



NEAR EAST UNIVERSITY

Faculty of Economics and
Administrative Sciences

Business Administration

STUDENT HANDBOOK

2017-2018

TABLE OF CONTENTS

1	The Faculty of Economics and Administrative Sciences.....	3
2	Business Administration Programme Objective.....	3
3	Programme Curriculum.....	4
4	Academic Calendar.....	6
5	Location of the Department and Contact Details.....	7
6	The Registrar's Office.....	10
	6.1 Opening Hours and Contact Details	
	6.2 Services	
	6.3 Tuition Fees	
7	Course Registration.....	10
	7.1 Online Course Registration	
	7.2 Transfer Students	
8	Student Advisors.....	11
9	Add, Drop, and Withdrawal of Courses.....	11
10	Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).....	11
11	Instructors' Office Hours.....	12
12	The Medium of Instruction	12
13	Student Attendance and Absence.....	12
14	General Guidelines for Student Conduct.....	13
	14.1 General Guidelines	
	14.2 Classroom Conduct	
	14.3 Regulations for Misconduct	
15	Teaching Materials and Outline Sources.....	14
16	Assessment and Grading.....	14
	16.1 Grading	
	16.2 Exams	
	16.3 Make-up Exams	
	16.4 Re-sit Exams	
	16.5 Appeals to Exam Results	
17	Submission of Projects/Assignments/Reports.....	18
	17.1 Submission	
	17.2 Ethics: Plagiarism	
18	Course and Instructor Evaluation.....	19
19	Graduation.....	19
	19.1 Requirements for Graduation	
	19.2 Graduation Make-up Exam	
	19.3 Graduation Ceremony	
20	Information during the Academic Year.....	19
21	Student Deanship.....	19
22	Students with Disabilities/Disadvantages.....	20
23	International Students Office.....	20
24	Student Counseling.....	21
25	The Grand Library.....	21
26	Employment Opportunities for Students.....	21

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. Business Administration Programme Objective

The objective of the Business Administration programme is to educate future managers and entrepreneurs by investigating major functional areas of business activity. The programme aims to provide the knowledge, skills, and abilities needed to become an effective entrepreneur and manager in a variety of organizational settings, both national and international. The curriculum has been designed to introduce students to the major business functional areas of management, marketing, production, finance, accounting, and human resources.

After completing the Business Administration programme students will be:

- Skilled in critical thinking and decision making, as supported by the appropriate use of analytical and quantitative techniques;
- Able to acquire proficiency in English and be able to communicate effectively as well as prepare and deliver oral and written presentations using appropriate information technologies;
- Able to identify business related problems in a situation and will be able to find sound and innovative solutions to the problems;
- Able to work effectively in teams;
- Able to understand and work with people from diverse cultures and backgrounds in any organizational setting.

The Near East University Business Administration programme is positioned on the job market as a programme which provides employers with individuals who are knowledgeable in regards to the challenges facing organizations today in a constantly changing business environment.

Graduates from the Business Administration programme are equipped with computer and communication skills that help them quickly adapt to any work setting. They are effective also team players who make them productive group members. They are also knowledgeable in the major business functional areas. As such, graduates are readily employable in both private and public sectors. Many graduates find employment in various business related settings including marketing, sales, accounting, finance, human resource management. The sectors that employ graduates from the Business Administration programme including banking and financial services, tourism, business services, and public organizations.

3. Programme Curriculum

The Business Administration programme curriculum is presented below;

FIRST YEAR I. SEMESTER

CODE	COURSE NAME	C	ECTS
ENG101	English I	3	4
MTH171	Maths for Bus & Econ.I	3	6
COM101	Intro.to Computers	3	6
EAS103	Introduction to Business	3	6
EAS101	Principles of Econ.I	3	6
AIT101 / YIT101	Atatürk İlkeleri I / Turkish for International Students I	2	2
TOTAL SEMESTER CREDITS/ECTS		17	30

II. SEMESTER

CODE	COURSE NAME	C	ECTS
ENG102	English II	3	4
MTH172	Maths for Bus & Econ II	3	6
CIS 152	Computer Applications	3	6
EAS104	Principles of Management	3	6
EAS102	Principles of Econ.II	3	6
AIT102 / YIT102	Atatürk İlkeleri II / Turkish for International Students II	2	2
TOTAL SEMESTER CREDITS/ECTS		17	30

SECOND YEAR III. SEMESTER

CODE	COURSE NAME	C	ECTS
MAN 201	Communication for Business I	3	6
MTH261	Statistics I	3	6
EAS203	Financial Accounting I	3	6
EAS206	Introduction to Law	3	6
EAS201	Microeconomics	3	6
TOTAL SEMESTER CREDITS/ECTS		15	30

IV. SEMESTER

CODE	COURSE NAME	C	ECTS
MAN 202	Communication for BusinessII	3	6
MTH262	Statistics II	3	6
EAS204	Financial Accounting II	3	6
EAS207	Business Law	3	6
EAS202	Macroeconomics	3	6
TOTAL SEMESTER CREDITS/ECTS		15	30

THIRD YEAR V. SEMESTER

CODE	COURSE NAME	C	ECTS
EAS305	Principles of Marketing	3	6
EAS303	Managerial Accounting	3	6
EAS301	Business Finance	3	6
EAS310	Organizational Behavior	3	6
EAS306	Money and Banking	3	6
TOTAL SEMESTER CREDITS/ECTS		15	30

VI. SEMESTER

CODE	COURSE NAME	C	ECTS
EAS304	Marketing Management	3	6
EAS307	Research Methods	3	6
EAS302	Financial Management	3	6
EAS308	Operations Mgmt. & Res.	3	6
SOC100	Sociology	3	6
TOTAL SEMESTER CREDITS/ECTS		15	30

FOURTH YEAR VII. SEMESTER

CODE	COURSE NAME	C	ECTS
EAS403	Marketing Research	3	6
EAS402	Human Resource Mgmt.	3	6
EAS405	Production Management	3	6
MAN4XX	Area Elective	3	6
MAN4XX	Area Elective	3	6
TOTAL SEMESTER CREDITS/ECTS		15	30

VIII. SEMESTER

CODE	COURSE NAME	C	ECTS
EAS401	International Business	3	6
MAN 407	Strategic Management	3	6
MAN4XX	Area Elective	3	6
MAN4XX	Area Elective	3	6
MAN4XX	Area Elective	3	6
TOTAL SEMESTER CREDITS/ECTS		15	30

TOTAL CREDITS 124 / TOTAL ECTS 240

The Business Administration programme consists of 124 national credits hours, 109 of which are compulsory courses and the remaining 15 credit hours are elective courses. Each semester is made up of 15 national credits and each academic year is made up of 30 national credits. A student is required to complete 124 national credits in order to graduate. In terms of ECTS, each semester is 30 ECTS and each academic year is 60 ECTS. A student is required to complete 240 ECTS in order to graduate. All of the courses are 3 national credits which equates to 3 to 4 lecture hours per week. The courses are either conducted on one day or are divided into 2 sessions per week. Some courses have pre-requisites where students are first required to take the prerequisite course before proceeding to the next dependent course. The workload is divided equally among the semesters, 30 ECTS per semester.

There are fourteen weeks of classes, one week for midterm exams and two weeks for final exams each semester.

4. Academic Calendar

FALL TERM / GÜZ DÖNEMİ		
Sep 5-8, 2017	Course Registration	(Ders Alma)
Sep 11, 2017	Classes Commence	(Derslerin Başlaması)
Sep 25, 2017	Last Day for Add/Drop	(Ders Ekleme/Bırakma İçin Son Gün)
Oct 13, 2017	Last Day for Add/Drop for International Students	(Uluslararası Öğrenciler için Ders Ekleme/Bırakma İçin Son Gün)
Oct 29, 2017	National Holiday	(Milli Tatil)
Oct 06, 2016	Last Day for Late Registration	(Geç Kayıtların Son Günü)
Oct 30- Nov 04, 2017	Midterm Exams	(Ara Sınavları)
Nov 15, 2016	National Holiday	(Milli Tatil – KKTC Cumhuriyet Bayramı)
Nov 30, 2017	Religious Holiday	(Dini Tatil)
Dec 08, 2017	Last Day for Withdrawal	(Dersten Çekilmenin Son Günü)
Dec 20, 2017	End of Classes	(Derslerin Son Günü)
Dec 21-30, 2017	Final Exams	(Final Sınavları)
Dec 25, 2017	Religious Holiday for International Students	(Uluslararası Öğrenciler için Dini Tatil)
Jan 01, 2018	New Year	(Yeni Yıl)
Jan 08, 2018	Last Day for Submission of Letter Grades	(Not Teslimi İçin Son Gün)
Jan 09-11, 2018	Re-sit Exams	(Bütünleme Sınavı)
Jan 16, 2018	End of Term	(Dönem Sonu)
Jan 17-19, 2018	Graduation Ceremony	(Mezuniyet Töreni)

SPRING TERM / BAHAR DÖNEMİ		
Jan 29-31, 2018	Course Registration	(Ders Alma)
Feb 01, 2018	Classes Commence	(Derslerin Başlaması)
Feb 16, 2018	Last Day for Add/Drop	(Ders Ekleme/Bırakma İçin Son Gün)
Feb 23, 2018	Last Day for Late Registration	(Geç Kayıtların Son Günü)
March 26-31, 2018	Midterm Exams	
Apr 23, 2018	National Holiday	(Milli Tatil – Ulusal Egemenlik ve Çocuk Bayramı)
April 30, 2018	Last Day for Withdrawal	(Dersten Çekilmenin Son Günü)
May 01, 2018	Spring Holiday	(Bahar Bayramı)
May 11, 2018	End of Classes	(Derslerin Son Günü)
May 14-23, 2018	Final Exams	(Final Sınavları)
May 19, 2018	National Holiday	(Milli Tatil – 19 Mayıs Gençlik ve Spor Bayramı)
June 01, 2018	Last Day for Submission of Letter Grades	(Not Teslimi İçin Son Gün)
June 04-06, 2018	Re-sit Exams	(Bütünleme Sınavı)
June 07, 2018	End of Term	(Dönem Sonu)
June 08-13, 2018	Graduation Ceremony	(Mezuniyet Töreni)

SUMMER TERM / YAZ DÖNEMİ		
June 25-26, 2018	Course Registration	(Ders Alma)
June 27, 2018	Classes Commence	(Derslerin Başlaması)
Jul 20, 2017	National Holiday	(Milli Tatil – Barış ve Özgürlük Bayramı)
Aug 01, 2017	National Holiday	(Milli Tatil – Zafer Bayramı)
Aug 14, 2018	End of Classes	(Derslerin Son Günü)
Aug 15-17, 2018,	Final Exams	(Final Sınavları)
Aug 20- 24, 2018	Religious Holiday	(Dini Bayram)
Aug 28, 2018	Last Day for Submission of Letter Grades	(Not Teslimi İçin Son Gün)
Aug 29, 2018	End of Term	(Dönem Sonu)

5. Location of the Department and Contact Details

The Department of Business Administration 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-business-administration/>

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:

Faculty Dean

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Department Chair

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Onur Ciddi

Email: onur.ciddi@neu.edu.tr

6. The Registrar's Office

- **Opening Hours and Contact Details**

The Registrar's Office is open from 8:30 – 16:30 every day. The telephone number for the administrative support personnel of the Business Administration Department is 0 392 680 2000 and the extension number is 225. Students can find additional information about the Registrar's Office from info@neu.edu.tr

- **Services**

The Registrar's Office is the place where the students can register to the university and get information about every faculty in the university. Payments for registration and applications for ID cards are made at the Registrar's Office. Every student is required to have a university ID card as ID cards will be used when entering examinations for the duration of their education. Students can also receive transcripts from the Registrar's Office at any point in their study period. Processing of transcripts may take a couple of days and students are expected to pick up their transcripts from the Registrar's Office. The price for one transcript is 21 Euros.

- **Tuition Fees**

Tuition fees vary for local students, Turkish students, and international students. In addition to annual tuition fee, students are required to pay 5% VAT and a social activities fee at the beginning of each semester.

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

The second payment option is to pay in eight installments; four installments each semester. The last day for the payment of installments is the 20th of every month during each semester. In the case of a delay, the interest to be paid is 3% of that monthly payment only.

7. Course Registration

- **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.

- **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.

Course exemptions and grade equivalencies for students who have registered to NEU for the first time (through vertical/horizontal transfer or with courses taken from another higher education institution (HEI) are as follows;

- The number of exempted courses for a 4-year undergraduate program cannot exceed $\frac{3}{4}$ of the total number of courses required to successfully complete the program. For a 2-year program the number of exempted courses for a 4-year undergraduate program cannot exceed $\frac{1}{2}$ of the total number of courses required to successfully complete the program.
- If the number of exemption courses that the student has applied for exceeds $\frac{3}{4}$ (for 4-year programs) or $\frac{1}{2}$ (for 2-year programs) of the total number of courses required to successfully complete the program, then the number of exemptions is determined starting with the courses with the highest scores obtained and by taking into account pre-requisites courses.
- Courses to be considered for exemptions are examined by the relevant department board. If program outcomes, course learning outcomes, and course content match the equivalent course offered at NEU and if the student has scored at least a "DD" grade (or corresponding grade/score) the exemption is approved by the department board and sent to the faculty board for final approval. If the courses being considered for exemptions are substantially different (in regards to program outcomes, course learning outcomes, and/or course content) than the equivalent NEU course(s) then this is demonstrated to the student.

8. Student Advisors

Each student studying at the FEAS and Business Administration 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

9. 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.

10. 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
5th	1.60
6th	1.70
7th	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.”

11. Instructors’ Office Hours

Office hours are time slots where each student can meet with their instructors in their offices and discuss academic issues, course materials and their progress, see their exam papers and get information about their courses. These hours are for the benefit of the

students. Office hours can be found on individual instructors' web pages or on their office doors. Instructors are ready to answer any questions during their office hours. Therefore, students are encouraged to visit their instructors during their office hours and benefit from these meetings.

12. 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.

- **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).

13. 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.

14. General Guidelines for Student Conduct

- **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.

- **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.

- **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.

Find more information about the “General Student Discipline Regulations” on <https://neu.edu.tr/administration/regulations/general-student-discipline-regulations/>

15. Teaching Materials and Outline Sources

The majority of course/module instructors that teach at the Business Administration programme use international editions of British or American textbooks. All courses have a main text book however additional references and/or study materials are also provided by some instructors. The textbooks are available in sufficient quantity for sale at the NEU bookstore. The case-studies and similar exercises conducted in class are also available in the text books or other sources which students are directed towards or are provided with in class by the course instructors.

16. Assessment and Grading

- **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.

- **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.
- 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 re-sit exams.

- **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.

- **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;

- 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.

- **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.

17. Submission of Projects/Assignments/Reports

- **Submission**

Besides midterm and final exams and quizzes, there might be other assignments/projects/reports that students may be required to submit throughout the term. Students are expected to submit their assignments on or before the submission deadline as announced on the course outlines. Late submissions are usually not accepted by many of the instructors.

Sometimes, instructors may make amendments to the submission dates. In that case, this will be announced on the instructor's web page and the faculty notice board. It is the students' responsibility to follow the course outline for each course and submit their assignments on time.

Individual instructors may have different policies regarding the submission of assignments. Some instructors may require these to be submitted online (via e-mail) and some may require them to be typed on the computer.

If students cannot reach their instructor on the day of the submission deadline, they can leave their assignments in the pigeon holes located in the secretaries' office. While submitting assignments to the secretaries, students should fill in the submission form (can be obtained from the secretaries) stating the name of the instructor, the date and time of submission. This form will then be signed by the secretaries and placed in the pigeon hole of the individual instructor.

- **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.

18. Course and Instructor Evaluation

At the end of every semester students are asked to complete an on-line survey for each of their courses/modules in order to gain feedback in relation to the course/module and the course instructor. The results are presented to the Dean of the Faculty, Department Chairs, and each individual course instructor. This provides feedback thus enabling to make the necessary improvements to increase the teaching effectiveness of course instructors and if necessary make improvements in regards to the content of courses.

19. Graduation

- **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 Business Administration students is 40 with 120 credits (240 ECTS).

- **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.

- **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.

20. 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.

21. 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.

22. Students with Disabilities, Learning Disabilities or Medical Conditions

NEU ensures equality and non-discrimination amongst its students. As a result, students with disabilities, learning disabilities or medical conditions are entitled to reasonable alternative examination arrangements in order for such students to successfully complete their programmes. Such students are required to apply to the faculty student administration office for the consideration of their disability/disadvantage at the beginning of the semester or at least 5 working days before the start of exams. Students will be required to provide supporting evidence substantiating their disability or disadvantage.

Alternative examination arrangements provided may include the following;

- Extra time allowance
- Rest periods of up to 10 minutes per hour
- Physical space
- Separate examination room and invigilator
- Accessible toilets
- Separate examination date

23. 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 enquiries 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.

24. 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.

25. 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 amphitheatres 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, 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 is available to students for support and advice 24 hours a day.

26. 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 to 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, or the International Student Office.

