




		TOROS UNIVERSITY FACULTY OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES 2022-2023 ACADEMIC YEAR CURRICULUM FORM			
Department / Program	Business Administration / ITL / IF / IFB	Course Code	HIS 101		
		Course Title	Ataturk's Principles and History of Revolution I		
		Semester	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring	
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective	
		Course Language	<input checked="" type="checkbox"/> Turkish	<input type="checkbox"/> English	
Grade	Supervision (Synchronous, Face-to-Face and others)	Course Credits	Theoretical	Practical	ECTS
			2	0	2
Instructor	Title, Name-Last Name		Lec. Ercan BOLAT		
	Contact Information		ercan.bolat@toros.edu.tr		
Information about Course	Ataturk's Principles and Revolution History Course Theoretical Topics				
WEEKLY COURSE CONTENTS					
Week	Topics			Teaching Methods and Techniques	
1. Week	Introduction to the course and concept analysis, Concept of Revolution			Asynchronous- lms.toros.edu.tr	
2. Week	The causes of the Turkish Revolution and the internal and external reasons for the collapse of the Ottoman Empire			Asynchronous- lms.toros.edu.tr	
3. Week	Innovation movements in the Ottoman Empire, Tanzimat Edict, Reform Edict, I. Constitutional Monarchy, II. Constitutionalism			Asynchronous- lms.toros.edu.tr	
4. Week	Ideas in the Ottoman Empire (Ottomanism, Islamism, Westernism, Turkism.) The coming to power of the Union and Progress Party. 31 March incident, Tripoli War, Balkan Wars			Asynchronous- lms.toros.edu.tr	
5. Week	The Causes of the First World War and the beginning of the war, the participation of the Ottoman Empire in the war, the fronts and its results.			Asynchronous- lms.toros.edu.tr	
6. Week	The period of the National Struggle, the situation of the nation and the country against the occupations. Associations and their activities, the arrival of Mustafa Kemal Pasha in Istanbul and his view of the situation.			Asynchronous- lms.toros.edu.tr	
7. Week	The departure of Mustafa Kemal Pasha to Samsun. Activities of Mustafa Kemal Pasha in Havza, Amasya Circular, Erzurum Congress and its importance.			Asynchronous- lms.toros.edu.tr	
Midterm (Explanation)*	The midterm exam will be face to face. The midterm exam will be calculated as 40%.				
8. Week	Balıkesir and Alaşehir Congresses. Sivas Congress and its importance, other congresses during the National Struggle			Asynchronous- lms.toros.edu.tr	
9. Week	Amasya Meetings, a meeting with the commanders in Sivas. Arrival of the Representative Committee to Ankara. Meeting of the last Ottoman Parliament of Deputies, National Pact			Asynchronous- lms.toros.edu.tr	
10. Week	Opening of T.B.M.M., Its Qualifications. Press in National Struggle, riots against T.B.M.M. Projects to share Turkey; secret agreements			Asynchronous- lms.toros.edu.tr	
11. Week	Establishment of the National Army (Kuva-yı Milliye, Regular Army), South and South East Front, Eastern Front (Parliament - Soviet Russia Relations)			Asynchronous- lms.toros.edu.tr	
12. Week	Armenian Question, Wars with Armenians, GNAT - Georgia relations, Western Front (I. and II. İnönü Wars, Kütahya - Eskişehir Battle)			Asynchronous- lms.toros.edu.tr	
13. Week	Battle of Sakarya, Great Offensive, Mudanya Armistice Agreement, Abolition of Sultanate			Asynchronous- lms.toros.edu.tr	
14. Week	exam preparation			Asynchronous- lms.toros.edu.tr	
Final	It will be done face to face. The success grade will be calculated by taking 40% of the midterm exam and 60% of the final exam*. Exams will be conducted in a test format.				
Make-Up	done face to face. The success grade will be calculated by taking 40% of the midterm exam and 60% of the final exam*. Exams will be conducted in a te				
Select and explain in detail the teaching methods and techniques to be used in course.					
Synchronous	<input checked="" type="checkbox"/>	Problems related to theoretical subjects will be made as Synchronous (simultaneous) video.			
Asynchronous	<input checked="" type="checkbox"/>	Problems and solutions related to theoretical issues will be made as Asynchronous (Asynchronous) video.			
Mixed (Synchronous + Asynchronous)	<input type="checkbox"/>				
Face-to-Face	<input type="checkbox"/>				
Other	<input checked="" type="checkbox"/>	Virtual classrooms will be created at designated times to talk to students about the course.			
Other explanations for the effective and efficient conduct of the course					
Attendance***	70% attendance requirement in the asynchronous time				
Course Resources	History of the Republic of Turkey II, Atatürk Research Center, Lecture Notes				
Auxiliary Resources	versity Open and Distance Education Faculty Common Textbook, Atatürk University Open Education Faculty-Atatürk Principles and Revolutio				
Course Counseling	Supervision (Synchronous, Face-to-Face and others)		All questions and remarks are received via email		
	Consulting Topics			Date	Time
	Courses in the system should be followed				

		TOROS ÜNİVERSİTESİ İKTİSADİ İDARİ ve SOSYAL BİLİMLER FAKÜLTESİ					
		2022-2023 EĞİTİM-ÖĞRETİM YILI DERS İZLENCE FORMU					
Bölüm/Programı	İşletme/ UTL / UFB	Dersin Kodu	TUR-102				
		Dersin Adı	TÜRK DİLİ II				
		Yarıyıl	<input type="checkbox"/>	Güz	<input checked="" type="checkbox"/>	Bahar	
		Dersin Türü	<input checked="" type="checkbox"/>	Zorunlu	<input type="checkbox"/>	Seçmeli	
		Dersin Anlatıldığı Dil	<input checked="" type="checkbox"/>	Türkçe	<input type="checkbox"/>	İngilizce	
Sınıf	1.Sınıf	Dersin Kredi Bilgileri	Teori	Uygulama	AKTS		
			2		2		
Dersin Sorumlusu	Unvanı, Adı-Soyadı		ÖĞR. GÖR. SULTAN ŞEHMUS ÖZDEMİR				
	İletişim Bilgileri		sehmus.ozdemir@toros.edu.tr				
Ders Hakkında Bilgi	TÜRK DİLİ II DERS KONULARI						
HAFTALIK AYRINTILI DERS İÇERİĞİ							
1. Hafta	Sözcükte Yapı (Kök, Gövde, Yapım ekleri, Çekim ekleri)				EŞZAMANSIZ - LMS		
2. Hafta	Cümle Bilgisi (Cümlelerin Öğeleri)				EŞZAMANSIZ - LMS		
3. Hafta	Cümle Bilgisi (Cümle Çeşitleri)				EŞZAMANSIZ - LMS		
4. Hafta	Anlatım Bozukluğu (Anlamsal Anlatım Bozuklukları)				EŞZAMANSIZ - LMS		
5. Hafta	Anlatım Bozukluğu (Yapısal Anlatım Bozuklukları)				EŞZAMANSIZ - LMS		
6. Hafta	Yazılı Anlatım Türleri: Şiir (Lirik, Epik, Pastoral, Didaktik, Dramatik, Satirik Şiir; Se				EŞZAMANSIZ - LMS		
7. Hafta	Yazılı Anlatım Türleri: Modern Edebi Türler (Roman, Öykü, Tiyatro, Deneme)				EŞZAMANSIZ - LMS		
Ara Sınav (açıklama)	YÜZYÜZE - TEST - DEĞERLENDİRME % 40						
8. Hafta	Yazılı Anlatım Türleri: Bilgi Aktarımına Yönelik Türler (Makale, Fıkra/Köşe Yazısı,				EŞZAMANSIZ - LMS		
9. Hafta	Yazılı Anlatım Türleri: Gerçek Yaşamdan söz eden ve İletişime Yönelik Türler (Gü				EŞZAMANSIZ - LMS		
10. Hafta	Resmi Yazışmalar: Dilekçe, Özgeçmiş, Rapor, Tutanak, İlan/Duyuru, Karar)				EŞZAMANSIZ - LMS		
11. Hafta	Akademik Yazı Yazma ve Akademik Yazı Özellikleri (Yazma Süreci)				EŞZAMANSIZ - LMS		
12. Hafta	Akademik Yazı Yazma ve Akademik Yazı Özellikleri (Akademik Metin Türleri: Mak				EŞZAMANSIZ - LMS		
13. Hafta	Bilimsel Araştırma Yöntemi ve Basamakları (Ampirik Yaklaşım, Gözlemler, Sorula				EŞZAMANSIZ - LMS		
14. Hafta	Bilimsel Araştırmalarda Etik ve Araştırmanın Raporlaştırılması Süreci (Başlık, Yaz				EŞZAMANSIZ - LMS		
Final (açıklama)	YÜZYÜZE - TEST KLASİK - DEĞERLENDİRME %60						
Bütünleme (açıklama)	YÜZYÜZE - TEST KLASİK - DEĞERLENDİRME %60						
Dersin verilmesinde kullanılacak öğretim yöntem ve teknikleri detaylı bir şekilde açıklayınız.							
Senkron (eş Zamanlı)	<input type="checkbox"/>						
Asenkron (Eş zamanlı olmayan)	<input checked="" type="checkbox"/>						
Karma Eğitim (Yüzyüze + Asenkron)	<input type="checkbox"/>						
Yüzyüze	<input type="checkbox"/>						
Diğer	<input type="checkbox"/>						
Dersin etkin ve verimli bir şekilde yürütülmesi için diğer açıklamalar							
Dersin Kaynakları	Türk Dili ve Kompozisyon (Pof. Dr. Zeynep Korkmaz; Prof. Dr. Amet B. Ercilesun; Prof. Dr. Tuncer Gülensoy; P						
Yardımcı Kaynaklar	Üniversiteler için Türk Dili, Prof. Dr. Muharrem Ergin, Bayrak Yayınları						
	Yazım Kılavuzu, TDK						
Ders Danışmanlığı	Danışmanlık yönetimi (Senkron ve diğer)		Online soru-cevap şeklinde yapılacaktır				
	Danışmanlık Konuları			Tarih	Saat		

	TOROS UNIVERSITY Faculty of Economics, Administrative and Social Sciences				
	2022-2023 ACADEMIC YEAR CURRICULUM FORM				
Department / Program	İŞLETME/UTL	Course Code	MAT 104		
		Course Title	Mathematic		
		Semester	<input checked="" type="checkbox"/> Fall	<input checked="" type="checkbox"/> Spring	
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective	
		Course Language	<input type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English	
Grade	1th Grade	Course Credits	Theoretical	Practical	ECTS
			3		5
Instructor	Title, Name-Last Name		Öğr.Gör.Ece Bülbul		
	Contact Information		ece.bulbul@toros.edu.tr		
Information about Course	The aim of this course is to learn the fundamental mathematical concepts and applications by adapting business and economic science. Numerical systems, linear equation systems, linear and non-linear functions, exponential and logarithmic functions will be explained, and examples of economic events will be solved.				
WEEKLY COURSE CONTENTS					
Week	Topics		Teaching Methods and Techniques		
1. Week	Limit and Limit Rules		Face to face, lecture, question and answer, application		
2. Week	Limit and Limit Rules		Face to face, lecture, question and answer, application		
3. Week	Differentiation, The derivative of a function, Rules of differentiation, Further rules of differentiation		Face to face, lecture, question and answer, application		
4. Week	Differentiation, The derivative of a function, Rules of differentiation, Further rules of differentiation		Face to face, lecture, question and answer, application		
5. Week	Partial Differentiation, Functions of several variables, Unconstrained and constrained optimization		Face to face, lecture, question and answer, application		
6. Week	Partial Differentiation, Functions of several variables, Unconstrained and constrained optimization		Face to face, lecture, question and answer, application		
7. Week	Review, Problem Sets		Face to face, lecture, question and answer, application		
Midterm (Explanation)*	Face to Face Written Exam with Open-Ended Computational Questions (40%)				
8. Week	Integration, Indefinite integration, Definite integration		Face to face, lecture, question and answer, application		
9. Week	Integration, Indefinite integration, Definite integration		Face to face, lecture, question and answer, application		
10. Week	Matrices, Basic matrix operations, Scalar multiplication, Matrix multiplication, M		Face to face, lecture, question and answer, application		
11. Week	Matrices, Basic matrix operations, Scalar multiplication, Matrix multiplication, M		Face to face, lecture, question and answer, application		
12. Week	Matrices, Cramer's rule, Exercises		Face to face, lecture, question and answer, application		
13. Week	Matrices, Cramer's rule, Exercises		Face to face, lecture, question and answer, application		
14. Week	Overview of Lecture		Face to face, lecture, question and answer, application		
Final (Explanation)**	Face-to-face Written Exam prepared with Open Ended Computational Questions(50%) and Spss activities (10%)				
Select and explain in detail the teaching methods and techniques to be used in course.					
Synchronous	<input type="checkbox"/>				
Asynchronous	<input type="checkbox"/>				
Mixed (Synchronous + Asynchronous)	<input type="checkbox"/>				
Face-to-Face	<input checked="" type="checkbox"/>				
Other	<input type="checkbox"/>				
Other explanations for the effective and efficient conduct of the course					
Attendance***	70 % attendance requirement				
Course Resources	Jacques, Ian (2018). Mathematics for Economics and Business, Pearson Global 9th Edition (Course Book)				
Auxiliary Resources	Essential Mathematics for Economic Analysis by Knut Sydsaeter and Peter Hammond, 5th Edition				
Course Counseling	Consulting Management (Synchronous, Face-to-Face and others)				
	Consulting Topics		Date	Time	
	The course will be conducted face to face, no additional counseling will be given				

	TOROS UNIVERSITY FACULTY OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES					
	2022-2023 ACADEMIC YEAR CURRICULUM FORM					
Department / Program	BUSSINES ADMINISTRATION	Course Code	MAN106			
		Course Title	Basic Principles of Management			
		Semester	<input type="checkbox"/> Fall	<input checked="" type="checkbox"/> Spring		
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective		
		Course Language	<input type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English		
Grade	Please select from list	Course Credits	Theoretical	Practical	ECTS	
			3	0	5	
Instructor	Title, Name-Last Name		Assoc.Prof. Metin OCAK			
			metin.ocak@toros.edu.tr			
Information about Course	The course is primarily designed for students in management and related fields who want to work on Management and its subjects and ultimately increase their managerial skills and abilities in business life. For this purpose, the course will provide basic practical and theoretical knowledge developed in the field of management. The course will be held in a virtual classroom using distance learning method. Course materials will be shared on lms.toros.edu.tr.					
WEEKLY COURSE CONTENTS						
Week	Topics			Teaching Methods and Techniques		
1. Week	Introduction of the Course and Explanation of Objectives			Online-Synchronous		
2. Week	Managers and Management			Online-Synchronous		
3. Week	Organizational Culture and Environment: The Constraints			Online-Synchronous		
4. Week	Foundations of Decision Making			Online-Synchronous		
5. Week	Foundations of Planning			Online-Synchronous		
6. Week	Organizational Structure and Culture			Online-Synchronous		
7. Week	Managing Human Resources			Online-Synchronous		
Midterm (Explanation)*	Written Exam (40% will affect the end-of-term grade point average) (The method will be determined later)					
8. Week	Managing Change and Innovation			Online-Synchronous		
9. Week	Foundations of Individual Behaviour -Understanding Groups and Managing Work Teams			Online-Synchronous		
10. Week	Motivating and Rewarding Employees			Online-Synchronous		
11. Week	Leadership and Trust			Online-Synchronous		
12. Week	Managing Communication and Information			Online-Synchronous		
13. Week	Foundations of Control			Online-Synchronous		
14. Week	Operations Management			Online-Synchronous		
Final (Explanation)**	Written Exam (60% will affect the end-of-term grade point average) (The method will be determined later)					
Make-Up (Explanation)	Written Exam (60% will affect the end-of-term grade point average) (The method will be determined later)					
Select and explain in detail the teaching methods and techniques to be used in course.						
Synchronous	<input checked="" type="checkbox"/>	It will be done synchronously via lms.toros.edu.tr.				
Asynchronous	<input type="checkbox"/>					
Mixed (Synchronous + Asynchronous)	<input type="checkbox"/>					
Face-to-Face	<input type="checkbox"/>					
Other	<input type="checkbox"/>					
Other explanations for the effective and efficient conduct of the course						
Attendance***	Compulsory					
Course Resources	Fundamentals Of Management: Essential Concepts And Applications, Stephen Robbins, David Decenzo, Mary Coulter, Pearson 10 Th Edition, 2017.					
Auxiliary Resources						
Course Counseling	Consulting Management (Face-to-Face)			Face to Face		
	Consulting Topics			Date	Time	
	No specific time for supervising					

		TOROS UNIVERSITY FACULTY OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES 2022-2023 ACADEMIC YEAR SPRING SEMESTER CURRICULUM FORM			
Department / Program	Business and Administration/ International Finance/ International Finance and Banking/ International Trade and Logistics	Course Code	FLE 102		
		Course Title	ENGLISH II		
		Semester	<input type="checkbox"/> Fall	<input checked="" type="checkbox"/> Spring	
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective	
		Course Language	<input type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English	
Grade	Please select from list	Course Credits	Theoretical	Practical	ECTS
			3	0	5
Instructor	Title, Name-Last Name		Öğr. Gör. Sena TEKELİ		
	Contact Information		sena.tekeli@toros.edu.tr		
Information about Course	This is a theoretical course with 3 hours per week. It will be online (asynchronous) on LMS (school system). The students can study and work on the course topics through coursebook, videos, related materials. Spring term grade will be the total of midterm exam (%30), projects (%10) and final exam (%60).				
WEEKLY COURSE CONTENTS					
Week	Topics			Teaching Methods and Techniques	
1. Week	Introductory Lesson, Explaining the Syllabus and Worksheet 1			Asynchronous	
2. Week	Some management gurus			Asynchronous	
3. Week	Screening ideas			Asynchronous	
4. Week	The marketig mix/ Project 1			Asynchronous	
5. Week	Suppliers			Asynchronous	
6. Week	Performance appraisal, feedback, training and development			Asynchronous	
7. Week	Banking and financial services			Asynchronous	
8. Week/ Midterm (Expla	Written Exam / to be announced / %30 of total Grade				
9. Week	Exam Feedback/ Worksheet 2			Asynchronous	
10. Week	Raising finance-equity and debt			Asynchronous	
11. Week	Mergers and acquisitions			Asynchronous	
12. Week	Strategic options			Asynchronous	
13. Week	Teams			Asynchronous	
14. Week	Project 2 %10 of total Grade			Asynchronous	
15. Week	Final Exam** /to be announced %60 of total Grade				
Final (Explanation)**	Final exam will be written exam. / to be announced				
Make-Up (Explanation)	Make-up exam will be written exam. / to be announced				
Select and explain in detail the teaching methods and techniques to be used in course.					
Synchronous	<input type="checkbox"/>				
Asynchronous	<input checked="" type="checkbox"/>	Course topics will be dealt through coursebook, videos and materials. Detailed information related to teaching methods and techniques is stated in the weekly course contents.			
Mixed (Synchronous + Asynchronous)	<input type="checkbox"/>				
Face-to-Face	<input type="checkbox"/>				
Other	<input type="checkbox"/>				
Other explanations for the effective and efficient conduct of the course					
Attendance***	Attendance will be kept during courses in the classrooms. Attendance rate in face-to-face education is 70%.				
Course Resources					
Auxiliary Resources	Professional English in Use, Management. Cambridge, Arthur Mckeown & Ros Wright				
Course Counseling	Consulting Management (Synchronous, Face-to-Face and others)				
	Consulting Topics		Date	Time	
	The students can contact the instructor of the course during their regular weekly class hours. They can visit the instructor during office hours. They can ask their questions about the course and get answers via e-mail.				
	The weekly assignments/homeworks will be given in the classroom or sent to the instructor through e-mail/LMS.				
	Projects will be sent to the instructor through LMS on due date.				

		TOROS UNIVERSITY FACULTY OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES						
2022-2023 ACADEMIC YEAR CURRICULUM FORM								
Department / Program	International Trade and Logistics /Business / International Finance and Banking	Course Code	ECO-102					
		Course Title	Introduction to Economics II					
		Semester	<input type="checkbox"/> Fall	<input checked="" type="checkbox"/> Spring				
		Course Type	<input checked="" type="checkbox"/> Compulsory	<input type="checkbox"/> Elective				
		Course Language	<input type="checkbox"/> Turkish	<input checked="" type="checkbox"/> English				
Grade	1st Grade	Course Credits	Theoretical	Practical	ECTS			
			3	0	5			
Instructor	Title, Name-Last Name		Asst. Prof. Dr. Gökçe MANAVGAT					
	Contact Information		gokce.manavgat@toros.edu.tr					
Information about Course	<p>The course helps students understand that basics macro dimension of economics. This introductory course, in addition, prepares students for advanced economics courses. It will be establish general principles and discuss recent macroeconomic events. Topics include economic growth, unemployment, inflation and the exchange rate. The role of government policy in improving economic outcomes will be examined. Macroeconomic topics include macroeconomic indicators and key issues, classical and Keynesian thinking, aggregate supply, aggregate demand, the money market, fiscal and monetary policy. Also this course will focus on macroeconomic issues with examples from Turkish economy.</p>							
WEEKLY COURSE CONTENTS								
Week	Topics					Teaching Methods and Techniques		
1. Week	Economic Policy and Microeconomics and Macroeconomics, Economic Systems and the Role of Government					Online-Senkron		
2. Week	Command Economies Laissez-Faire Economies: The Free Market Mixed Systems, Markets, and Governments					Online-Senkron		
3. Week	A Brief History of Macroeconomics, Macroeconomic Concerns, The Components of the Macroeconomy					Online-Senkron		
4. Week	The Role of the Government in the Macroeconomy, Measuring National Output and National Income					Online-Senkron		
5. Week	Measuring National Output and National Income, Calculating GDP					Online-Senkron		
6. Week	Nominal versus Real GDP, Limitations of the GDP Concept					Online-Senkron		
7. Week	Unemployment, Inflation, and Long-Run Growth					Online-Senkron		
Midterm (Explanation)*	Written Exam (face to face - calculated as 40%)							
8. Week	Measuring Unemployment, Components of the Unemployment Rate, The Costs of Unemployment					Online-Senkron		
9. Week	Inflation, The Consumer Price Index The Costs of Inflation					Online-Senkron		
10. Week	Aggregate Expenditure and Equilibrium Output, The Keynesian Theory of Consumption					Online-Senkron		
11. Week	Aggregate Expenditure and Equilibrium Output, The Keynesian Theory of Consumption					Online-Senkron		
12. Week	The Determination of Equilibrium Output (Income), The Saving/Investment Approach to Equilibrium, The Multiplier					Online-Senkron		
13. Week	The Determination of Equilibrium Output (Income), The Saving/Investment Approach to Equilibrium, The Multiplier					Online-Senkron		
14. Week	Exam Preparation - Sample Question And Solution					Online-Senkron		
Final (Explanation)**	The final will be held face to face in a written examination. It will be calculated as 60%.							
Make-Up (Explanation)	The make-up will be held face to face in written examination. It will be calculated as 60%.							
Select and explain in detail the teaching methods and techniques to be used in course.								
Synchronous	<input checked="" type="checkbox"/>	by using LMS						
Asynchronous	<input type="checkbox"/>							
Mixed (Synchronous + Asynchronous)	<input type="checkbox"/>							
Face-to-Face	<input type="checkbox"/>							
Other	<input type="checkbox"/>							
Other explanations for the effective and efficient conduct of the course								
Attendance***	70% attendance compulsory							
Course Resources	Karl E. Case, Ray C. Fair, Sharon M. Oster (2008). Principles of Economics Prentice Hall; 9 Edition [Course Book]							
Auxiliary Resources	Karl E. Case, Ray C. Fair, Sharon M. Oster (2015) Ekonominin İlkeleri, (12. Baskından Çeviri) Palme Yayınevi							
Course Counseling	Supervision (Face-to-Face and others)		All questions and remarks are received via email					
	Consulting Topics				Date	Time		
	No specific time for supervising (by email)							