



NEAR EAST UNIVERSITY

Student Handbook

Faculty of Medicine
2016-2017

1. MISSION AND VISION

The mission of the Faculty of Medicine at Near East University is to provide students with an elite education and training program. Our medical curriculum aims to facilitate medical students with problem solving skills together with the interpersonal skills required during patient consultations. Students are encouraged to continually update their medical knowledge and to maintain an interest in recent medical advances. The development of such skills will ensure that our future graduates will be well equipped to provide their patients with accurate diagnoses and treatment plans. The medical curriculum at Near East University has ultimately been designed to produce future doctors of the highest calibre.

Organisation of Faculty of Medicine

The faculty of medicine is composed of three divisions; the Division of Basic Sciences, the Division of Medical Sciences and the Division of Surgical Sciences. Each division is composed of several departments related to its scope of study and work. For further information regarding the departments of each division please visit the following link; <https://neu.edu.tr/academic/faculties/faculty-of-medicine/departments/>

2. METHOD OF EDUCATION

Organ/system based integrated system is implemented as the method of education at the Near East University (NEU) Faculty of Medicine. The curriculum is planned with a multidisciplinary approach in mind. The curriculum is divided into two sections. The first three pre-clinical years and the second three the clinical years. During the first three years (phases), a teaching program in basic sciences and clinical sciences are integrated together. For example a particular subject such as the cardiovascular system is taught together with its anatomy, physiology, biochemistry, pathology and clinical aspects in an integrated and coordinated program. In this system, the artificial border between different disciplines and the so-called pre-clinical and clinical fields is minimized. In year I, the students take courses in basic sciences. In year II, courses focus on human biology and introductory of microbiology, and in year III, courses based on physiopathology, pathology, pharmacology and clinical sciences are given. Years IV and V are the clinical clerkships period. During this period, patients from in - and out - patient clinics are examined and evaluated under supervision along with compulsory attendance to clinical lectures and seminars. Year VI is the period of undergraduate internships. In this phase, the interns actively participate and are responsible for patient care under the supervision of teaching staff and specialists.

3. ACADEMIC CALENDAR

The academic year for the first year of medicine generally begins in the first week of October, the second, third, fourth and fifth years generally begins in the third week of

September and finishes in the third week of June. The dates may vary slightly from year to year. The academic calendar is announced on the website in July each year. For the exact dates of 2016- 2017 academic calendar please visit the faculty website: <https://neu.edu.tr/academic/faculties/faculty-of-medicine/>

The sixth year which is the internship year begins in the first week of July and finishes at the end of June of the following year.

4. LOCATION AND CONTACT NUMBERS

The Medical Faculty is located on the right side of the Near East University Hospital. The Near East bank is also a reference point to locating the faculty building. The plate “ Tıp Fakültesi” which means Faculty of Medicine in Turkish is located at the top of the building.

The building has four floors. The dean’s office is located on the third floor. The teaching staff offices, administrative staff and technical staff are all located in the building. The dissecting room, lecture halls and multidisciplinary laboratories are also located on different floors of the building.

Information regarding the services available on each floor is clearly outlined at the entrance of each level.

The contact details for the faculty are as follows:

Telephone number: +90 392 675 10 00; Ext: 30 16 or 3030 (Dean’s office secretariat)

The building in which the Medical Faculty is located is open between 08:00 – 17:00 from Monday to Friday. Students can access the building from the main entrance as well as from the door located on the right side of the building.

Parking is available around the building and is accessible to all medical students.

5. TEACHING STAFF AND COORDINATORS:

The NEU Medical Faculty has full time and part time teaching staff. There are also a number of visiting professors who lecture from time to time within the framework of bilateral agreements signed with the universities abroad. The Medical Faculty provides students with the opportunity to be educated by lectures which are equipped with various teaching styles; such a teaching program allows students to be flexible in the way information is received which is essential particularly if graduates commit

themselves to a continuing lifelong medical education (CME).

There is an academic coordinator for each year level at the Medical Faculty. There are also vice coordinators for each coordinator. That coordinators team for each year level also work together to arrange the timetable of each committee in addition to organising exams.

The coordinator and vice coordinators' offices of the first, second, third and the sixth year are located at the Faculty of Medicine, the fourth and fifth year coordinators' offices are located within the hospital.

Students should consult their designated year level coordinator or the vice coordinator/s with any concerns or questions regarding lectures, laboratory sessions, exams, make up exams, re-sit exams, application for the reassessment of their exam papers, excuses and excuse reports.

Students should contact their designated year level coordinator, vice-coordinators and the teaching staff within the specific working hours announced by the related teaching staff. If no office hours are announced by the teaching staff the students may visit the office of the coordinator/vice coordinator within the working hours.

Students need to respect the working hours announced by the teaching staff and only make contact with in the designated hours. The coordinators of the Faculty of medicine and their contact details are listed below:

6.THE REGISTRAR'S OFFICE

a. Opening Hours and Contact Details

The Registrar's Office is located at the Rectorate building, ground floor and the opening hours are from 8:30- 13:00 and 14:00 – 16:30 Monday to Friday. Students can also find information about the Registrar's Office from **info@neu.edu.tr**

b. Services

The Registrar's Office is the correct point of contact for students from **TRNC** and **Turkey**, following registration, students can receive information regarding the faculty, the university, course fees, methods of payment and applications for ID cards can all be made here. . Every student is required to have an ID card as it will be required when entering all exams.

Students must also obtain an exam **entrance document** from the registrar's office to verify that payment has been made for the given semester. Please note that if you do not have an exam entrance document you are not

allowed to enter any of the exams, including committee, final, make up and resit exams.

Students can also receive transcripts from the Registrar's Office at any point during their enrolment. . Processing of transcripts may take a few days and students are expected to collect their transcripts from the Registrar's Office. The price for one transcript is 21 Euros.

The **international students**' application, acceptance, registration for any course program, and preparation of transcripts are all available at the International Students 'Office.

<https://neu.edu.tr/administration/international-students-office/>

c. Tuition Fees

Tuition fees vary for local, Turkish and international students. In addition to annual tuition fee, students need to pay 5% VAT and a social activities fee at the beginning of each academic year. Depending on their success in the OYS exam, the tuition fee may be reduced substantially.

d. How to pay university fees?

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

The second tuition payment option d is to pay in eight instalments; four payments per semester. The last day for the instalments is the 20th of every month during each semester. In the case of a delayed payment, the interest to be paid is 3% of that monthly payment.

Please note that you must pay the fee at each semester and receive the exam entrance document to be allowed to take the committee, final and re-sit exams.

Students must also receive the **exam entrance document** from the registrar's office as proof that the appropriate fee payments has been made. Please note that if you do not have an exam entrance document you are not allowed to enter any exam including the, committee, final, make up and re-sit exams.

7.REGISTERING FOR COURSES

Registration for the Faculty of Medicine is to be completed at the Registrar's Office. After registration to the university, Medical students should not register online for courses as the medical curriculum is composed of various courses (committees) in the first three years, clerkships in the fourth and the fifth year and internship in the sixth year. Students from the Turkish Republic and Cypriots must also register for the two courses namely "Ataturk İnkılapları" and "Turkish" courses. There are also some other courses which are elective courses in the medical curriculum as well as elective clerkships. Students may wish to go to another university within the country or abroad for elective and even the compulsory clerkships and as part of the sixth internship year. Before going to another university /hospital within the country or abroad students need approval from the appropriate year level coordinator. Application can only be made once an S acceptance letter from the host institution is received.

8. TRANSFER STUDENTS

Citizens of the Turkish Republic of Northern Cyprus and Turkish Republic apply to the Registrar's Office. International students need to apply to the International Students' Office with the required documents (e.g. the transcript of her/him from home university). The Registrar's Office or the International Students' Office then decides whether to accept and enrol the student once the student is accepted to the university, the student is forwarded to the dean's office of the Medical Faculty. The Medical Faculty assesses the transcript of the student and decides which year of the course the student should attend.

For the citizens of the Turkish Republic, the transfer rules of NEU follow the Higher Education Council's (YÖK) rules. See <http://www.yok.gov.tr/content/view/476/> for more details.

9. MAKING CHANGES TO YOUR PERSONAL DETAILS

Details regarding personal information are available on the online student information system (SIS) (Einstein). This database includes student contact details and academic status. It is very important that all details are correct and current to allow the Medical Faculty to make contact if need be. Students need to ensure in particular that their mobile phone numbers and e-mail addresses are up-to-date as these are the most common communication methods used by the faculty.

Please note that if any of your personal details change you should immediately change your personal details at the SIS!

10. EXAMINATION REGULATIONS, ASSESSMENT AND GRADING

In the first three years at the Medical Faculty, students are evaluated using MCQ (multiple choice questions) exams and, laboratory exams. Performance assessment is the only evaluation method used in the 6th year. During Phases 1, 2 and 3 a Subject Committee Examination is given at the end of each subject committee. These examinations consist of a written and a practical component. At the end of Phases 1, 2 and 3 there is also a final examination. Successful completion of each committee exam is not sufficient to pass the year; the student must also successfully complete the final examination. If a student fails the final exam they must take the re sit exam. Re sit exams generally take place in September, please keep track of announcements by the coordinator of each year level, for the date, time and location of re-sit exams.

There is an examination at the end of each clinical clerkship in Phase 4 and 5. In general, the assessment examination is performed as theoretical (written and oral, written or oral) and

practical (written and oral, written or oral). In the examination, the student's performance during the clerkship is also taken into consideration. In Phase 6, the student's performance is evaluated based on their enthusiasm in the wards and in out-patient clinics.

Grading Scheme and Grades:

PERCENTAGE	COURSE GRADE	GRADE POINTS
90-100	AA	4,00 (Excellent)
80-89	BA	3,50 – 3,95 (Excellent)
70-79	BB	3,00 – 3,45 (Very Good)
60-69	CB	2,50 – 2,95 (Very Good)
50-59	CC	2,00 – 2,45 (Good)
45-49	DC	1,50 – 1,90 (Failed)
40-44	DD	1,00 – 1,40 (Failed)
35-39	FD	0,50 – 0,90 (Failed)
0-34	FF	0,00 (Failed)

Cheating in the exams is not tolerated. If a student is caught cheating, the exam paper will be signed by the invigilating instructor at the end of the exam. If the case is taken to the Disciplinary Committee of the Faculty, the student automatically fails the course.

When entering all the exams, students are required to bring their student ID cards as proof of identity. For the final exams, students are also required to bring their fee payment slips which demonstrate that they have paid their tuition fees. This documentation is checked by the university's security and students are not allowed to attend their final exams if they do not have their payment slips or their student ID cards.

11.OFFICE HOURS

Office hours are time slots where each student can meet with their instructors in

their office and discuss academic issues, course materials and their progress, to view their exam papers and receive information about their course subject. These designated office hours are to for the benefit of the students. Office hours can be found on individual instructors' web pages or on their doors. Instructors are ready to answer questions during their office hours. Therefore, students are encouraged to visit their instructors during their office hours. If teaching staffs do not have office hours the students may visit them during working hours.

12.MEDIUM OF INSTRUCTION

Medium of instruction is **English for the English section and Turkish for the Turkish section offered by the Medical Faculty**. Students are required to speak in English to their teaching staff during the lectures and practical classes. International students must know Turkish to be able to communicate with the patients during bedside training when they attend the clerkship (fourth and fifth year) and internship (sixth year) years

12.1. English Language Requirements

Students enrolled in the English medical program at the Medical Faculty are required to take the English Proficiency and Placement Test. Students who achieve a score of 70 out of 100 or over, are allowed to start their training at the Medical Faculty. Students who obtain a score below 70% are required to study the program of the English Preparatory School.

The university accepts a number of English language qualifications, including IELTS and TOEFL exams. The current requirements are: IELTS: 6.0 or TOEFL: 79 IBT.

<https://neu.edu.tr/wp-content/uploads/2015/11/learner-handbook2.pdf>

13.STUDENT ATTENDANCE AND ABSENCE

Students must attend the lectures and practical classes / laboratories. However under certain circumstances students have the right **not** to attend a maximum of 25% of the lectures and 20% of the practical classes/laboratories in each committee. The student has to make-up all the practical classes /laboratories that were not attended before s each committee exam, otherwise students will not be permitted to attend the committee exam.

Medical reports from the NEU hospital and other hospitals are accepted for

absences. If a student misses an examination, be it a committee, final or re-sit exam, the student must provide a medical report within three working days following the end date of the report. After the three day period, the student loses their right to receive a make-up exam. Students are expected to follow the scheduled make-up exam dates announced from the coordinator of the related year. If a student is unable to attend the scheduled make-up exam date, then the student misses out on the opportunity to attend the make-up exam. Please note that there is no makeup exam for the final exam and re-sit exam.

14.GENERAL GUIDELINES FOR STUDENT CONDUCT

- Students are expected to obey the general rules of conduct within the university and act respectfully towards their instructors and fellow students at all times.
- They should also be on time, both to their classes and any appointments they may make with any departmental staff. This includes the appointments made during the office hours of the instructors.
- Making noise in the corridors (especially in front of the lecturers' offices), both during class hours and during break times, is strictly forbidden. Students should refrain from shouting and/or playing loud music within the department at all times.
- Students are responsible for checking their announcement boards, instructors' websites for any information and announcements regularly.
- It is the students' responsibility to check any updates with the committee and exam schedules via the announcement boards and faculty's website.

14.1. Classroom Conduct

Students are expected to follow the below listed guidelines when attending their lessons:

- **Students are expected to be on time for every class.** Individual instructors may have different policies for late comers. However, in general

students are not accepted into classes if they are late and are expected to wait for the break in order to join the class.

- Students are encouraged to **participate in the lessons**. This does not mean coming to class for every lesson and sitting silently. Participation includes answering questions posed by the instructor as well as taking part in and contributing to class discussions.
- In certain courses, the instructors may require students to read the material before coming to class. Therefore, students are expected to come to class ready for the course. They are also required to bring the related material to the classroom. **Instructors will not accept students to class without their books/materials.**
- **It is forbidden to use mobile phones in the classrooms.** Students should either turn their mobile phones off or put them on silent when in class. If a mobile phone rings in the classroom, the instructor has the right to ask the student to leave the room.
- **Students should refrain from talking in class** unless they are asked to do so by their instructors. The instructors have the authority to ask any student to leave the classroom if they believe that the student(s) is interfering with the other students' learning.
- Eating and drinking are strictly forbidden in the class
- It is strictly forbidden to attend the laboratory without a lab. Coat.

14.2. Regulations for Misconduct

“Misconduct” is defined as any behaviour that is against the general guidelines for student and classroom conduct as defined in the “General Student Discipline Regulations” of the University. This may range from being disrespectful towards their instructors or their fellow students to cheating in an exam. . The Disciplinary Committee deals with any student misconduct that may occur within the department. The committee then discusses the possible outcomes and makes a decision based on the University’s regulations for student misconduct. These results may vary from a warning, condemnation, to expulsion from the university for a

certain period of time, this is dependent on the seriousness of the offense. You can find more information about the “General Student Discipline Regulations” at the following website <https://neu.edu.tr/administration/regulations/>

15.TEACHING MATERIALS AND ONLINE SOURCES

Students are expected to purchase/obtain the listed materials for all of their courses at the beginning of the year/semester. Some course materials may be downloaded from instructors’ web pages. Therefore, students are expected to follow the guidelines provided by their instructors and check their instructors’ web page regularly for posted links.

16.THE GRAND LIBRARY AND THE MEDICAL LIBRARY AT THE HOSPITAL

The Grand library houses 500 thousand open shelves. It is a culture and information access centre built to world standards with more than 50 thousand electronic journals, 65 thousand DVDs, 17 booths for viewing films, 12 personal and group study rooms, 4 amphitheatres with seating for 1000, a 350-person theatre, a 600-person cafeteria and 600 study tables. Open 24 hours a day, the complex is open to everyone free of charge. The information in the centre, which is equipped with the latest digital technology, can be accessed from your home via the internet. If you are on-campus, you can access the information while on the grounds thanks to our wireless network. The world's library concept is breaking new grounds, it is no longer just a place to obtain books, they also serve as information access points. . Soon our reference services will be accessible via telephone; internet and perhaps in the near future as SMS, such services which are currently available only to academicians and researchers will be accessible by the general public as well.

There is also a library for medical students within the University hospital on the ground floor, near the Radiology Department.

17. APPEALS TO EXAM RESULTS

Although students are encouraged to talk to their coordinator about any assessment

result that they are unhappy with, they can also make an appeal regarding results/grading using an official application procedure.

Appeals should be made via a written letter to the coordinator of the related year where the reasons for the appeal should be stated clearly. The appeal is examined by the coordinator of the related year

20. REQUIREMENTS FOR GRADUATION

Students need to complete all the courses, clerkships and the internship year. The total ECTS for the medical education is 360 ECTS credits. The CGPA must be above 2.00 out of 4.

20.1. The Graduation Ceremony

Students who complete all of their courses and whose CGPA is above 2.00 are entitled to graduate as a medical doctor. Therefore, they can attend the graduation ceremony at the end of the year in which courses are completed.

Gowns for the ceremony can be hired for 50 US Dollars for the day of the graduation ceremony. Students can keep their gowns, however if returned students will receive their hire fee back. .

21. STUDENT EMPLOYMENT

There are job opportunities for students who would like to work within the university during their studies. Those who want to have a part-time job can submit their application form together with their course timetable to the Registrar's Office. The Office then may offer a possible part-time job.

22. DEAN OF STUDENTS OFFICE

Dean of Students Office is an integral part of the educational process at the Near East University providing services, programs, and facilities that not only provides our students with occupation but also prepares our students for university life by supplying programs and opportunities and equipping students not just with documents but also with knowledge. The Office of Student Deanship is committed to a holistic approach to student development – intellectual, social, physical, psychological, cultural – in an environment that promotes diversity, tolerance, civic and moral responsibility, local and global awareness, psychological and emotional well-being.

<https://neu.edu.tr/dean-of-students-office/>

23.COMPLAINTS

If a student believes that they have been mistreated or unfairly treated by any member of the faculty, they can contact the Coordinator or make an official complaint by writing a letter directly to the coordinator/Deans Office. The student will then be notified of the outcome.