-iliskiler-1) carries information about the Department, the staff, students and courses, and a notice board. Also available are learning resources, such as guidelines on essay and dissertation writing, available courses, and links to sites of particular interest to students in Politics. Students are advised to familiarise themselves with the website and to visit it regularly.

Studying at ABU

Teaching

Formal teaching takes place between 09:00 and 18:00. The instructors identify the structure of their courses. These can be taught as lectures or meetings that take place every week, or a combination of lectures and student-led discussions.

Availability of lecturers and instructors

Lecturers are available to answer student queries about their work or to assist where students are experiencing difficulties relating to the subject matter covered during the module. They will let you know the best way of contacting them and when they are available to see you.

Preparation

Self-discipline is an important part of being an ABU student. You will have many claims on your time, and you will need to be very disciplined to fit in private study. It is, however, essential that you do so. In the end, the benefit you gain from your degree programme will depend above all else on reading and attendance. Both are essential and you should not see either as an adequate substitute for the other, although it is, of course, true that you will probably need to do some extra reading on subjects covered in sessions you are not able to attend.

It is better to set aside regular and frequent periods rather than expect to have a whole weekend free once a month. Try to be realistic about the amount of time needed or you may become discouraged and fall behind with your work. Students benefit greatly from mutual support. Discuss the module with other students. If you are unable to avoid missing a class, you should make arrangements to borrow someone's notes. Be prepared to put at least three hours a week into reading for preparation of essays or class papers. Assistance with the skills required for study is offered by the Students' Union. Tutors will also be able to offer advice should you encounter difficulties.

Reading

In order to make the sessions a useful and productive learning experience, students must read the recommended items indicated on the reading list and be ready to participate in discussion. Political Science and International Relations cover many diverse topics and the suggested reading lists cannot cover the entire debate. Thus, students are also encouraged to go beyond the suggested material in order to improve their research skills and knowledge of the relevant debate. Academic articles, reports from international organisations and from think tanks can help to understand better contemporary debates and to prepare your presentations, essays and exams. You are advised to discuss additional sources that you consult with your tutors. The seminar section of the class is intended to be student-centred, so preparation on your part is absolutely essential.

Attendance and rules of conduct

Attendance at classes is compulsory. Students attending less than 70 % of the sessions will not normally be permitted to register for the written examination(s) and thus will not be able to complete the degree.

Students' behaviour should not interfere with nor disrupt class activities. Therefore, students are expected to arrive to class on time and to stay for the entire class period (or until dismissed). Random arrivals and exits are disrespectful and distracting and lead to attendance failure. Mobile phones, smartphones, and other electronic devices (e.g. iPods) must be turned off (not on vibrate mode) (unless your tutors allow their use for academic purposes). Food and beverages are not permitted. Those must be consumed in designated areas only.

It is important that students are respectful towards instructors and fellow classmates (That includes verbal and physical behaviour as well as language used in email and phone messages). Hate speech, racist comments and discrimination activities are NOT permitted and are punished according to ABU's rules.

NOTE: Individual instructors may have additional requests regarding classroom behaviour. You are expected to adhere to those as well.

Keeping in touch

You should check the Department website (https://antalya.edu.tr/en/faculty-and-departments/departments/siyaset-bilimi-ve-uluslararasi-iliskiler-1) and the online platforms (Blackboard and SIS) regularly for notices. Please do not hesitate to contact your tutors if you are having any problems affecting your studies that we may be able to assist you with.

Problems affecting Study

If difficulties arise (such as family, health issues) or other problems that may affect your study, please let someone in the Department know, and we will do our best to help out. You are welcome to approach the instructors of the modules you study, the head or vice-head of the department.

In addition, ABU has a student support officer, who can offer guidance to students about University life and advice for learners that face non-academic problems (such as stress, anxiety etc).

Student feedback

The Department believes that student feedback is important to the quality of its provision. It invites you to make your views known or to raise issues through the following channels:

- A Module Evaluation Questionnaire is completed and submitted online at the end of the course. Students are asked to comment on the module and the quality of teaching. Responses are collated and summarised in a module review. The head of the department examines the issues raised and identifies the follow-up action to be taken.

- Students are also encouraged to convey the positive aspects of their studies and their concerns informally to their instructors.

Learning Resources

ABU Library

Although lectures and seminars are an essential element of the course, success in learning depends largely on the reading and research that is undertaken individually by students. Most items on the course reading lists are available in the ABU Library, which is every day from 8.30-24.00.

It is important to familiarise yourself with the Library. Information about the Library's opening hours, layout and services, and access to the catalogue and electronic resources is available from the web site at: https://antalya.edu.tr/en/administrative-units/directorate-of-library-and-documentation

Directorate of Information Resources (DIR)
DIR is an academic service department responsible for the central communications and IT infrastructure of ABU. ITS provides a wide range of network services to support the teaching & learning, research and administrative activities of ABU staff and students.

DIR facilities and services include:

- Extensive campus data network providing high speed connectivity to the Internet;

- Purpose-built computer classrooms equipped with up-to-date networked PCs and high-quality printers (at least one open 24 hours a day);

- Wireless connectivity to the ABU network from your laptop or other personal computer equipment;

- Facilities for students with special needs, including technical support and advice on the use of assistive technologies to help with specific disabilities;

- An online electronic course management system to support learning –SIS

You can find out more about these services and others by going to the main webpage of the university. Then click University → Administrative Unit

Policy on the Recording of Lectures and Other Teaching Sessions
Please note that the copyright in the lectures and other teaching sessions reside with the teacher responsible for the teaching session. Students may request permission to record any teaching session delivered as part of their programme of study. All such requests should be made prior to the recording to the teacher responsible for the teaching session, and the decision on whether to grant permission is at the discretion of the teacher.

Recordings of teaching sessions may only be made for the personal and private use of the student making the recording. Students may not: (a) record teaching sessions on behalf of other students; (b) pass such recordings to any other person; and (c) may not publish such recordings in any form (this includes, but is not limited to, the internet and hard copy publication). Where students breach this policy, ABU may regard this as a disciplinary offence. All such breaches will be dealt with in accordance with AU's regulations.

Assessment

Coursework Submission
Students are required to submit their coursework (essays or projects) electronically by the due date set in the relevant module book (unless instructors give different options). The e-version provides the record that submission has been made. Please keep an electronic and hard backup of the essay for safekeeping.

Students are advised to use the APA system of referencing but other established systems are acceptable provided they are correctly and consistently employed.

Marking Procedures
All coursework is marked by the lecturer of the module.

Late Submission
Any piece of assessment that is submitted late is penalised accordıng to the instructor's policy.

Where an assessment has not been submitted or attended and no application for consideration of mitigating circumstances has been accepted a mark of zero will be awarded.

As a courtesy, you should tell your instructor if you are going to submit an essay late.

Mitigating Circumstances

The Department's policy determines how examiners will treat assessment that has been affected by adverse circumstances. Mitigating circumstances are defined as unforeseen, unpreventable circumstances that significantly disrupt your academic performance, such as an illness or bereavement.

If you wish mitigating circumstances to be taken into consideration, you should inform your instructor, with documentary evidence as appropriate, normally within seven days of the published final assessment deadline or examination. The case will then be considered by your instructor, who will inform you about the deadline of your coursework.

Plagiarism and academic honesty

Plagiarism, which is the presentation of another person's thoughts or words as your own in essays, dissertations or other assessed work, constitutes grounds for failing a candidate on the coursework concerned. More serious sanctions may be also applied if circumstances warrant them.

While the internet makes it easier to appropriate the work of authors, it also make it easier to spot such practices, so unfortunately we do deal with a number of plagiarism cases each year. In some cases, students have misunderstood how to cite other scholars' work in an appropriate manner. In many other cases, students run into difficulties with their studies and resort to plagiarism when it would have been wiser to seek advice from their instructors and/or submit an application for consideration of mitigating circumstances (see above).

Please read some guidelines on plagiarism annexed to this handbook to ensure that you have a full understanding of what plagiarism is and how to avoid it.

Exams and your availability

The exam date is defined by your instructor. You will need to make sure that you are available both during midterm and final exams, since no alternative arrangements for sitting the exams can be made. In order to accommodate the number of exams set across ABU, exams are taken during the working day. It will, therefore, be necessary for you to arrange time-off (in case you work) with your employer once the exam timetable is known. The exam dates are usually in the syllabi of the courses.

Annex: ABU Plagiarism Guidelines

What is plagiarism?

Plagiarism is the most common form of examination offence encountered in universities, partly because of the emphasis now placed on work prepared by candidates unsupervised in their own time, but also because many students fall into it unintentionally, through ignorance of what constitutes plagiarism. Even if unintentional, it will still be considered an examination offence.

This document is intended to explain clearly what plagiarism is, and how you can avoid it. Acknowledgement is made to guidance issued by the USA Modern Language Association (MLA, 1998).

Plagiarism is the publication of borrowed thoughts as original, or in other words, passing off someone else's work as your own. In any form, plagiarism is unacceptable in the Department, as it interferes with the proper assessment of students' academic ability. Plagiarism has been defined as "the false assumption of authorship: the wrongful act of taking the product of another person's mind, and presenting it as one's own" (Lindey, 1952, p2). Therefore, using another person's ideas or expressions or data in your writing without acknowledging the source is to plagiarise.

Borrowing others' words, ideas or data without acknowledgement. It is acceptable, in your work, to use the words and thoughts of another person or data that another person has gathered but the borrowed material must not appear to be your creation. This includes essays, practical and research reports written by other students including those from previous years, whether you have their permission or not. It also applies to both 'hard-copy' material and electronic material, such as Internet documents. Examples include copying someone else's form of words, or paraphrasing another's argument, presenting someone else's data or line of thinking. This form of plagiarism may often be unintentional, caused by making notes from sources such as books or journals without also noting the source, and then repeating those notes in an essay without acknowledging that they are the data, words or ideas belonging to someone else. Guard against this by keeping careful notes that distinguish between your own ideas and researched material and those you obtained from others. Then acknowledge the source.

Example 1

Original source:

To work as part of a team, to be able and prepared to continue to learn throughout one's career, and, most important, to take on board both care for the individual and the community, are essential aspects of a doctor's role today.

Written in: Greengross, Sally (1997), "What Patients want from their Doctors", Choosing Tomorrow's Doctors, ed. Allen I, Brown PJ, Hughes P, Policy Studies Institute, London.

Plagiarism:

The essential aspects of a doctor's role today are to work as part of a team, be able and prepared to continue to learn throughout one's career, and, most importantly, to take on board both care for the individual and the community.

Acceptable:

One social writer believes that the essential aspects of a doctor's role today are to work as part of a team, be able and prepared to continue to learn throughout one's career, and, most importantly, to take on board both care for the individual and the community (Greengross, 1997).

Example 2

Original source:

The binary shape of British higher education, until 1992, suggested a simple and misleading, dichotomy of institutions. […] Within their respective classes, universities and polytechnics were imagined to be essentially homogeneous. Their actual diversity was disguised. [….] The abandonment of the binary system, whether or not it encourages future convergence, highlights the pluralism which already exists in British Higher Education.

Written in: Scott, Peter (1995), The Meanings of Mass Higher Education, SRHE and Open University Press, Buckingham, p43.

Plagiarism:
Prior to the removal of the binary divide between polytechnics and universities in 1992, there was a misleading appearance of homogeneity in each sector. Now there is only one sector, the diversity of institutions is more apparent, even if convergence may be where we're heading.

Acceptable:
Peter Scott has argued that prior to the removal of the binary divide between polytechnics and universities in 1992, there was a misleading appearance of homogeneity in each sector. Now there is only one sector, the diversity of institutions is more apparent, even if convergence may be where we're heading. (Scott, 1994)

In each revision, the inclusion of the author's name acknowledges whose ideas these originally were (not the student's) and the reference refers the reader to the full location of the work when combined with a footnote or bibliography. Note that in the second example, the argument was paraphrased – but even so, this is plagiarism of the idea without acknowledgement of whose idea this really is. In writing any work, therefore (whether for assessment or not) you should document everything that you borrow – not only direct quotations and paraphrases but also information and ideas. There are, of course, some common-sense exceptions to this, such as familiar proverbs, well-known quotations or common knowledge. But you must indicate the source of any appropriated material that readers might otherwise mistake for your own. If in doubt, cite your source or sources.

Copying material verbatim
Another example of plagiarism is the verbatim copying of chunks of material from another source without acknowledgement even where they are accepted facts, because you are still borrowing the phrasing and the order and the idea that this is a correct and complete list. Also, you might be infringing copyright (see below). For example if you wrote based on example 2 above 'The binary shape of British higher education, until 1992, suggested a simple and misleading, dichotomy of institutions. (Scott, 1995)' then this still could be regarded as plagiarism as you used his exact words. It is important to rephrase the ideas in your own words, to show that you understand them while still acknowledging the source.

Re-submission of work
Another form of plagiarism is submitting work you previously submitted before for another assignment. While this is obviously not the same as representing someone else's ideas as your own, it is a form of self-plagiarism and is another form of cheating. If you want to re-work a paper for an assignment, ask your lecturer whether this is acceptable, and acknowledge your re-working in a preface.

Collaboration and collusion
In collaborative work (if this is permitted by the lecturer) joint participation in research and writing does not constitute plagiarism in itself, provided that credit is given for all contributions. One way would be to state in a preface who did what; another, if roles and contributions were merged and truly shared, would be to acknowledge all concerned equally. However, where collaborative projects are allowed, it is usually a requirement that each individual's contribution and work is distinguishable, so check with your lecturer. Usually, collusion with another candidate on assessed work (such as sharing chunks of writing or copying bits from each other) is not allowed.

Copyright infringement
Finally, you must guard against copyright infringement. Even if you acknowledge the source, reproducing a significant portion of any document (including material on the Internet) without permission is a breach of copyright, and a legal offence. You may

summarise, paraphrase and make brief quotations, but more than this risks infringing copyright.

Annex: Assessment criteria

Essays are assessed using the following criteria (not in order of importance):

- *Overall answer to the question and presentation:* the extent to which the work has dealt directly and clearly with the assigned task and provided a focused answer to the particular intellectual problem posed; the extent to which the work makes effective and correct use of the English language, is clearly and soberly written, and tidily presented.
- *Understanding:* the extent to which the work has understood key terms and concepts, defined ambiguous terms, and employed them correctly; the extent to which the work provides a critical analysis of the problem that evaluates competing arguments and interpretations rather than a purely descriptive or narrative discussion.
- *Selection and coverage*: the extent to which the work demonstrates familiarity with, and command of, the relevant scholarly writings on the subject to which the work is addressed; the extent to which the work deploys apposite examples and pieces of evidence to support its claims, thereby turning unsupported assertions into critical arguments
- *Structure*: the extent to which the work demonstrates coherent organization of the material and an overall argument that proceeds logically from introduction to conclusion.

While there is no set order of priority among these criteria, the main emphasis is on evidence of understanding and the ability to think, to argue a case or to solve problems.

Your instructors are available to answer any specific questions for your homework. During the preparation of your work some criteria that you may think before submission are the following:
- the research question is well-defined, and contextualised;
- an argument is specified, coherently presented and supported by evidence;
- alternative arguments are analysed;
- the approach is critical, not descriptive;
- a relevant methodology is employed;
- relevant sources have been consulted;
- knowledge of relevant literature, issues and debates is demonstrated; and
- the style and presentation is clear and careful, and appropriate academic conventions have been observed.