



NEAR EAST UNIVERSITY

FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES

DEPARTMENT OF COMPUTER INFORMATION SYSTEMS



STUDENT HANDBOOK

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1. THE FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES

The Near East University, Faculty of Economics and Administrative Sciences (FEAS) was founded in 1988 with two departments, Business Administration and Computer Information Systems. In the following years 9 more departments were established, namely International Relations, Economy, Political Science, Banking and Finance, International Business, European Union Relations, Knowledge Management, Marketing, and Human Resource Management, Public Administration, and Management Information Systems bringing the faculty to a total of 13 departments and over 1500 students.

The educational programmes are fundamentally strong and have a broad and modern vision. The programmes are constantly updated to provide our students with a contemporary education. The curriculum of each programme has been designed to carefully balance theoretical and practical courses as well as compulsory and elective courses. The first two years of the programmes consist of the compulsory courses giving the students their theoretical foundation. The remaining years allows the students to choose from a range of elective courses providing them with the opportunity to pursue their areas of interest. Apart from Knowledge Management all programmes are available in both English and Turkish.

The faculty is proud to be host to students from a vast array of different countries from all around the world. This provides the faculty students with the opportunity to mix and experience different cultures which in turn will be a valuable experience for them in their future careers.

The Near East University, Faculty of Economics and Administrative Sciences, with its young and dynamic academic staff, aims to provide students with a contemporary education that will contribute to the development of quality individuals who are equipped with global knowledge and skills to cope with the continuous changes and developments nationwide as well as worldwide.

2. THE MESSAGE OF THE CHAIRPERSON OF COMPUTER INFORMATION SYSTEMS DEPARTMENT

Dear Students,

We have freshly started a new academic year. Our family is getting larger with the new students attending to our family. Having new students in our family will further lead to new gains of our department. In this regard, I have every confidence to point out that you will do your best and will succeed to extraordinary achievements in your courses. I do believe that not only the qualified academic members but also laboratories and classrooms equipped with latest technology will help you to have an ebullient educational process. I wish you all a peaceful and successful academic year at this precious University of our adorable island. May you all the best throughout the new academic year.

As a result of the recent advances and innovations in communications technology, internet, and related fields, computers have become part of everyday life. Computer Information

Systems is currently one of the fastest growing fields and the demand for graduates in this field is increasing all the time. The Degree programme offered by the faculty aims to train students in this field and prepare them for a career in computer related jobs.

Students will develop the necessary skills in all aspects of the software development cycle and will have an excellent background in analysing, comparing, and using various application programs. Computer information systems is currently used in all government offices, in public places such as in hospitals, in educational institutions, in private offices, in shops and in all types of businesses. As a result of this, one of the objectives of the degree programme is to teach the basic business skills to students in addition to the computer related topics so that the students become more competitive in the job market. The department strongly believes that by integrating the information technology with business processes the students acquire all the necessary professional skills demanded in the current competitive market place.

The programme is well structured and has been designed with the aim of providing an excellent foundation in many areas of the current computer technology. The programme offers courses in computer software, database systems, computer architecture, operating systems, computer networks, mobile devices, organisational skills, and business applications of computers. In addition, the program aims to teach and develop the leadership skills of students so that they can take managerial positions and be leaders in their future careers and work in harmony to ensure that the organisation they are working for achieves its targets. The department also aims to ensure that those students who wish to continue into the postgraduate studies have the necessary theoretical and practical knowledge and the abilities to carry out research in a professional manner after graduating from the department.

2.1 Mission and Vision

The aim of the Bachelor degree is to equip graduates with fundamental skills, knowledge and competencies to sustain their professional life in the Information Systems field.

Mission

Our mission is to administer the academic program to our students with ultimate effectiveness so that they can easily achieve their goals in business life.

Vision

Our vision is to be a role model for all who seek intellectual vitality in a learner-centered and socially responsible academic community in computer information systems.

2.2 Objectives of the Degree Programme

As a result of the recent advances and innovations in communications technology, internet, and related fields, computers have become part of everyday life. Computer Information Systems is currently one of the fastest growing fields and the demand for graduates in this field is increasing all the time. The Degree programme offered by the faculty aims to train students in this field and prepare them for a career in computer related jobs.

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It is one of the objectives of the undergraduate degree programme to prepare the students for the highly competitive job market and give them the necessary experience and skills so that they are motivated, knowledgeable, and confident individuals while searching for a job after graduating. Students broaden their practical knowledge of computers and business studies skills by spending a short time in industry or in an office under the supervision of a computer expert. This gives them an experience and an understanding of the real-life problems and prepares them for responsible positions in the commercial market places by combining a strong background in information technology with a strong foundation in business administration.

Graduates from our programme can virtually find jobs in all places where computers are used. Graduates of the department are ready to enter into the fields such as systems analysis, application programming, network management, and information systems management. Some popular working areas of our graduates are: All kinds of government offices, IT departments of private and public companies, communications and networking departments, IT consultancy, research and development, and education. Some of the most common employment opportunities for graduates can be listed as; IT managers, development managers, project managers, system analysts, IT consultants, database designers and software developers, database, network systems and information systems security administrators.

The main objectives of Computer Information Systems undergraduate degree programme are outlined as follows:

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- To acquire graduates common competencies that are essential for carrying out fundamental processes in their life-long profession and learning within society.
 - To equip graduates with technical competences that are associated to the demands of the professional areas associated with their degree.
 - To provide graduates in-depth specialized competencies in the areas of computer science, information systems, software engineering and information technology to solve problems in specific academic, professional or social settings.

2.3 Learning Outcomes of the Degree Programme

The degree programme intends to prepare students and graduate them with a number of abilities and skills. The intended learning outcomes of the degree program have been clearly defined and are accessible to all relevant stakeholders, especially to teachers, trainers, lecturers, and students. These outcomes are valid and based on currently accepted technical developments in computer information systems. The intended learning outcomes and the requirements to achieve them have been made transparent to the learners. Students and prospective students can find the learning outcomes on the web site of the department. Formal mechanisms are in place for the periodic review and monitoring of the degree programme. Students are assessed using the published criteria to ensure that the learning outcomes intended by the degree programme have all been achieved. Student achievements have been measured and monitored constantly to make sure that they are competent to take up qualified employment after graduating from the degree programme.

Most computer based courses in other universities around the world teach only the computer hardware and/or computer software topics. Example courses are computer science (where computer software and algorithm design are taught), or computer engineering (where computer hardware and software programming are taught). Computer Information Systems is a multi-disciplinary course where students learn computer related topics such as programming, as well as accounting, business finance and economics. This is the specific profile of this degree programme.

The graduates have many opportunities after graduating. Some of the possibilities are:

- Study for a postgraduate degree
- Find employment in a government office on information technology
- Find employment in private companies on information technology and related fields
- Find employment in private firms manufacturing computers
- Find employment in private firms developing software
- Find employment in government offices and private firms on computer

-
- maintenance and development
 - Do private business on information technology and related fields

In accordance with their prospective professions, graduates must possess a series of common, technical and specialized competences closely associated with the demands of the professional areas of the BA degree. These competences reflect the combination of knowledge, skills (intellectual, practical, social, etc.) that enable individuals to perform tasks and solve problems in specific academic and professional situations. Nine educational objectives are outlined here by the description of the learning outcomes that graduates require for practising their profession. Competences are the following learning outcomes that have compliance with the EQUINE Euro-Inf learning outcomes also:

COMMON COMPETENCES

1. EFFECTIVE ORAL AND WRITTEN COMMUNICATION

- To communicate with other people knowledge, procedures, results and ideas orally and in a written way.
- To participate in discussions about topics related to the activity of their profession.
- To work in a multidisciplinary group or in a multi-language environment and to communicate, orally and in a written way, knowledge, procedures, results and ideas related to the profession.

2. TEAMWORK

- To be capable to work as a team member, being just one more member or performing management tasks, with contributing to develop projects practically and responsibly.

3. INFORMATION LITERACY IN LIFELONG LEARNING

- To manage the acquisition, structuring, analysis and visualization of data and information of the field, and to value in a critical way the results of this management.
- To overcome deficiencies in the own knowledge through critical reflection and adapting oneself to new methods and technologies, and situations.

TECHNICAL COMPETENCES

4. UNDERSTAND & APPLY IT SKILLS

- To demonstrate knowledge and comprehension of essential facts, concepts, principles and theories related to Computer Information Systems.
- To use properly theories, procedures and tools in the professional development of the informatics engineering in all its fields (specification, design, implementation,

deployment and products evaluation) demonstrating the comprehension of the adopted compromises in the design decisions.

5. ANALYZE, EVALUATE & MANAGE IT SKILLS

- To analyse, design, build and maintain applications in a robust, secure and efficient way, choosing the most adequate paradigm and programming languages.
- To evaluate and select hardware and software production platforms for executing applications and computer services.
- To plan, comprehend, deploy and manage IT projects to lead the start-up, the continuous improvement and to value the economical and social impact.

SPECIALIZED COMPETENCES

6. COMPUTER SCIENCE RELATED

- To have an in-depth knowledge about the fundamental principles and models and be able to apply them to interpret, select, value, model and create new concepts, theories, uses and technological developments, related to the field.
- To develop effectively and efficiently algorithms for a software to solve complex problems.

7. INFORMATION SYSTEMS RELATED

- To demonstrate comprehension and apply the principles and practices of the organization, in a way to associate technical and management components of an organization, and participate actively in the training.
- To integrate solutions of Information and Communication Technologies, and business processes to satisfy the information needs of the organizations, allowing them to achieve their objectives effectively.
- To determine the requirements of the information and communication systems of an organization, taking into account the aspects of security and compliance of the update standards.
- To participate actively in the specification, design, implementation and maintenance of the information and communication systems.

8. SOFTWARE ENGINEERING RELATED

- To develop, maintain and evaluate software systems which satisfy all user requirements, which behave reliably and efficiently, with a reasonable development and maintenance and which satisfy the rules for quality applying the theories, principles, methods and practices of Software Engineering.

9. INFORMATION TECHNOLOGY RELATED

- To define, plan and manage the installation of the ICT infrastructure of the organization.
- To design solutions which integrate hardware, software and communication

technologies.

- To use methodologies centred on the user and the organization to develop, evaluate and manage applications and systems based on the information technologies which ensure the accessibility, ergonomics and usability of the systems

2.4 Location of the Department and Contact Details

The Department of Computer Information Systems is one of the departments of the Faculty of Economics and Administrative Sciences. The department is located at the Faculty of Economics and Administrative Sciences' building which is the white building opposite the Grand Library. The secretaries' office is on the first floor and the offices of the instructors are on the first, second, and third floors of the building. The contact details for the department are as follows:

- **Secretary's Office Telephone Number:** 0392 675 1000 Ext: 3102
- **Fax Number:** 0 392 675 1051
- **University Website:** <https://neu.edu.tr/>
- **Faculty Website:** <https://neu.edu.tr/academic/faculties/faculty-of-economics-and-administrative-sciences/>
- **Department Website:** <https://neu.edu.tr/academic/faculties/faculty-of-economics-and-administrative-sciences/departments/departments-of-computer-information-systems/>

Students are expected to follow course related issues through their instructors' websites and Einstein (Student Information System). The instructor websites include information regarding the instructor's timetable, contact details, office hours, announcements related to the courses, and submission deadlines. In addition, course outlines and course related materials can be downloaded from instructors' websites. Student assessment results (e.g. exam results, assignment/quiz results, final grades, etc.) are announced via Einstein. Students are encouraged to use instructors' e-mail addresses to contact them during out-of-office hours. A list of instructor web pages and their e-mail addresses are listed below:

- **Department Chair**

Assoc. Prof. Dr. Nadire Çavuş

Web: <http://staff.neu.edu.tr/nadire.cavus/>

Email: nadire.cavus@neu.edu.tr

- **Secretaries**

Hümeyra Uzun

Email: humeysra.uzun@neu.edu.tr

Fikriye Sonaroğlu Kaşer

Email: fikriyesonaroglu.kaser@neu.edu.tr

Didem Mısırlı

Email: didem.misirli@neu.edu.tr

2.5 Curriculum

The curriculum is based on achieving the intended learning outcomes at the end of the 4-year study at the department. The “Module Handbook” gives a description of each module. Students graduate after taking a total of 240 ECTS points. During the 4-year study, students are offered 5 modules per semester and at the time of graduation a total of 41 modules are taken by each student.

The undergraduate program is designed to meet with the job demands of graduates which can be able to work as IT managers, software analysts, designers, developers, and network and security analysts. The undergraduate curriculum includes total of 44 courses with 123(240 ECTS) credits in total. 8 of these courses are technical elective courses chosen among 11 available technical electives. 19 of them are compulsory computing courses. 2 statistics, 8 business related courses are also mandatory in the programme. Approximately 60% of the courses compose of computing (programming, software, hardware, database, network, security) and 20% are business related courses, about 20% are related to mathematics, statistics and language and history. The proportion of compulsory computing courses to technical elective courses is 70% to 30% and compulsory courses to electives is 85% to 15%.

COMPUTER INFORMATION SYSTEMS UNDERGRADUATE CURRICULUM											
TERM I						TERM II					
CODE	COURSE NAME	E	T	P	C	CODE	COURSE NAME	E	T	P	C
ENG 101	English	5	3	0	3	ENG 102	English II	5	3	0	3
MAT 171	Mathematics I	6	3	0	3	MAT 172	Mathematics II	6	3	0	3
MAN 101	Introduction to Business	6	3	0	3	ECON 102	Principles of Economics II	6	3	0	3
ECON 101	Principles of Economics I	6	3	0	3	MAN 102	Principles of Management	6	3	0	3
CIS 131	Intro. to Computer Information Systems	7	2	1	3	CIS 132	Intro. to Algorithm & Programming	7	2	1	3
*ATA 101	Principles of Atatürk's	0	3	0	0	*ATA 102	Principles of Atatürk's II	0	3	0	0
TURK101	Turkish as Foreign Language I	0	3	0	0	TURK102	Turkish as Foreign Language II	0	3	0	0
	(for foreign students)						(for foreign students)				
		30	14	1	15			30	14	1	15

TERM III						TERM IV					
CODE	COURSE NAME	E	T	P	C	CODE	COURSE NAME	E	T	P	C
ENG 201	Business Communication	5	3	0	3	MAT 282	Statistics II	6	3	0	3
ACC 202	Financial Accounting I	5	3	0	3	CIS 232	Programming Language II	7	2	1	3
MAT 281	Statistics I	6	3	0	3	CIS 246	Database Management	7	2	1	3
CIS 205	Programming Language I	7	2	1	3	CIS 202	Operating Systems	6	2	1	3
CIS 243	Data Structures	7	2	1	3	Elective	Technical Elective	4	2	1	3
		30	13	2	15			30	11	4	15
TERM V						TERM VI					
CODE	COURSE NAME	E	T	P	C	CODE	COURSE NAME	E	T	P	C
MARK 303	Principles of Marketing	5	3	0	3	MAN 308	Operations Management & Research	5	3	0	3
CIS 331	Systems Analysis Methods	6	3	0	3	CIS 348	E-Business Systems	6	3	0	3
CIS 363	Software Engineering	6	2	1	3	CIS352	Programming Language III	7	2	1	3
CIS 340	Internet Programming I	7	2	1	3	CIS 342	Ethical & Social Issues in Information Systems	5	2	1	3
CIS 386	Database Programming	6	2	1	3	CIS 456	Object Oriented Programming Lang. I	7	2	1	3
		30	12	3	15			30	12	3	15
TERM VII						TERM VIII					
CODE	COURSE NAME	E	T	P	C	CODE	COURSE NAME	E	T	P	C
MAN 404	Human Resource Management	5	3	0	3	CIS 400	Graduation Project	8	2	1	3
CIS 468	Object Oriented Programming Language II (C#)	7	2	1	3	CIS 411	Management Information Systems	7	3	0	3
CIS 403	Graduation Project	1	2	1	0	Elective	Technical Elective	4	2	1	3
Elective	Technical Elective	6	2	1	3	Elective	Technical Elective	4	2	1	3
Elective	Technical Elective	6	2	1	3	Elective	Technical Elective	4	2	1	3
Elective	Technical Elective	5	2	1	3	Elective	Technical Elective	4	2	1	3
		30	13	5	15			30	13	5	18

Theoric: 102, Practical: 24, Total Credits: 123, Total Teaching Hours: 102, Total ECTS Credits: 240

Technical Elective Courses		E	T	P	C
CIS 242	Animation Technologies	4	2	1	3
CIS 250	Information & Communication Technologies	4	2	1	3
CIS 401	E-Government	4	2	1	3
CIS 416	Computer Networks	4	2	1	3
CIS 420	Information Systems Security	4	2	1	3
CIS 421	Software Testing	4	2	1	3
CIS 430	Information Systems for Communication	4	2	1	3
CIS 432	Decision Support Systems	6	2	1	3
CIS 435	E-Learning Systems	6	2	1	3
CIS 440	Social Software Applications	4	2	1	3
CIS 450	IT Project Management	6	2	1	3
CIS 460	Mobile Application Development	6	2	1	3
CIS 486	Database Programming II	4	2	1	3
CIS 488	Web Development (PHP, MySQL)	6	2	1	3

The curriculum is based on achieving the intended learning outcomes at the end of the 4-year study at the department. Students graduate after taking a total of 240 ECTS (depicted as ECTS above) points. During the 4-year study, students are offered 5 modules per semester and at the time of graduation a total of 41 modules are taken by each student.

2.6 Course Descriptions

ENG 101 English I

Focusing on grammar and developing of all language skills. The aim of this course is to enable students follow their courses in English and also to express themselves in English.

MAT 171 Mathematics I

This course is aimed at providing a comprehensive treatment of selected topics in both finite mathematics and calculus. It will make students as comfortable as possible in an environment of quantitative analysis with computers.

MAN 101 Introduction to Business

Broad integrative course covering all functional areas of business; finance, human resources, management sciences, and information systems and marketing. In addition, relationships among business, government and society are considered.

ECON 101 Principles of Economics I

Basic concepts of economics and mainly elementary microeconomics. Topics covered are: The economic problem, supply and demand, elasticity, marginal analysis of consumers' and firms' behavior, the theory of profit maximization, analysis of markets, pricing in competitive and non- competitive markets.

CIS 131 Introduction to Computer Information Systems

This course provides an overview of information systems. Topics include hardware and software fundamentals, use of software packages, effective use of networks, Internet, and other communication tools, the design of management information systems, as well as the ethical use of computers in business and society.

ATA 101 Principles of Atatürk I

The principles of Atatürk will be discussed analytically and historically in both semesters.

TUR 101 Turkish as a Foreign Language I (for non-natives)

The course is designed for students who are interested in learning about other cultures and languages, and who have no previous knowledge of Turkish language. This course mainly introduces the student to Turkish language, through the development of the basic skills: listening, speaking, reading and writing. Also included is an examination of Turkish culture through an exploration of its historical roots and its most significant social, literary and artistic trends. The ultimate goal of the course is that students will gain awareness and appreciation of and insight into the Turkish culture.

ENG 102 English II

This course aims to take students to a more advanced level of English.

MAT 172 Mathematics II

Limits and continuity; average rate of change and slope; derivatives, instantaneous rate of change, higher order derivatives; optimisation, concavity of inflection points; maxima and minima; revenue, cost and profit applications, anti derivatives, rules of integration, differential equations, mathematics of finance, simple and compound interest, present value, effective interest, future value, annuities.

ECON 102 Principles of Economics II

Elementary macroeconomics, definition of national income, the role of government, the banking system, problems of inflation, unemployment and growth.

MAN 102 Principles of Management

Principles of management, the basics of management, theory and practice, the nature of planning, decision making, the nature and purpose of organising, basic departmentation, line/staff authority and decentralisation, human resource management and selection, motivation, leadership, and the system and process of controlling.

CIS 132 Introduction to Algorithms & Programming

This course introduces students the logic of programming. The course aims to give an introduction to problem solving techniques using structured programming approach. The course will provide the analytical foundations for proceeding courses that requires critical thinking in programming. Students earn required skills about the thought of programming using flowcharts and pseudo-code.

ATA 102 Principles of Atatürk II

The principles of Atatürk will be discussed analytically and historically in both semesters.

TUR 102 Turkish as a Foreign Language II (for non-natives)

The course is designed for students who are interested in learning about other cultures and languages, and who have previously taken TUR101 or have already a command of basic Turkish. Throughout the course, the students will be presented with learning opportunities for increasing their intermediate language skills: listening, speaking, reading and writing. The culture portion of the course will focus on the exploration of a number of significant issues in Turkish history, political and legal systems, institutions and society at large. The ultimate goal of the course is to give students a foundation for a deeper understanding and appreciation into the Turkish culture.

ENG 201 Business Communication

This course aims to improve the student's ability to understand and use English grammar and vocabulary in business context.

ACC 202 Financial Accounting I

Financial accounting the basis for business decision; recording changes in financial position; measuring business income; completion of the accounting cycle; accounting for merchandising activities; the control of cash transactions; accounts receivable, and notes receivable; inventories and cost of goods sold.

MAT 281 Statistics I

Frequency distributions and their graphs, measures of central tendency, measures of dispersion and skewness, basic concepts and rules of probability, probability distributions: Binomial, poisson, normal, and Chi-Square distributions, sampling concepts, sampling distributions.

CIS 205 Programming Language I

Fundamentals of programming in C language, identifier and variables, statements and commands of C language, data types, constants, Input/ Output operators, control structures, pointers and dynamical memory structures, functions and procedures, arrays, structures.

CIS 243 Data Structures

Stacks, queue, circular queues, linked lists, data structure techniques, trees, binary trees, database structures.

MAT 282 Statistics II

Summary of discrete distributions, summary of continuous distributions, descriptive statistics, point estimation, interval estimation and the control limit theory, inferences in the mean and variance of a distribution, inferences on proportions, comparing two means and two variances, simple linear regression.

CIS 232 Programming Language II

Introduction to Delphi; components of Delphi projects; organization of forms and units; using the components palette in Delphi; properties of components and the available options; events and event triggering; file structure of a Delphi project; files of PAS, DFM & DPR extensions; forms with multi document interface; linking of Windows-Based applications to Delphi projects (OLE); the data access method.

CIS 246 Database Management

The database, the database management system, components of DBMS environment, database design, roles of the database environment, data and database administrator, database designers, application programmers, end-users, the history of DBMS, data independence, database language, function of DBMS, components of a DBMS, relational model, relational data structure, database relations, properties of relational databases, relational keys, representing relational database.

CIS 202 Operating Systems

Introduction to operating system concepts; classification and structure of operating systems; single-user (DOS) and multi-user (UNIX) character oriented operating systems; graphical multi- user operating systems; multi programming and multi-environment, virtual memory and purging; device management, I/O system and I/O processing; deadlocks; system software: loaders, assemblers; Network applications.

MARK 303 Principles of Marketing

To provide fundamental concepts and to introduce related business activities within a systems perspective, supported with managerial and functional approaches for planning, pricing, promoting and distributing, satisfying products to target markets in order to achieve organisational objectives.

CIS 331 Systems Analysis Design & Methods

This course provides students with theoretical and practical skills related to system design and analysis process with an emphasis on object oriented approach. An overview of systems development projects and approaches are followed by thorough coverage of systems analysis and design issues equipping the students with the ability to perform OOA using the OMG Unified Modeling Language (UML). The topics covered are project management and planning, requirements gathering, documentation, analysis and modeling such Structured charts, PDL, Flowcharts, Waterfall models and Agile modelling), input/output/user interface design, team organizations, system integration and architecture, system interfaces, control and security.

CIS 363 Software Engineering

The aim of this course is to give students an introduction to the principles and practice of analysis, design and in O.O.D implementation of software engineering principles. Through experience of building a significant software system in a team, their experience and understanding of the problems that arise in building complex software systems. They will develop the analytical, critical and modeling skills that are required by a successful software engineering. The students will also be familiarized with the UML and Visual Paradigm (tool) to model software development and Agile software development methodology. Additionally, they will learn the principles of software life cycle and software documentation

CIS 340 Internet Programming

Internet concepts; HTML programming principles; HTML commands; writing and testing HTML code; embedding pictures and graphics into HTML documents; using FrontPage to develop internet applications; Graphical User Interface design principles; uploading and testing internet applications.

CIS 386 Database Programming I (Structured Query Language, SQL)

SELECT, FROM, WHERE and ORDER BY. Aggregate, date and string functions. GROUP BY and HAVING. Table joins: Cartesian, inner, outer and UNION joins. Indexes. Subqueries: EXISTS, IN. DML: INSERT, UPDATE and DELETE statements. Transactions with commit and rollback. DDL: Creating database objects (Tables, Views, Indexes, etc.), column data types. Data integrity with constraints. Concurrency and locks.

MAN 308 Operations Management & Research

The fundamentals of operational research and modelling; the development, application and computation of the basic operations research techniques; the topics covered are: Application of scientific methodology to business problems and mathematical modelling, linear programming, scientific approach to decision making.

CIS 348 E-Business Systems

This course covers emerging online technologies and trends and their influence on the electronic commerce marketplace. Students will learn various revenue models and how to market on the Web. Next, the course covers online auctions and various legal and ethical issues. Students will learn about important security issues, such as spam and phishing, their role in organized crime and terrorism, identity theft, and online payment fraud. Finally, students learn how to plan for electronic commerce.

CIS 352 Programming Language III

Introduction to Visual Basic; components of Visual Basic projects: labels, text boxes, command buttons, list boxes, combo boxes, timers, image boxes, picture boxes; organization of forms and units; properties of components and the available options; events and event triggering; file structure of a Visual Basic project; small Visual Basic application programs.

CIS 342 Ethical & Social Issues in Information Systems

This course will enable the student to evaluate ethical issues that Information Technology professionals face in a corporate setting. The student will examine the classical normative ethical theories based on notions of duties, rights, consequences and virtue based ethics as well as the contemporary codes of conduct established by professional organizations. The student will explore, analyse, and critique case studies in order to develop skills in ethical thought and written communication.

CIS 356 Object Oriented Programming Language I

Primitive data types, expressions and arithmetic operators, Input and Output, the if statement, counting, sentinel-controlled and result-controlled loops, objects and object references, class structure, method parameters, encapsulation and visibility modifiers, overloading, for statement and arrays, inheritance, abstract classes and polymorphism.

MAN 404 Human Resource Management

The course aims at showing the importance of human resource management (The management of people) and its link with productivity, quality of work life, and profits in today's highly competitive world. Human resource management activities examined include job analysis, human resource planning, recruitment, selection, orientation, training and development, performance appraisal, career development, compensation management, labor relations, and employee health and safety.

CIS 468 Object Oriented Programming Language II

Introduction to Computing and Programming, Data Types and Expressions, Methods and Behaviors, Creating Your Own Classes, Making Decisions, Repeating Instructions, Arrays, Advanced Collections, Introduction to Windows Programming, Programming Based on Events, Advanced Object-Oriented Programming Features, Debugging and Handling Exceptions, Working with Files, Working with Databases, Web-Based Applications.

CIS 403 Graduation Project Proposal

This is the first phase of graduation project course. Graduation topics are identified. Students can either select topics from offered list or they can individually find their topics and submit it to the graduation project committee for approval. When approved, students carry out literature search and work on the theoretical aspects of the project. The students are required to work in teams and the chair person assigns a project supervisor from the department which is relevant to their topics. According to these specifications the systems analysis, design and development processes are covered. A project proposal report is developed and presented to the committee.

CIS 406 Summer Training

As fulfillment of the degree programme, students should work for duration of 45 work days in Information Technology or Information Systems related companies. Following

6th academic semester, students are able to work in the summer training internship. At the end of the word period, student submits a written report. And granted as PASS grade if all the requirements are fulfilled.

CIS 400 Graduation Project

This is the second phase of graduation project course. Depending upon the type of project students are required to develop a software, mobile application, web development, information systems security etc. Students should implement their projects and present it to the graduation project committee. The final project should consist of functional software/hardware, preparing user and system manuals and a report of the procedures, performance checks, and testing results.

CIS 411 Management Information Systems I

Define the Management Information System (MIS), and its sub systems (transaction processing systems, information reporting systems, decision support systems, and office automation systems). Sometimes the course will focus on organization, model and decision making.

CIS 242 Animation Technologies

Computer graphics and applications course introduces students to the use of computer technology in the process of graphic design. Students will learn about basic visual communication skills using a variety of industry standard graphic programs creating animations using software packages.

CIS 250 Information and Communication Technologies

The main objective of this course is to teach the principles and foundational logic of Information and Communication Technologies and how to use of ICT for personal and educational purposes.

CIS 416 Computer Networks

Principles of standards and protocols, network topologies, switching techniques, media access techniques, type of networks (LAN, MAN, WAN), performance management of

networks, network design, distributed systems and applications, introduction to remote procedure calling, client/server computing, TCP/IP protocols, internet security.

CIS 420 Information Systems Security

The aim of the course is to introduce students to the very important topic of security and risk management in the field of information technology. In this course students learn critical security principles that they can apply to plan and develop secure and risk free systems. The course includes both theory and practice and students learn about the software, hardware, communications, applications, and the policies related to the development of secure IT based systems.

CIS 421 Software Testing

This course is designed to enable a clear understanding and knowledge of the foundations, techniques, and tools in the area of software testing and its practice in the industry. The course will prepare students to be leaders in software testing. Whether you are a developer or a tester, you must test software. This course is a unique opportunity to learn strengths and weaknesses of a variety of software testing techniques. Applications of testing techniques in health care industry (e.g. pacemaker), nuclear industry (e.g. plant control), aerospace industry (e.g. Mars Polar Lander), security (e.g. smart card), automobile industry (e.g. automotive control systems), and others will be considered.

CIS 430 Information Systems for Communications

The aim of this course is to teach students the skills of communications using the information systems, and how communication is used in global organizations in the world. The key elements of the course are information systems, software and hardware, data communication technologies, and people. The course teaches how all these components can be put together and managed to create competitive advantage to an organization. Students learn how information systems are used in organizations and how the quality, speed, and reliability can be improved by using these tools correctly. In addition, the course provides an introduction to the principles of technology acquisition and the use of various application software in modern organizations in order to improve the communication skills and the overall organizational efficiency.

CIS 435 E-Learning Systems

This course aims to combine the networked information technologies and organizational strategy. Students learn to implement a rich variety of business models in the national and global contexts with the aim of connecting individuals and businesses together. In addition, students learn e-business strategies and the development of applications for e-businesses.

CIS 450 IT Project Management

This course aims to understand and articulate the importance of Project Management in

any business project, clearly define project objectives, create a project work Breakdown Structure, develop a manageable project schedule, understand scope creep and change control.

CIS 460 Mobile Application Development

Students learn to write both web apps and native apps for Android using Eclipse and the Android SDK, to write native apps for iPhones, iPod Touches, and iPads using Xcode and the iOS SDK, and to write web apps for both platforms. The course also touches on Windows 8 application programming, so as to provide students with a stepping stone for application development in the mobile operating system of their choice. Additional topics covered include application deployment and availability on the corresponding app stores and markets, application security, efficient power management, and mobile device security.

CIS 486 Database Programming II (Oracle)

DDL: Creating altering and dropping database objects (Tables, Views, Indexes, etc.). Oracle data types, meta data and its uses, Common Oracle aggregate, string and date functions, application of data integrity: domain, entity and referential. Constraints, SQL Plus settings and spooling, PL/SQL introduction: blocks, variables and their scope, cursor declarations, SELECT..Into, loops and conditional statements. Transaction: COMMIT and ROLLBACK. Procedures, Functions and Packages: IN, OUT parameters. Cursors: basic LOOP and the CURSOR LOOP. Exception handling. Table triggers. Dynamic SQL.

CIS 488 Web Development (PHP/MySQL)

This course follows a step-by-step introduction to the topics concerning PHP programming with MySQL. Topics include introduction to Web development and PHP, working with data types and operators, building functions and control structures, manipulating MySQL databases with PHP, managing state information.

2.7 Structure and Modularity

The degree programme has been organized in a modular way. In the programme each module is a consistent and standalone study material consisting of 4 – 8 ECTS points. The course structure has been organized such that students have no difficulties in moving from one semester to the next. Some courses have pre-requisites where students first must take the pre-requisite course successfully before taking the next dependent course. These pre-requisites are outlined in the course program clearly.

Students start twice a year, in autumn and in spring. All the core modules are offered twice a year, in each semester. The elective courses are offered in later years of the study. The same elective courses are not offered in each semester and this gives a wider choice to the students.

The size and duration of each module is such that students can complete a module successfully in a semester. Some modules include practical as well as laboratory times and the theoretical aspects of such courses have been designed so that students can complete both the theoretical and the practical sessions in the given time. Each module is completed in one semester. The programme allows for students to be transferred to other universities if they wish so and continue at other universities without much disruption to their modular degree programs.

2.8 Departmental Assessments and Audits

The monitoring of the effectiveness of quality assurance is conducted through internal audits, assessment of methodological support, evaluation and consideration of issues by collegiate bodies. Efficiency of the goals and deviations from these goals are determined. If necessary, the corresponding decisions are taken or plans are developed to improve the quality of teaching and educational activities. In order to assess the quality of the programmes, the IT center of the university and CIS department and university administration regularly conduct surveys to ensure the achievement of the university's quality aims, to identify deficits and deficiencies and to promote strategies for removing them. A survey of the graduates relating to the quality of educational services; a survey of employers relating to the quality of graduates' preparation for the job (once every two years); a survey of students relating the quality of teaching; a survey of the faculty relating to the organization of the educational process as well as a survey of students relating to additional areas.

In addition, at the end of each semester, lecturers are assessed by students and other staff members; the data is analysed and made available to the university administration, head of the department and to academic staff. Students also obtain semester based feedbacks from head of the department on the evaluation results about improvements in the curricula which were based on their requests for modification.

Departmental assessments and audits is a way of measuring the quality of teaching at the department. Assessments and audits cover the following areas at the department:

- Assessment of the syllabus
- Assessment of the teaching staff
- Assessment of students
- Assessment of teaching material
- Assessment of modules-faculty

Assessment of a syllabus is the process of making sure that the syllabus mentioned in a module is covered completely by a teaching staff. This is audited by asking the teaching staff to give a timetable of the topics they intend to teach. The Chairperson of the

department checks the timetable to ensure that all the topics in the syllabus will be covered during the semester.

Assessment of the teaching staff is mainly concerned with the attendance of the teaching staff to their lectures. The aim is to ensure that the lengths of the lectures are as advertised in the departmental weekly timetable. Lecturers are requested to sign in and out when they start and finish a lecture. The attendance is checked by the Chairperson of the department.

Assessment of students is concerned with the attendance record of students. Attendance is compulsory in the department. Lecturers take attendance records at the beginning of each lecture. The attendance may affect the final grade of a student if the student's mark is at the borderline of two grades.

Assessment of the teaching material is to make sure that the teaching material such as the power point projector, laboratory equipment, and other teaching material are all in working order. Lecturers are asked to report if any of the teaching material is not working as expected. The departmental secretaries are responsible to check and make sure that any faulty material can be repaired before the start of lectures.

Feedback received from the students are invaluable tools for assessing the quality of teaching at the department.

The PDCA (Plan – Do – Check – Act) cycle is not officially employed in the department as a closed-loop system, although the elements of PDCA are used in the overall assessment process. It is however planned to use the PDCA-cycle in the future.

Moreover, the CIS department has formed small group committees for each the following evaluations in order to improve quality of the degree programme. The committee members are chosen from the faculty members depending on their expertise:

- **Sample Module - Faculty Evaluation Committee**

Near East University's "Einstein Academic Information System" has added a new module-instructor evaluation system starting from the academic 2015-2016 Spring semester. With this new system, every faculty member could be able to view students' rating about their courses. The evaluation results were evaluated out of 5 (1 represents lowest score, 5 represents highest score). The instructor were evaluated according to the feedbacks of students filling out the evaluation survey upon five mandatory questions about course, duration, communication, attitude of the instructor towards students. In addition, instructor could be able to view the overall evaluation results for each course taught. For the former evaluation system, an evaluation survey was filled out by students and analyzed by IT center and was given feedback to head of the department and to the instructors indirectly.

- **Module- Syllabus Evaluation Evaluation Committee**

The syllabus for each module were evaluated by the head of the department at the end of each academic semester. The evaluation includes the consideration of syllabus, weekly content, activities, recommended materials and relevance of the module objectives to the learning outcomes of the programme. At the end of each academic semester, head of the department calls for meeting with faculty members who taught in the corresponding semester. The evaluation results of the syllabus were communicated with the instructors. With given feedbacks, instructors were informed with these briefings and with the light of these, they modify the required parts of their syllabi.

- **Learning Outcomes Evaluation Committee**

1. ***Instructor-Learning Outcome Evaluation***

Learning outcomes are evaluated by the instructors for each module.

2. ***Graduate/Student-Learning Outcome Evaluation***

In addition, learning outcomes and objectives of the undergraduate and graduate degree programmes are evaluated by graduates starting from the 2016 spring semester. This online survey aims to ensure the achievement of the Computer Information Systems department's quality aims, to identify potential deficits and deficiencies in the curricular and program objectives and to improve program relevant to your professional, social, academic demands. Please read carefully each objective and state best option about how much you acquired the objectives during your study. The questionnaire will be anonymous.

- **Degree Programme Evaluation Committee**

Since the department is closely related to the IT Every 3 years, head of the department together with a technical committee review the IS related requirements and in order to keep the department's degree programme uptodate in terms of graduates needs, demands, professional requirements and to maintain its place in the marketplace and prepare a report for future goals and plans for strategic planning. Some modules are added or deleted from the curriculum with respect to the demands of the technological development.

In order to support university-industry collaboration, added modules that have industry specific content are encouraged to be taught by experts invited to teach/workshop/seminar from the industry. Recently department welcomed PMP workshop from two of the Cyprus Information Association members. In order to collaborate and identify IT related issues regarding health and informatics, a medical doctor were invited to give a speech on medical and to develop database for storing, manipulating, analyzing, evaluating and forecasting the risks in the field. The Department of Computer Information Systems and TRNC Informatics Association signed a protocol concerning cooperation between the parties. Moreover, the department invited and united experts in the field of health and informatics to organize a seminar on health and informatics to enlighten and

encourage students about the potential projects that could be done to fill the gap in specific subject area.

- **Technological Infrastructure and Hardware & Software Evaluation Committee**

With the result of the degree programme evaluation, the infrastructure, software and hardware essential for all modules particularly recently added modules were updated in the computer laboratories and if these are not available, it shall be purchased by the university administration.

One-to-one help is given to students who may seem to lose their confidence for personal or for family reasons. This help is usually in the form of finding out the root cause of the problem by talking to the student in question, and then trying to help the student to improve his/her confidence.

Student module-faculty evaluation is conducted through online surveys of the student registrar system of the university named as Einstein. Before the end of the semester, students enrolled to courses are asked to complete online evaluation survey for each course that they take. IT data evaluation center collects and conducts analyses of the data. The analyzed data were then available through the Einstein Information System to university administration, to the dean of the faculty, to the department chair and to the instructor for module feedback.

434 evaluation forms were filled out, for 40 instructors, by students who were enrolled to CIS undergraduate programme courses during 2014-2015 Spring academic semester. Total of 68.4% to 76.8% of students responses vary from agree to strongly agree. These results indicate that overall student satisfaction about department courses and instructors are positive. In addition, students attended about 70% of class sessions during the semester. 70% of the students indicated that they learned a lot to quite a lot in courses. 81.3% of students expected grade 75/100 or above. Moreover, 81.3% of them have taken courses for the first time. According to the overall results of the module-faculty evaluation survey, there is 70% satisfaction of students.

Starting from the 2016 Spring Semester, module-faculty evaluations could be available to all faculty members individually i.e. each instructor could see his/her module-instructor evaluation results from Einstein information system. These results are also available to university administration for performance evaluation, to the dean of the faculty, to the head of the department for improving the quality and identifying deficiencies.

In order to improve the instruction, new instructional techniques, up-to-date content, recent delivery modes of the modules are advised to instructors to be used in their lectures, as feedback. This process is repeated continuously as shown in the diagram Figure 1 below:

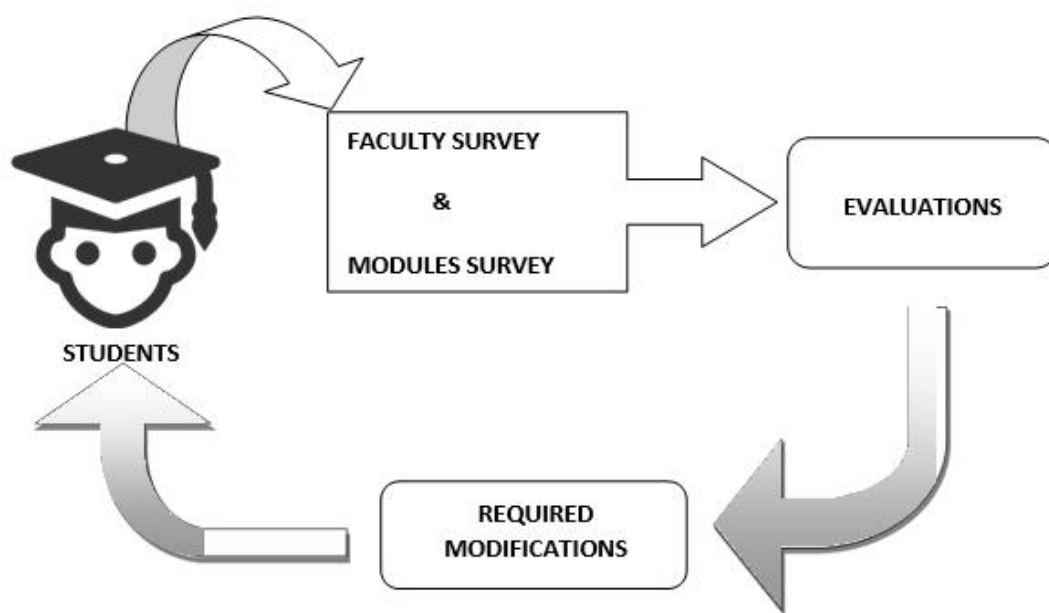


Figure1: Online Evaluation of Modules & Faculty Cycle

3. GRADUATION PROJECT

At the final year all students must take a graduation project. The graduation project lasts for two semesters. In the first semester students are expected to carry out literature search and complete the theoretical parts of their projects. The second semester of the graduation projects is allocated to practical work. Depending upon the type of project some students spend their time writing programs, some do experimental work, and some do both.

Students can either select from the offered list, or they can make their own written project proposals which are examined and assessed by the lecturers at the department. A graduation project proposal form is filled by a student who is ready to take a graduation project. This form is signed and authorised by the departmental chair person. Then a supervisor is assigned to the student and a graduation project request/acceptance form is filled in. This form gives the project title, student details, name of the supervisor assigned to the student, and the academic year. This form is signed and dated by the assigned supervisor. Students can start to work on their graduation projects as soon as the project is approved and a supervisor is assigned to him/her. Students and supervisors meet once every two weeks to discuss the progress made by the students. Graduation project individual assessment form is filled in during these meetings to assess student's progress. A form is filled in for every meeting and the form gives student's personal details, assessment of the work done so far, and list of comments by the supervisor. This form is signed and dated by the supervisor assigned to the student. Graduation projects are graded by three examiners and the graduation project grading form is filled in accordingly.

The steps for the graduation projects are given below:

- A list of possible graduation projects is distributed to students by the department after collecting topics from the lecturers in the department.
- Students are allowed to make their own graduation project proposals if there are any particular topics that they wish to work on.
- A graduation project proposal form is filled in by the student (if a new project is proposed) and this form is signed and dated by the departmental chair person.
- The lecturers and the chair person hold meetings to discuss the graduation projects and their allocations. Graduation project request/acceptance form is filled in for each student taking a graduation project. Supervisors are allocated to students and the names of these supervisors are noted on these forms. The graduation project request/acceptance form is signed and dated by the supervisor assigned to a student.
- Students and their supervisors meet every 2 weeks to assess the success of

students in their work. A graduation project individual assessment form is filled in for every student at every meeting. These forms indicate the current state of the student and his success so far. Supervisor is expected to put comments about the success of the student. These forms are signed and dated by the supervisors.

- Graduation projects are graded by 3 lecturers including the supervisor. The overall mark given to the student is the average of all the 3 marks given by each lecturer. The graduation project grading form is signed and dated by each lecturer who gives mark to the student,

Graduation projects have traditionally been completed in semester only and most students were expected to work on their own. But since the year 2014 the method has changes and now students are expected to work in groups in their graduation projects. Also the graduation projects now take two semesters and students work in groups towards their projects. In the first semester students work theoretically and prepare all the necessary paperwork for their projects. The actual project implementation takes place in the second semester. At the end of the graduation projects, students in a group are expected to write reports for the work they have been assigned to do within the group. In addition all the individual group reports are combined to form a single document which is the graduation project. Students in the group are graded based on their assigned individual work and individual presentations.

SAMPLE LIST OF UNDERGRADUATE PROJECTS (Last 5 years)

2015-2016/SPRING		
Student No	Student Name	Title of the Project
20102102 & 20121186 & 20124082 & 20124617	Loghman Nuriyev & Chima Desmond Opara & Emmanuel Osone Ikhiagwa & Ahmad Jishi	NEU_QB Near East University Question Bank
20110364 & 20090153	Selçuk Toptanci & Yuksel Altan	CYPO CITY(Android-based application to guide Cyprus cities)
2014-2015/SPRING		
20093004 & 20113362	Jeremiah Wadzani & Ahmad Ibn Ahmad	KOLAN British Hospital Human Resource Management Sys.
20112537 & 20121991	Andrie Angelov & Kelvin Aderorho	MedMarket (web-based application for searching prescription drug prices)
20133169 & 20144836	Chukwuma Uzochukwu & Abiather Hore	“Help Those With Cancer Association” management system
2013-2014/SPRING		
20092412	Ernest Oghenbrohrie Omene	Veterinary Management Systems
20102169	Elvin Alshanov Android Applications for	English Teaching

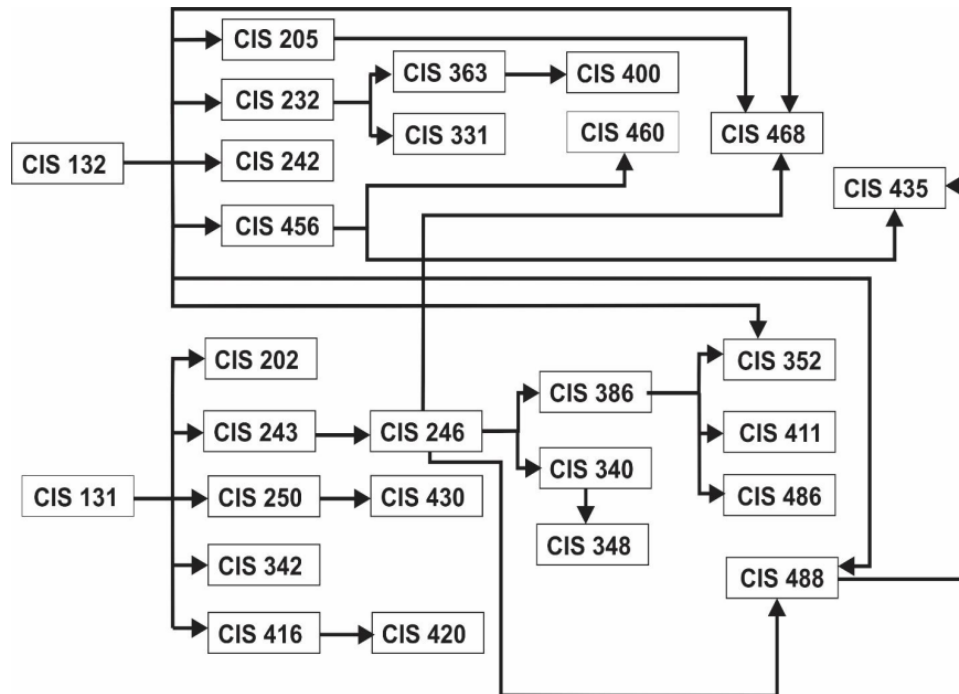
20101711	Şevki Cevher	Information Record Program
2011-2012/SPRING		
20092409	Adekunle Ademiyi Aderemi	Computerized Service Management System
20071291	Serra Parlayan	E-Survey
20071927	Rabia Orak	E-Survey
2011-2012/FALL		
20060070	Gizem Bahçıvanoğlu	NEU Health & Wellness Center Program
20061927	Nail Gürkan	Simulation Program of the Case
20050313	Sercan İahin	Satellite Buying & Selling Program

3.1 Ethics: Plagiarism

Plagiarism is a kind of cheating, where a student takes information from a source (usually by copying and pasting) and does not mention the author of the work. Even if the work is paraphrased and the reference is not given, this is also called plagiarism. This is academic stealing and in all of our departments, there is zero tolerance for plagiarism in the projects, research papers and any kind of academic assignments. . If an instructor claims that an assignment includes plagiarism, the instructor has the full authority to fail the student from that course.

4. THE STUDY PLAN

The study plan demonstrates the educational path followed by the students while at the Department of Computer Information Systems. A graphical representation of the study plan is shown below.



5. SUMMER TRAINING

The summer training is an important part of the degree programme. It gives students the opportunity to put into practice what they have learned in the classrooms.

The summer training is done during the summer period after the end of the Spring Semester and after the end of the final examinations. Summer training is compulsory and it must be totally carried out in a private or public organization under the supervision of a degree graduate in computer information systems.

The duration of the summer training is 45 working days. The procedure for the summer training is as follows:

- Students fill a Summer Training Acceptance form. In this form students give their personal details and they also provide information about their proposed summer training place. Full details of the organization where the summer training will be carried out must be given. Also the duration of the training, starting and ending dates must be specified on this form.
- The form is investigated and if acceptable is authorized by the Chairperson

of the Department of Computer Information Systems.

- Once approved, student starts the summer training.
- Summer training guidelines are available both online and in paper form. This document gives the goals and expectations, general guidelines, and format of the report to be prepared by students at the end of their summer trainings.
- At the end of the summer training the organization where the training was done is asked to fill a Summer Practice Performance Report form and to give comments on student's work. This form must be signed and stamped by the organization where the summer training took place.

A summer training booklet is available to give students further information about the actual training requirements. A copy of the summer training booklet is available online and students can access this booklet. In addition, students can see a printed copy of the summer training booklet at the department's secretarial office if they wish.

6. EDUCATIONAL METHODS

The Department of Computer Information Systems appreciates modern concepts and new methods in teaching and education methods that support educational objectives in addition to traditional methods. Traditional class attendance is compulsory for all courses except graduation projects in the Faculty of Economics and Administrative Sciences. Problem solving sections of knowledge based courses are integrated with the theory sections.

The Department of Computer Information Systems aims to reach its educational objectives by using several teaching methods. Both the traditional and modern teaching methods are employed at the department. Traditional teaching methods are face-to-face lectures and are class based, requiring all students to attend classes. At least 75% of class attendance is compulsory for all the courses. Lectures are conducted using standard computer based presentations in the form of pre-prepared slides. In addition, white boards and marker pens are used whenever necessary in order to explain difficult topics in greater detail, or to answer student questions. Students are encouraged to take notes during the presentations and ask questions if there are points that they are not clear about. Electronic copies of the slides are sent to students by e-mail after each class, and students are encouraged to go through the slides in their own time and make sure that they understand all presented information.

In traditional methods like face to face lecturing, varieties of other methods are implemented to support teaching depending on the course and instructor. Most computer based learning requires the use of computers as part of the learning process. Students use the departmental computer laboratories for their practical work in order to improve their practical skills. Students use computers in the laboratory under the supervision of

either a teaching assistant or an instructor. Practice on computers, which mainly used for programming courses that results of the written code observed on the screen. Practical IT based activities are used to support the understanding of theory and to improve practical skills. Simulations are widely used in order to test designs of students. In addition, cooperative learning facilities involving small student groups working together to solve a problem or complete a task are used as supplementary techniques to Lecturing. Students also use case studies to analyze particular situation or problem to find a solution that allows them to apply their knowledge to new situations. In addition, brainstorming with small groups are also used, to determine techniques and strategies that best fit the topic of interest.

Students are given practical exercises and are expected to complete these exercises in the computer laboratories. This study forms part of the project based learning which is heavily used in the department. Students are then expected to submit their solutions to the course lecturer and markings are given for each exercise. These markings are part of the overall grade given at the end of a semester. Course projects encourage students to use techniques and tools that they learned for during the lectures. Students are expected to prepare a report and/or present their projects in front of an audience at the end of the semester.

The MOODLE distance learning system, used by many universities around the globe, is also used in some of the offered courses in order to support teaching and learning. This system offers many advantages compared to the traditional methods of teaching and enables students to learn in their own time and at their own places of study. Some typical features of MOODLE used in the courses are:

- Assignment preparation and submission
- Discussion groups
- Grading
- File download
- Instant messages
- Online calendar
- Online news and announcements
- Online quiz

There is sufficient range of elective modules that enable students to develop varied skills.

In summary, the following educational methods are employed at the department depending upon the module to be delivered:

- Classical face to face lectures, lectures with discussions, tutorials, class exercises, laboratories, summer training, graduation project.
- Small group discussions, seminars, group work, homework.
- Using computers to carry out laboratory practical work (e.g. programming).
- Using distant learning technologies where appropriate.

-
- Provision of standard paper textbooks, electronic textbooks, computer presentations, and other electronic teaching aids.
 - Case studies
 - Simulations
 - Brainstorming
 - Oral communication

7. EXAMINATIONS: SYSTEM, CONCEPT AND ORGANIZATION

7.1 EXAMINATION METHODS

The examinations are a way of finding out whether the module objectives have been accomplished. Every module in the degree programme has an examination. The type of examination to be held is laid down in each module description.

At the commencement of the teaching term, students are informed as to examination requirements. All the examinations are done during the examination week. The lectures are cancelled during the examination week. Every effort is made to ensure that no more than one examination is taken by a student on the same day.

The assessment procedures, marking criteria, and examination regulations are available for the students to examine if they wish so. The regulations cover the student absences due to illness, financial, or other reasons.

There are two quizzes in each semester, one before the mid-term examination and one before the final examination. The aims of the quizzes are to prepare the students for the examinations. The results of the quizzes are not counted in the overall grade calculations.

Written examinations are done for each module except the graduation projects. There are two written examinations for each course: mid-term examination, and final examination. The mid-term examinations are done around 6 weeks after the start of a new semester. The final examinations are done at the end of each semester. The examination dates are published in the university calendar at the beginning of each semester.

Depending on the nature of the module, oral examinations conducted. For instance, in some information technology modules, instructor directs some questions during the lecture sessions individually to student. Students either individually or by groups were asked to answer the question directed by the instructor. The oral answers were then noted and evaluated by the instructor instantly.

Students are allowed only to take one make-up exam. The date and time of the make-up exams are announced by the department. The department does not offer any oral examinations.

The graduation projects are completed in 2 semesters. Students are assigned supervisors for the duration of their graduation projects. Graduation project assessment consists of the preparation of a bound report by the student, and also an oral presentation to jury members. The jury members are selected from the departmental staff according to the topic of the presentation and there must be at least 2 members at the jury. Students are expected to prepare slides and present their projects orally. The presentation time is 10 minutes for each student. At the end of the presentation 5 minute time is allocated to questions. The assessment depends on the style of the presentation, command of the language, confidence of the student, the ability to answer the questions, and the content of the project. Each jury member fills in a separate assessment form. The final grading is taken to be the average grade given by all the jury members. Students are not allowed to carry out their graduation projects externally outside the university.

7.2 EXAMINATION ORGANIZATION

Depending upon the class size, the examinations are held in class rooms or in conference halls of the university. Timetables are announced 2 weeks before the start of the examinations. One or more invigilators attend the examinations depending upon the class size. All the examinations finish during the examination week and there are no lectures during this week. Students are expected to be at the examination rooms 15 minutes before the examination starting times.

The following are done before, during, and after the examination (in the given order):

- The invigilator(s) make(s) sure that the students are seated sparingly so as to minimize the possibility of cheating.
- An examination attendance list is taken by the invigilator.
- Blank examination answer sheets are given to students.
- Students are asked to write their names, student numbers, and the course codes at the appropriate places on the answer sheets.
- Examination questions are given to students.
- The examination starting and ending times are told verbally to students. In addition, these times are written on the white board.
- Students are given 10 minutes question time where they can ask for the clarification of the questions.
- Students who are late for more than 15 minutes are not allowed to sit for that examination.
- If any student is caught cheating then the invigilator will take his/her answer and question sheets and write an appropriate note on the answer sheet.
- A student who finishes and wants to leave the examination room hands in both the question and the answer sheets and leaves the room.
- Oral examination is conducted as follows; instructor poses questions to the student in spoken form. The student has to answer the question in such a way as to demonstrate sufficient knowledge of the subject matter in order to pass the exam. One to multiple questions may be asked by the examiner. Depending on the

precision of answers an overall grade is assigned in the end that has contribution to the overall grade.

A student who cannot sit an examination because of ill health must bring a valid Doctor's certificate. Such students are given another chance to sit for the examinations that they have missed. Missed examinations are taken as make-up exams under the supervision of the course supervisor. The dates of the make-up examinations are announced within 5 days after the end of the exam week, and these exams are offered within 2 weeks after the end of the exam week. The relevant Doctor's certificate must be attached to the make-up exam application form.

Students are allowed to examine their answer sheets at specified dates announced by the department, usually two weeks after the end of the examinations. If there is a dispute then a dispute form should be filled in by the student and submitted to the department. Student's answer sheet will be re-assessed and the new grade (if there is a change) will be announced.

7.2.1 Exams

Mid-term exams are held during the "mid-term exam week" and final exams are held during the "final exam week". During the exam week lectures are not held. Each course/module has an exam. Mid-term Exam Week and Final Exam Week is announced via the annual academic calendar which is announced at the beginning of every academic year.

The type of exam to be held is laid down in each courses course description. All exams are held in the faculty building. Exam schedules are announced at least 2-3 weeks before the start of the exam week. Depending on the size of the classroom 1 or 2 invigilators are assigned to each classroom.

The midterm exam results are announced before the last day for withdrawal from courses. Instructors show exam papers to students that request to see their papers.

The following exam regulations exist for students:

- In order to enter exams students are required to show their "exam entrance slip" and their university ID card. Students who fail to do so will not be permitted to enter the exam.
- Mobile telephones are not permitted into the exam room.
- Students are required to enter the exam in the classroom that has been announced on the seating plan.
- Upon entrance into the exam room students are not permitted to speak and are not permitted to speak with one another throughout the duration of the exam.
- Upon the distribution of answer sheets and exam questions by the invigilators students are required to fill out their names, student number, department, course code, date, and name of the course instructor in the spaces provided on the answer sheets/exam question paper.
- Students are required to sign the exam attendance sheet.

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- Students are required to read the exam questions before starting the exam and are permitted to ask questions to the course/module instructor related to exam questions within the first 20 minutes.
 - Students are not permitted to leave the exam room within the first 20 minutes of the exam.
 - Late students are only permitted to enter the exam if they arrive in the first 20 minutes of the exam. The duration of the exam is not extended for late students.
 - Students are not permitted to exchange any materials, such as pens, pencils, erasers, during the exam.
 - If students are caught cheating they are removed from the exam room. The invigilator signs the students exam paper indicating the reason that he/she has been removed from the exam room. The student caught in the act of cheating receives an “FF” grade from that course/module and is not permitted to continue with the course/module.
 - Students who have completed their exam are required to hand in their answer sheet and question paper to the invigilator.
 - Students who were not able to enter the exams and have a medical report or who have any other valid excuse that can be documented are entitled to a make-up exam.
 - Students to enter the make-up exams are required to make their application to the Dean’s Office within the time period announced. Students who do not make their application and/or do not do so within the time period announced will not be permitted to enter the make-up exams.
 - Students who do not enter the final exams are permitted to enter the resit exams.

7.2.2 Make-Up Exams

If, due to medical reasons or any other reason that the student can document, cannot enter an exam(s) held during exam week they are given a make-up exam. Students are required to apply for the make-up exam no later than the date announced by the faculty which is usually 2 weeks after the end of the exam week. Relevant documentation must be provided with the application. Students are also provided with the chance to examine their exam papers with their course/module instructor if they receive a grade which they are not satisfied with. If in the case that a change in grade occurs the course/module instructor submits the change in writing to the department chair and the new grade is announced to the student via the student portal.

7.2.3 Re-sit Exams

In accordance with the decision of the Turkish Higher Education Council of Turkey, Re-Sit exams will be given to all undergraduate programmes (2-year diploma programmes plus 4 or 5-year bachelor programmes). The Re-sit exam procedure is as listed below;

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- All those students who enter semester exams and obtain FF or FD grades are eligible to sit the Re-Sit exams for those courses. All those students who are eligible financially to sit the final exams for the semester but could not enter for any particular reason are also eligible to sit the Re-Sit exams.
 - The Re-Sit exams are for the final exams only. The new end-of-term letter grade will be recalculated with the new score of the Re-Sit exams.
 - Only students who have entered the mid-term exams will be permitted to enter the Re-Sit exams.
 - There will be no other make-up exams for those who do not enter the Re-Sit exams.
 - For those courses that have no written final exams and where letter grades are assigned for the work done in the semester, no Re-Sit exams will be given.
 - There will be no Re-Sit exams for courses failed with letter grades NA (no attendance).
 - If a student's GPA is below 2.00, then Re-Sit exams will be given from the courses that the students have in fact passed in order to raise their grades. If the GPA is above 2.00, no Re-Sit exams will be given from the passed courses.

7.2.4 Appeals to Exams Results

Although students are encouraged to talk to their individual instructors about any assessment result that they are unhappy about, they can also appeal to any of their results by making an official application. Appeals to exam results can only be done if a student believes that his/her exam paper was not graded fairly by his/her instructor.

Appeals should be made via a written letter to the Department Head where the reasons for the appeal should be listed clearly. If the appeal is considered to be significant by the Head of the Department, then a committee of three instructors (other than the course instructor) will be formed and the exam paper in question will be graded by this committee again. If the committee decides that the exam result needs to be amended, then it will be done so and the new grade will be recorded on the online registration system to reflect the new grade. However, if the committee finds that the exam paper was fairly graded, then the mark will not be changed. In each case, the student will be notified of the result via e-mail.

7.3 ACADEMIC ASSESSMENT AND GRADES

7.3.1 Grading

At the Faculty of Economics and Administrative Sciences, the assessment of student performance for each course/module is done by the course/module instructor. Instructors determine the course/module components and their weights that will be used in assessment. Student course/module performance is evaluated by using continuous assessment methods

which include mid-term exams, a final exam, assignments, term papers, quizzes, and in-class activities. In the evaluation process students are given a mark which is out of 100 (an accumulation of mid-term exam mark, final exam mark , quiz mark, etc) and then at the end of the semester the cumulative average mark of the student is converted to a letter grade by the course/module instructor.

Letter grades are organized on a 4.00 point grading scale. The letter grades and their equivalent grade point are given below:

Percentage	Course Grade	Coefficient
90-100	AA	4.00
85-89	BA	3.50
80-84	BB	3.00
75-79	CB	2.50
70-74	CC	2.00
65-69	DC	1.50
60-64	DD	1.00
50-59	FD	0.50
49 and below	FF	0.00

I-Incomplete; **S**-Satisfactory; **U**-Unsatisfactory; **P**-In Progress; **EX**-Exempt; **W**-Withdrawn;

NA- No Attendance

A student is granted one of the letter grades above for each course/module he/she has attended, according to the relative success degree of students taking the course by using the distribution of the final raw success grades. **Passing grades range from AA to DD; FD and FF are failing grades.**

Grades AA, BA, BB, CB, and CC indicate varying levels of unconditional “Pass” status for the successful score. Grades DC and DD indicate the “Conditional Pass” status, where the student with these grades are regarded as successful given that the Cumulative Grade Point Average (CGPA) is equal to or above 2.00. Grades FD and FF indicate “Fail” and the student is required to repeat the course in the proceeding semester.

A grade of (I) is awarded by the instructor when a student has completed most of the semester’s work satisfactorily but is unable to finish due to illness or other valid reasons. Students receiving a grade of “I” must make up the missing work and earn a grade within 15 days from the day of submitting the grades to Registrar’s Office. Otherwise the (I) grade will automatically become an (FF). In cases of prolonged illness or other incapacity, this

period can be extended until the next registration period upon the recommendation of the Department Chairperson and approval of the Administrative Committee of the Faculty.

The grade (S) is given to those students who are successful in non-credit courses. Students who have transferred from other universities or who previously attended a higher education institution are also granted the grade (S) for the courses that they have taken before and that are accepted as equivalent upon the recommendation of the Department Chairperson and approval of the Administrative Committee of the Faculty. Transfer students who are required by the Regulations to repeat a course will not be granted the grade (S). The grade (S) is not included in the computation of grade point average. The grade (U) is given to those students who are unsuccessful in non-credit courses.

The grade (P) is assigned to those students who progress through non-credit courses extending over more than one semester.

The grade (EX) is awarded to those students who have been exempted from the courses determined by the University Senate through the successful completion of the exemption examination administered by the department concerned. The grade (EX) is not included in the computation of grade point average. But it is shown on the transcript. The grade (W) is given to those students who have withdrawn from a course after the add-drop period and within the first ten weeks of the semester upon the recommendation of the advisor and permission of the instructor.

7.3.2 GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

In order to complete every semester on time, students need to have a Grade Point Average (GPA) of at least 2.00 and they should receive DD or above from each course. To be able to continue their education in their departments, students need to have the following minimum Cumulative Grade Point Average (CGPAs) at the end of each semester:

Semester	Minimum Required CGPA (out of 4)
4 th	1.50
5 th	1.60
6 th	1.70
7 th	1.80
8th and consecutive semesters	2.00

Students who have CGPAs lower than the minimum CGPAs mentioned above are given an “Academic Incompetence Warning.” This warning means that if the student does

not meet the minimum CGPA criteria again for the following semester, he/she will not be able to continue his/her education at the university.

Students who receive a warning can only register for courses up to 60% of the required credits for the new term. In addition to their new courses and the courses that they have previously taken and received FF, FD, or U, these students will need to repeat previous courses from which they have got DC or DD in order to increase their CGPAs.

If a student who has received a warning wants to take one of the previous elective courses from which he/she has got DC or DD, he/she can take that particular elective course or any other elective course that may be offered as equivalent to that course within the department. In such cases, this course is not considered as a “new course.”

8. STUDENT ATTENDANCE AND ABSENCE

Students are required to attend at least 70% of the class hours for each course. If a student misses classes for more than 30%, the student automatically fails the course and gets an “NA” (No Attendance) grade. A student with an “NA” grade does not have the right to sit for make-up exams or/and graduation make-up exams.

Medical reports from the NEU hospital and government hospitals are accepted for absences. If a student misses the mid-term examination for any course(s), the student is required to present a medical report to the secretary’s office no later than the date announced which is usually 1 week after the end of mid-term exams. The mid-term exam schedule is announced on line and via the Faculty notice board. If a student misses his/her scheduled make-up exam date, he/she loses his/her chance to enter that exam.

9. GENERAL GUIDELINES FOR STUDENT CONDUCT

9.1. General Guidelines

- 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.
- Students should also be on time, both for 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 the daily checking of their instructors’ websites, the faculty notice board, and the Einstein student information system for any information and announcements made.

9.2. Classroom Conduct

Students are expected to follow the following guidelines when attending their classes:

- 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 to 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 the class discussions.
- In many courses, the instructors 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.
- It is strictly forbidden to use mobile phones in the classrooms. Students should either turn their 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.
- Although individual instructors may have different policies regarding eating and drinking in the classroom, students are discouraged from eating in the classrooms. Some instructors allow drinking water/coffee/tea in the classroom during lesson hours. However, students should check with their instructors about their policies.

9.3. Regulations for Misconduct

“Misconduct” is defined as any behavior 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 the exams. The Disciplinary Committee deals with any student misconduct 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 warning, condemnation to expulsion from the university for certain periods of time depending on the seriousness of the offense. You can find more information about the “General Student Discipline Regulations” on <https://neu.edu.tr/administration/regulations/general-student-discipline-regulations/>

10. SUPPORT AND ADVICE

Every course lecturer has an office hour type timetable where this time is allocated totally to students. Students are encouraged to go and see their lecturers at these times and get help and advice to their course related problems. The office hours of every lecturer is shown on the door of his/her office. Sufficient resources are available to provide individual support and advice to students.

Lecturers provide links to sample module questions and answers and students are encouraged to access these web sites.

Graduation project supervisors organize 1 hour every two weeks consultation times to help students in their projects.

The chairperson of the department is available to offer assistance in various problems, such as financial, health related, course attendance and so on.

11. ACCREDITATIONS

The Near East University (and all the faculties and departments forming the university) are already accredited by the following international organizations:

YODAK (Higher Education Planning, Evaluation, Accreditation and Coordination Council). This government (TRNC) organization is situated in Northern Cyprus and all the universities in Northern Cyprus must apply to YODAK and get accreditation to their degree programs before a program is started.

YODAK is a member of the following accreditation bodies:

INQAAHE (International Network for Quality Assurance Agencies in Higher Education)

UK NARIC (UK National agency responsible for providing information, advice and expert opinion on qualifications worldwide)

ENQA (European Association for Quality Assurance in Higher Education)

YOK (Higher Education Council). This government (Turkey) organization is situated in Turkey and all the universities in Turkey and Northern Cyprus must apply to YOK to get accreditation before a faculty, department, or a degree program is started. YOK ensures that the applying university has qualified and experienced teaching staff, administrative staff and physical resources to start the applied degree programme. In addition, the degree program module details, syllabus, programme regulations, and details of laboratories and other physical resources must be sent to YOK before an approval is given.

ASIIN The association is supported by many organisations, which view the quality of university education as a central concern. They are associations of universities and universities of applied sciences, expert societies, profession-related organisations, industrial and business associations and unions.

EUR-ACE® is a framework and accreditation system that provides a set of standards that identifies high quality engineering degree programmes in Europe and abroad. The EUR-ACE® label is a certificate awarded by an authorised agency to a HEI (Higher Education Institution) in respect of each engineering degree programme which it has accredited.

ENAAE (European Network for Accreditation of Engineering Education) the European network which authorises accreditation and quality assurance agencies to award the EUR-ACE® label to accredited engineering degree programmes.

12. MOBILITY FOR STUDENTS AND ACADEMIC STAFF

As an incentive for excellence, students' mobility is supported and promoted as well as student participation in educational activities related to university-business cooperation. For this purpose double diploma opportunities are available with the consensus between Tebriz university-Tehran and Near East University for the qualification of MS and PhD degrees.

Each one is based on a number of agreements with other universities and institutions in different countries. All these agreements allow the student to make a stay in a foreign university and attend lectures, do the final project/thesis or accomplish a double degree. The school is constantly working to secure more agreements in order to offer students a wider range of destinations to choose from.

Student participation in educational activities related to university-business cooperation, is called educational cooperation agreements particularly for summer internship. These kinds of activities are extracurricular for BA degree, which is mandatorily associated with the accomplishment of the summer training project in a company.

Academic staff could also work at the University of Kyrenia (Kyrenia, N.Cyprus) which has degree partnership with Near East University.

In addition, below is the list of agreements between Near East University and other universities in different countries which provides academic collaboration, exchange of students, academic staff and researchers.

UNIVERSITY AGREEMENT LIST	AGREEMENT DETAILS
ACADEMY OF ECONOMIC STUDIES OF REPUBLIC OF MOLDOVA	To establish the legal and academic framework for cooperation between the two Parties.
AHFAD UNIVERSITY FOR WOMEN	<ul style="list-style-type: none"> • Faculty exchanges • Student exchanges • Exchange of Printed Materials
AL -ARIF CENTRE	<ul style="list-style-type: none"> • Document exchange • Master programme provide
AL-AHLYYA AMMAN UNIVERSITY	<ul style="list-style-type: none"> • Faculty exchanges • Student exchanges • Exchange of Printed Materials
ALFASHIR UNIVERSITY	<ul style="list-style-type: none"> • Exchange of faculty members • Exchange of students • Joint research activities • Participation in seminars and academic meeting • Exchange of academic materials • Speacial short-term academic programs • Jointly organising of international conferences
ARDA BULGARIA UNIVERSITY	<ul style="list-style-type: none"> • Exchange students • Mutual introduction and • Advertising
AZERBAIJAN STATE AQRAR UNIVERSITY	<ul style="list-style-type: none"> • To colloborate on research in education, science, culture and art, • To do mutual researches and publications, • To exchange students academic staff at any level, • To provide mutual scientific field trips, • To organize sport facilites scientific meetings, • To do acitivities to introduce both universities properly.
AZERBAIJAN STATE OIL ACADEMY	<ul style="list-style-type: none"> • Academic collaboration • Faculty exchange • Student exchange • Exchange of Educational and Research Materials • Financial Agreement
AZERBAIJAN STATE OIL AND INDUSTRY UNIVERSITY	<ul style="list-style-type: none"> • Academic collaboration • Faculty exchange • Student exchange • Exchange of Educational and Research Materials • Financial Agreement

AZERBAIJAN STATE ECONOMY UNIVERSITY, BAKU	<ul style="list-style-type: none"> • Education • Research • Social and • Cultural activities
AZERBAIJAN STATE PAINTING AKADEMY	<ul style="list-style-type: none"> • Education • Research • Social and • Cultural activities
AZERBAIJAN ODLAR ÜNİVERSİTESİ	<ul style="list-style-type: none"> • Exchange of faculty members • Exchange of students • Joint research activities • Participation in seminars and academic meetings • Exchange of academic materials • Development of degree and non degree programs
AZERBAIJAN QAFQAZ UNIVERSITY	<ul style="list-style-type: none"> • To improve academic, cultural and scientific collaboration between two nations
BAKU EUROSIA UNIVERSITY	<ul style="list-style-type: none"> • Academic staff exchange programs • Researcher exchange programs • Student exchange programs • Joint programs for courses on distant learning • Organization of academic and social events, such as conferences, seminars • Collaborative academic/scientific training programs • Exchange of educational and research materials and sources • Arrangements for programs for common short-term vacations and social activities for academic staff, researchers and students
CARDIFF UNIVERSITY	<ul style="list-style-type: none"> • Academic cooperation • Exchange academic staff • Student exchange • Joint research work • Scientific meetings
CONCORD UNIVERSITY ATHENS, WEST VIRGINIA USA	<ul style="list-style-type: none"> • International educational and exchange and promotion • Academic staff exchange • Jointly exploring research
DAR EL-MA'REFA UNIVERSITY	<ul style="list-style-type: none"> • Coordination and cooperation • Providing necessary documents • Student exchange

DILLA UNIVERSITY	<ul style="list-style-type: none"> • Visiting by faculty staffs and students for teaching, resarch and education • Enrollment of qualified students • Sharing academic publications and scholarly information • Promotion pf other academic activities • Undergoing joint research, collaborative projects and capacity building
DOC MANAGEMENT GMBH	<ul style="list-style-type: none"> • Academic cooperation • Exchange academic staff • Student exchange • Joint research work • Scientific meetings
GRIGORE T. POPA UNIVERSITY OF MEDICINE AND PHARMACY	
IRBID NATIONAL UNIVERSITY	<ul style="list-style-type: none"> • Exchange of faculty members • Exchange of students • Joint research activities • Participation in seminars and academic meeting • Exchange of academic materials • Development of degree and non degree programs
ISLAMIC UNIVERSITY OF INDONESIA	<ul style="list-style-type: none"> • Exchange of faculty members • Exchange of students • Joint research activities • Participation in seminars and academic meeting • Exchange of academic materials • Development of degree and non degree programs • Joint graduate degree programme • Exchange of staff • Support contracts between cultural and scientific exchange
IZHEVSK STATE MEDIOCAL ACADEMY	<ul style="list-style-type: none"> • academic cooperation • Exchange academic staff • Student exchange • Joint research work • Scientific meetings
KHAZAR UNIVERSITY	<ul style="list-style-type: none"> • Exchange of faculty members; • Exchange of students; • Joint research activities; • Participation in seminars and academic meeting; • Exchange of academic materials; • Development of degree and non degree programs

KOMRAT STATE UNIVERSITY	<ul style="list-style-type: none"> • Exchange of academic staff and students • Academic recognition • Joint degree/double-degree/twinning programs
KORE UNIVERSITY OF ENNA	
MALAYSIAN SOCIETY OF EDUCATIONAL ADMINISTRATION & MANAGEMENT	<ul style="list-style-type: none"> • Student exchange • Collaborative organization and participation in gatherings • Shared events
MELITOPOL STATE PEDAGOGICAL UNIVERSITY	
SHANDONG TEXTILE VOCATIONAL COLLEGE	<ul style="list-style-type: none"> • promotion • Providing necessary documents • Student application • Embassy processes
SOCHI STATE UNIVERSITY FOR TOURISM AND RECREATION	<ul style="list-style-type: none"> • Exchange of faculty members • Exchange of students • Joint research activities • Participation in seminars and academic meeting • Exchange of academic materials • Development of degree and non degree programs
TABRIZ UNIVERSITY OF MEDICAL SCIENCES	<ul style="list-style-type: none"> • Exchange of faculty members • Exchange of students • Joint research activities • Participation in seminars and academic meeting • Exchange of academic materials • Development of degree and non degree programs • Joint graduate degree programme • Exchange of staff • Support contracts between cultural and scientific exchange • Future cooperation in the field of health tourism • Tuoms will benefit from the NEU Innovation and Advanced Research Centre
THE UNIVERSITY OF MODENA AND REGGIO EMILIA	<ul style="list-style-type: none"> • Scientific research and training of students, scientists and technicians • Existing common scientific programmes • Mutual willingness to extend the collaboration further

THE UNIVERSITY OF MOHAGHEGH ARDABILI	<ul style="list-style-type: none"> • Exchange of faculty members • Exchange of students • Joint research activities • Participation in seminars and academic meeting • Exchange of academic materials • Development of degree and non degree programs • Sport competitions • Special short term academic programs • Opportunities for sabbatical levels
ULUSLARARASI AZERBAYCAN ÜNİVERSİTESİ	<ul style="list-style-type: none"> • To do and support research • Exchange of students, researchers and academic staff • Maintain materials • Provide academic personnel • To do mutual research
UNIVERSIDADE DE TAUBATE	<ul style="list-style-type: none"> • Exchange of researchers, technical personel • Exchange of research reports • Hosting technicians • Performing collaborative research
UNIVERSITÄT KLAGENFURT	<ul style="list-style-type: none"> • Student exchange; • Exchange of faculty and academic staff • Additional activities
UNIVERSITY OF APPLIED SCIENCE & TECHNOLOGY	<ul style="list-style-type: none"> • Exchange researchers, postgraduate and undergraduate students • Mutual assistance for teachers' scientific qualifications improvements • Exchange of experiments • Joint conferences • Joint projects and programmes
UNIVERSITY OF EXETER	<ul style="list-style-type: none"> • To assess the primary sex ratios of both loggerhead and green turtles in Northern Cyprus
UNIVERSITY OF MANAGEMENT AND TECHNOLOGY	<ul style="list-style-type: none"> • Student Faculty exchange • Information exchange and assistance • Coordination • Course activities for visiting students
UNIVERSITY OF SOUTHERN DENMARK	<ul style="list-style-type: none"> • Academic cooperation • Exchange academic staff • Student exchange • Joint research work • Scientific meetings
UNIVERSITY OF STRATHCLYDE	<ul style="list-style-type: none"> • Academic cooperation • Exchange academic staff • Student exchange • Joint research work

	<ul style="list-style-type: none"> Scientific meetings
UNIVERSITY OF TEL AVIV	<ul style="list-style-type: none"> geological investigations Determine the area of geophysical investigations Provide an exchange program for faculty members and students for joint projects Surface and groundwater problems Geological and tectostratigraphy evolution of Eastern Mediterranean Basin
PARTNER UNIVERSITIES AND INSTITUTIONS IN TURKEY	
Abdullah Gül University Ağrı İbrahim Çeçen University Akdeniz University Aksaray University Ankara University Ardahan University *Hunting Federation Bartın University Başkent University Bayburt University Boğaziçi University Celal Bayar University Cumhuriyet University Çukurova University Erciyes University Erzincan University Erzurum Technical University Fırat University Hacettepe University Hitit University İstanbul University İzmir Katip Çelebi University Kahramanmaraş Sütçü İmam University Kastamonu University *Kıbrıs Sosyal Bilimler University *Kırgızistan-Türkiye Manas University	To exchange students and academic staff

*TRNC Turkish Agency(in N.Cyprus) Kocaeli University *Lefkoşa Turk Municipality Mohagheh Erdebil University Muğla Sıtkı Koçman University Mustafa Kemal University Niğde University Nuh Naci Yazgan University Ordu University Selçuk University Siirt University *Social Security Institution Tunceli University Uludağ University Uşak University Yıldız TechnicalUniversity Yüzüncü Yıl University	
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13. RESEARCH CENTER

COMPUTER INFORMATION SYSTEMS RESEARCH AND TECHNOLOGY CENTER

Computer systems are used heavily in all fields of our daily lives. The Computer Information Systems Research and Technology Center has been established with the aim of carrying out studies and research in this field, to give consultancy services, and to give education in this field.

Computer Information Systems research and Technology Center has been established within the Near East University and it is a multi-disciplinary technical research center.

Our center carries out all kinds of studies and research in the fields of computer information systems. With its eminent staff, the center follows the recent developments in th fields of computer information systems and also supports such studies closely.

The Computer Information Systems Research and Technology Center gives consultancy support to private organizations as well as to government bodies. Our center gives specialized training courses to various organizations and helps these organizations to use computers and the information technology efficiently.

The staff at our center follows the most recent scientific papers in the fields of computer information and makes itself up to date with the most recent inventions in this field. The

center also encourages and actively publishes scientific papers in the fields of computers and information technology.

Our center, with its eminent staff attends to international and local conferences and seminars and gives talks on their researches and findings, and also collaborates with other specialists in similar fields. As a result of this our staff number is always growing and the staff is always up to date with the latest technology and our research topics are also widening.

(Available Link: <https://neu.edu.tr/academic/research-centers/center-of-excellence/computer-information-systems-research-and-technology-center/>)

14. JOB OPPORTUNITIES

The Degree programme offered by the faculty aims to train students in this field and prepare them for a career in computer related jobs. Because the degree programme offers both theoretical and practical training, students are in great demand in all fields of computer information systems. The department have formal mechanisms in place for the periodic review and monitoring of the degree programme, modules included, and the teaching methods.

The graduates have big chances of getting a job in the field of information technology and computing. In general most of the graduates find employment within the first three months after graduating. Graduates can find work in information technology and related fields (as in 2.2 above)

The degree programme teaches both the theoretical and practical aspects of information technology. Students are given practical assignments in computer related topics such as in programming.

In addition, students carry out a graduation project in a group. The graduation project lasts for two semesters. In the first semester students carry out literature search and work on the theoretical aspects of the project. In the second semester students are expected to carry out the practical work of the project. Depending upon the project they have chosen this work could be program development, or system development which includes both hardware design and testing, and software development.

Students are also required to do summer training. This is normally completed in two years during the summer holidays. Students are expected to work under the supervision of a graduate who is the holder of a degree in information technology or a related field. Students are required to submit a report to the department about their summer training sessions.

The department ensures that the graduates are competent people who have acquired all the intended outcomes of the degree programme and are thus in demand in the

professional job market. The formal mechanisms that are followed closely are part of the quality assurance programme and include the following points.

- The department collects and analyses yearly statistical data on the number of students entering and leaving the degree programme. The aim of this study is to ensure that the degree program is running successfully are prepared based on the outcome of this statistical analysis. This statistical study includes the following items:
 - The academic semester
 - Number of students accepted to the degree programme
 - Number of students graduated from the degree programme
- Students are given survey questions after they complete their studies and graduate from their degree programme. The aim of this questionnaire is to get feedback from the students to ensure that they are happy with what they have learned.
- Data is kept on what the graduates do after they leave the department. This data includes the names of their employers and the types of jobs they do.
- Employers are encouraged to send regular feedbacks about our graduates that they have employed. This feedback helps the department to find out if there are any missing points in the offered degree programme and consequently to improve the structure and content of the degree programme.

15. COURSE REGISTRATION

15.1. On-Line Course Registration

After the required payments have been made at the Registrar's Office, students should select their course via the on-line registration option of the student information system (Einstein). Students will need their student numbers and passwords in order to register online. Student numbers are provided to students once they register at the Registrar's Office after they make their initial payments. Student passwords in order to access the student information system (Einstein) is provided by the department secretary's office.

After registering for their courses online, the students' course advisors will approve their courses. Once courses have been approved students can start entering their lectures. Students facing problems with their on line registration are required to see their advisors as soon as possible and should not enter courses without the approval of their advisor.

Information regarding the process of online registration can be found on the university's web page.

Following registration, students are expected to resolve all academic, social, and other issues within the department (with their advisors) and refrain from contacting the Registrar's Office.

15.2. STUDENT ADVISORS

Each student studying at the FEAS and Computer Information Systems programme is assigned a student advisor from among the faculty members of staff. Student advisors are responsible for guiding students in their course selection and registration process, and provide academic support when students require. Students continue with the same student advisor until the completion of their studies, so each student advisor is very familiar with their students. Due to student familiarity student advisors also provides guidance in regards to career planning/counseling upon the request of student

15.3. ADD, DROP, AND WITHDRAWAL OF COURSES

The academic calendar, for each semester, indicates the last days for add-drop and withdrawal of courses. The last day for adding-dropping courses is usually after the first two weeks from the commencement of the classes. During these two weeks, students have the chance to attend their course and see if they want to change/add/drop any of the courses they have registered for. Students have the right to add/drop/withdraw any course on the condition that his/her advisor approves his/her request.

Students do not have the right to withdraw from freshman courses and can only withdraw from a particular course once. The total number of withdrawals for a student is limited to 6 throughout their education.

16. GRADUATION

16.1. Requirements for Graduation

Students need to complete their core courses and elective courses and earn the required number of credits in order to graduate. The number of courses for Computer Information Systems students is 40 with 123 credits (240 ECTS).

16.2. Graduation Make-Up Exams

Students need to have at least a Cumulative Grade Point Average (CGPA) of 2.00 to be able to graduate from any department. If a student completes all the courses that he/she

needs to take but does not succeed in reaching the required CGPA, he/she may be given an opportunity to take graduation make-ups in order to increase his/her CGPA. Students can take up to two graduation make-up exams. These exams need to be paid for separately and currently each graduation make-up is 315 Euros.

16.3. Graduation Ceremony

All students who have earned the right to graduate can attend the graduation ceremony at the end of the semester. Two graduation ceremonies are held each year, one at the end of the fall semester and the other at the end of the spring semester. Graduation gowns for the ceremony are rented for 50 US Dollars for the day. Students can keep their gowns but if they decide to return it, they will receive the 50 US Dollars paid.

17. ADMISSIONS AND ENTRY REQUIREMENTS

The admissions requirements are setup in such a way that it supports the students in reaching the intended programme learning outcomes by the end of the 4-year study period at the department of computer information systems.

The admissions and entry requirements ensure that the students who are admitted to the degree programme possess the required competences and formal training required to be able to follow the degree programme successfully. These requirements ensure that all admitted students are treated equally.

Students admitted to the department come from three sources:

- Local students, who are citizens of the Turkish Republic of Northern Cyprus (TRNC)
- Students from Turkey, who are Turkish citizens
- Students from other countries (foreign students)

All students are admitted to the university after they complete their high school studies successfully and obtain high school graduation diplomas.

Local students must sit for the Near East University entrance examination and obtain a pass mark from this examination. Successful students are admitted to the university, but not necessarily to the department of computer information systems.

Students from Turkey must select the Near East University and the department of computer information systems as their choice, and they must obtain successful pass marks from the Turkish university entrance examinations (prepared and administered by the Higher Education Council of Turkey, YOK). Those who obtain the required marks are admitted to the university, but not necessarily to the department of computer information systems.

Students from other countries are admitted to the university based on the results of their high school graduation diplomas.

Because the medium of instruction is in English, the level of their English is assessed by the Faculty of English language. Those students who have certificates and who have already passed English Language proficiency examinations are exempt from the English preparation school and are admitted directly to the department where they are enrolled for the first year and first semester of their studies. Those students whose levels of English writing and communication skills are below the required standards are admitted to the English preparatory school of the university. The English preparatory school offers concentrated teaching of the English language reading, writing, and communication skills. The duration of the preparatory school is one academic calendar. Successful students are admitted to the department at the end of their studies at the English preparatory school.

Students are required to fill an application form before they are accepted to the university. The university seeks to admit academically qualified students who desire a challenging and comprehensive education in the departments. The filled application form is available online. Students can either send their applications online or alternatively by post.

Students who transfer from other programs or universities should provide a transcript approved by their registrar's office and course descriptions from their former institution and if courses are evaluated as equivalent with respect to the total credit and content to coursework in the CIS department by the transfer committee, they are qualified as exempt from those courses. It is also possible to combine 2 courses to count for a equivalent course in the CIS department with respect to content. This web page contains regulations for admission of foreign students: http://aday.neu.edu.tr/?page_id=1759&lang=en

Admission Requirements for International Students at Near East University are as follows:

- Any of the following certificates or diplomas are accepted
- General Certificate of Secondary Education (GCSE) Exam results
- International General Certificate of Secondary Education (IGCSE) Exam results
- International Baccalaureate Exam results
- American College Testing (ACT) Exam results
- Scholastic Aptitude Test (SAT) Exam results
- Tawjihi Exam results (for Jordanian and Palestinian students)
- Baccalaureate Exam results (for Lebanese, Iraqi and Syrian students)
- Diploma Debirestan" Exam results (for Iranian students)

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- Higher Secondary Certificate Exam results (for Pakistani, Indian and Bangladesh students)
 - WAEC/NECO Exam results (for Nigerian students)
 - GAOKAO Exam results (for Chinese students)
 - High School Diploma (for all other Overseas students)

18. TRANSFER STUDENTS

Transfers to programmes at NEU are possible from educational institutions offering similar programmes. Transfers based on term-based programmes can be done at the beginning of each term. The acceptance of transfers is subject to the decision and approval of the faculty board. Transfer quotas for each department are determined by the NEU Senate. Students aiming to transfer of NEU must submit their applications at least days prior to the commencement of the academic year or academic term. Local and Turkish students should apply with their transcripts to the Registrar's Office and International students should apply

with their transcripts to the International Student Office. Suitable applications are then sent to the department chair so that the student's transcript can be evaluated.

Transfers from open universities or open higher education programmes to the NEU are not possible.

Transfers between faculties and departments within the university are carried out according to the above mentioned regulations and can take place up until the last day for late registration indicated on the academic calendar

19. THE MEDIUM OF INSTRUCTION

The medium of instruction and communication for all of our departments is English. Students are required to speak in English to their instructors at all times, including outside the classroom.

19.1 English Language Requirements

Students enrolled to departments of which the medium of instruction is in English have to take the English Proficiency and Placement Test. Students who obtain a score of 70 out of 100 or over, are allowed to start their training at the faculties. 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 overall and TOEFL: 550; (213 CBT, 79 IBT).

20. SCHOLARSHIP OPPORTUNITIES

The Near East University offers various scholarship opportunities to aidless students in order to provide them with the opportunity to conduct a higher education, to encourage the successful students, and also to increase the academic quality of the Near East University.

20.1 Scholarships for Foreign Students

In order to provide student inflow and introduce TRNC, this scholarship is assigned for the students from foreign countries. Students within this context are offered special discounts in their tuition fees and ease in payment.

20.2 Scholarships Assigned to Citizens of TRNC

The main objective of this Scholarship Assignment is to provide the native students with higher education in their own country, to support the aidless students and to encourage and motivate successful students. Only citizens of TRNC can benefit from this opportunity.

By passing the exams organized by the university every year, candidates gain the right to be educated with a full or half scholarship within the determined quotas.

Information about scholarships are available on the web site of the university.

21. RELEVANT REGULATIONS

The regulations of the degree program are very important documents both for the staff and for the students. These documents are available at the web site of the university (www.neu.edu.tr). In addition, students can request to see printed copies from the department. The regulations are legal documents and their contents cannot be changed without the approval of the university senate.

- Library regulations
- Academic regulations for postgraduate students
- Master Thesis Guidelines of Graduate School of Applied Science

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- Dormitory Regulations
 - Student disciplinary regulations

22. ACTIVITIES

Some of the activities of the Computer Information Systems Department are displayed in the web site of the Near East University and also published as news in the national papers. Briefly, the displayed and published activities of the department in the last semester are as follows:

4 April 2016 – Joint Venture Between the NEU and the TRNC Information Association

A joint venture was signed between the NEU Department of Computer Information Systems and the TRNC Information Association with the aim of working on joint projects.

3 May 2016 – Information and Health were Discussed

Information and Health were discussed in the activity organized by the Department of Computer Information Systems and the Information Systems and Technologies Research Center which belongs to the Center of Excellence.

3 June 2016 – IT Project Management workshop

The “IT Project Management” workshop was held in cooperation with the Department of Computer Informatics of Near East University, Informatics Association and Chamber of Computer Engineers. The moderator of the workshop was Assoc. Prof. Dr. Nadire Çavuş, Head of the Department of Informatics, and the workshop was held at the labs of the Department of Informatics.

23. INFORMATION DURING THE ACADEMIC YEAR

Departmental activities and announcements during the academic year are announced on-line on the Faculty web page as well as via the Faculty notice board. Instructors and student advisors can also make announcements via the university’s Student/Academic Information System (Einstein) as well as their web page.

Course timetables and examination schedules are announced via the Faculty Website, the Faculty’s notice board. Students are expected to check the Faculty Website, the Faculty’s notice board, and Einstein on a daily basis.

24. STUDENT DEANSHIP

The main aim of the Student Deanship includes contributing to the personal, physical, cultural and social development of students; providing information and guidance for prospective students; supporting students in their transfer to business life with the honour and pride of being the graduates of the Near East University; encouraging their social responsibility and sensitivity; imparting skills that will help them add further to both themselves as individuals and to society at large and creating environments for students to turn as successful and highly desired individuals.

Near East University aims at contributing to the social and personal development of its students as well as their academic achievement. In this context, education environment offered is geared both to the maximization of academic performance as well as enriching students in social, sportive, cultural and intellectual terms. Indeed, programs developed by the Student Deanship and its units provide a range of opportunities to students in this sense. It organizes various activities to endow students in social and cultural terms and to promote a sense of unity and solidarity.

Counselling services are provided to groups comprising volunteer students, including Social Responsibility Projects, Radio Near East and clubs and communities and special environments are offered to students to build and improve their life skills.

Within the Students Deanship, Social Responsibility Centre and Disabled Students Unit comprise volunteer activities and activities to facilitate the life of disabled students in the university under a single umbrella.

25. INTERNATIONAL STUDENTS OFFICE

The International Student Office (ISO) was established to facilitate the international students' (non-Turkish speaking students) application process to NEU and to ensure that these students receive support and guidance from registration through to graduation through the implementation of effective and permanent solutions. The ISO aims to understand all student situations and to maintain a friendly and understanding relationship with the students. Until recently, under the roof of the International Student Office the Online Student Deanship was created. This division deals with all problems and petitions whether it is related to finance, academic or even housing / on-campus accommodation. The ISO also responds to the equerries of prospective international students.

An "orientation day" is organized by NEU for all new coming students within the first weeks of each fall semester. In this orientation day, general information is provided to all students about their studies in NEU and their stay in North Cyprus. Later on, several weekends that are announced in advance, guided tours are organized to different sides and cities of North Cyprus for all new students.

26. STUDENT COUNSELING

NEU provides free personal counseling services to students that request such services. The counseling is provided by professional psychiatrist and is available to all students as well as member of staff.

27. THE GRAND LIBRARY

The NEU Grand Library is 15000m² in size. It houses 500 thousand open shelve, has 600 study tables, 1 million printed material, 115 million electronic sources, 50000 electronic journals, 7000 DVDs, 17 booths for viewing films, 12 group study rooms, 4 amphitheaters seating 1000 persons, and a 600-person cafeteria. On-line access to a variety of databases is available, such as EBSCO, ISI Web of Science, Science Direct, WILEY, TAYLOR and FRANCIS, Emerald, and ULAKBİM.

Digital media is also accessible from the student's home with a password provided to all students and members of staff. The library is open every day 24 hours a day. Library staff are available to students for support and advice 24 hours a day.

28. EMPLOYMENT OPPORTUNITIES FOR STUDENTS

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 give an application the Registrar's Office or the International Student Office. Possible part-time jobs can be either in the Grand Library, the Near East University Hospital, the Innovation Centre, or the International Student Office.