



NEAR EAST UNIVERSITY

**Faculty of Economics and
Administrative Sciences**

Course Catalogue

**Department of Management
Information System**

TABLE OF CONTENTS

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

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. Management Information System Program Objective

As an academic discipline studies people, technology, organizations, and the relationships among them. This definition relates specifically to "MIS" as a course of study in business schools. Many business schools (or colleges of business administration within universities) have an MIS department, alongside departments of accounting, finance, management, marketing, in Management Information Systems.

Each course offered in the Certificate in Management Information System program is designed to focus on strategic planning, decision-making, problem-solving, and technology management to meet the unique needs of Management Information System leaders.

The primary purpose of a management information system, or MIS, is to assist managers in making strategic, tactical and operational decisions in an efficient and productive manner. It provides managers with essential information that is gathered from a variety of sources, pooled into a single database and compiled in a readable format.

3. Program Curriculum

The Management Information System program curriculum is presented below;

FIRST YEAR I. SEMESTER

CODE	COURSE NAME	C	ECTS
ENG 101	English I	3	4
MAT 171	Maths for Bus & Econ.I	3	6

II. SEMESTER

CODE	COURSE NAME	C	ECTS
ENG 102	English II	3	4
MAT 172	Maths for Bus & Econ II	3	6

COM 151	Intro.to Computers	3	6
MAN 101	Introduction to Business	3	6
ECON101	Principles of Microeconomics	3	6
ATA 101	Atatürk İlkeleri I	0	2
TOTAL SEMESTER CREDITS/ECTS		15	30

CIS 152	Computer Applications	3	6
MAN 102	Principles of Management	3	6
ECON102	Principles of Econ.II	3	6
ATA 102	Atatürk İlkeleri II	0	2
TOTAL SEMESTER CREDITS/ECTS		15	30

SECOND YEAR III. SEMESTER

CODE	COURSE NAME	C	ECTS
MAN 201	Business Communication	3	6
MAT 281	Statistics I	3	6
ACC 202	Financial Accounting I	3	6
MAN 206	Introduction to Law	3	6
ECON201	Microeconomics	3	6
TOTAL SEMESTER CREDITS/ECTS		15	30

IV. SEMESTER

CODE	COURSE NAME	C	ECTS
MAN 202	Oral Communication	3	6
MAT 282	Statistics II	3	6
ACC 203	Financial Accounting II	3	6
MAN 207	Business Law	3	6
ECON202	Macroeconomics	3	6
TOTAL SEMESTER CREDITS/ECTS		15	30

THIRD YEAR V. SEMESTER

CODE	COURSE NAME	C	ECTS
MARK303	Principles of Marketing	3	6
MIS 301	Information System Management	3	6
FIN 301	Business Finance	3	6
MAN 310	Organizational Behavior	3	6
ECON 306	Money and Banking	3	6
TOTAL SEMESTER CREDITS/ECTS		15	30

VI. SEMESTER

CODE	COURSE NAME	C	ECTS
MIS 302	Quantitative Analysis for Decision Making	3	6
EAS 307	Research Methods	3	6
FIN 302	Financial Management	3	6
MAN 308	Operations Mgmt. & Res.	3	6
MIS303	Information System Project Management	3	6
TOTAL SEMESTER CREDITS/ECTS		15	30

FOURTH YEAR VII. SEMESTER

CODE	COURSE NAME	C	ECTS
MIS 401	E-Business Management	3	6
MIS 421	System Analysis and Design	3	6
	Area Elective	3	6
MIS XX	Area Elective	3	6
MIS XX	Area Elective	3	6
TOTAL SEMESTER CREDITS/ECTS		15	30

VIII. SEMESTER

CODE	COURSE NAME	C	ECTS
		3	6
MIS 422	Entrepreneurship in Information Technology	3	6
MIS 400	Final Project	3	6
MIS XX	Area Elective	3	6
MIS XX	Area Elective	3	6
MIS XX	Area Elective	3	6
TOTAL SEMESTER CREDITS/ECTS		15	30

TOTAL CREDITS 120 / TOTAL ECTS 240

The Management Information System Program consists of 120 national credits hours, 105 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 120 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.

Courses Descriptions

ENG 101 English I (3 Credits)

Focusing on grammar and developing of all language skills. This course aims at enabling students to understand their lessons and to express themselves in English.

MAT 171 Maths. For Bus. & Economics I (3 Credits)

Understanding basic terms in the areas of business calculus and financial Mathematics independently solving of business problems.

COM 151 Introduction to Computers (3 Credits)

Introduction to the World of the Computer, Defining the Computer, The History of Computer, Computer Generations, Elements of Computer Systems, Hardware of Computer, Classification of Computers, Principle of Computer Working, Using the Computer and MS-Dos Operating System, Dos Editor.

MAN 101 Introduction to Business (3 Credits)

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

ECON 101 Principles of Economics I (3 Credits)

Basic concepts of economics and mainly elementary microeconomics. Topics covered are: The economic problem, Supply and Demand, Elasticity, Marginal analysis of consumers and firms behaviour, The theory of profit maximization, Analysis of markets, Pricing in competitive and non-competitive markets.

ATA 101 Principles of Atatürk I

The Principles of Atatürk will be discussed analytically and historically in both Semesters.

ENG 102 English II (3 Credits)

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

MAT 172 Maths. For Bus. & Economics II (3 Credits)

Limits and Continuity. Average Rate of Change and Slope. Derivatives, Instantaneous Rate of Change, Higher Order Derivatives. Optimization, 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.

CIS 152 Computer Applications (3)

Introduction to Windows, Windows Commands, How the windows commands work, Introduction to Microsoft Office, Microsoft Word, Microsoft Power Point, Project of Microsoft Power point.

MAN 102 Principles of Managment (3 Credits)

The Basis of Management, Theory and Practice, The Nature of Planning. Decision Making. The Nature and Purpose of Organizing, Basic Departmentation, Line / Staff Authority and Decentralization, Human Resource Management and Selection, Motivation, Leadership, and the System and Process of Controlling.

ECON 102 Principles of Economics II (3 Credits)

Elementary Macroeconomics. Determination of National Income, The Role of Government, The Banking System. Problems of Inflation, Unemployment and Growth.

ATA 102 Principles of Atatürk II

The Principles of Atatürk will be discussed analytically and historically in both Semesters.

MAN 201 Communication Skills I (3 Credits)

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

MAT 281 Statistics I (3 Credits)

Frequency distributions and Graphing Frequency Distributions, 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.

ACC 202 Financial Accounting I (3 Credits)

This course is comprised of the following topics: Accounting; Information for Decision Making, Basic Financial Statements, The accounting Cycle: Capturing Economic Events, The Accounting Cycle: Accruals and Deferrals, The Accounting Cycle: Reporting Financial Results, Accounting For Merchandising Activities, Financial Assets, Accounts Receivable and Notes Receivable, Inventories and Cost of Goods Sold.

MAN 206 Business Law I (3 Credits)

A basic introduction to the study of law namely the Nature of Law, Legal Systems, The Development of Law, The Structure and Work of the Courts, The Concepts of Legal Personality and Capacity and an Outline of the European Union, its Laws and Institutions, Company Law and Tort.

ECON 201 Microeconomics (3 Credits)

The main objective of this course is to familiarise the students with the topics of microeconomics. The main topics covered in this course consist of the Firm and Industry, Perfect competition, Monopoly, Oligopoly, Analysis of Factors of Production, Human Capital, Trade Unions, Game Theory, etc.

MAN 202 Communication Skills II (3 Credits)

This course presents a business story within the context and structure of two typical business communication situation. The target language items are described in terms of the functions they perform within the communicative structure of the meeting or negotiation.

MAT 282 Statistics II (3 Credits)

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.

EAS 207 Business Law (3 Credits)

A basic introduction to the law relating to business transactions namely an Introduction to the Law of contract and various kinds of Business Contracts. This is followed by an examination of Employment Law, including some provision requirements, European Union Law and an outline of Insurance Law and some aspects of Banking Law.

ACC 203 Financial Accounting II (3 Credits)

This course is comprised of the following topics: Accounting for Marketable Securities, Generally Accepted Accounting Principles, Plant and Intangible Assets, Liabilities, Stockholders' Equity: Paid-in Capital, Income and Changes in Retained Earnings, Statement of Cash Flows and Financial Statement Analysis.

ECON 202 Macroeconomics (3Credits)

Introduction of the economy as a whole including such topics as economic organization, national income accounting, economic growth and fluctuations, inflation, labor market, money and monetary policy, government and public economy, international trade. Course covers the use of theoretical tools to explain the determinants and measurements of the level and change in aggregate macroeconomic variables. One of the goals of this course is to provide a basic knowledge of most important macro-economic theories (Keynesian and classical approaches examined).

FIN 301 Principles of Finance (3 Credits)

Case Flow Analysis, Financial Statement Analysis and Long-Term Financial Planning, Time Value of Money, Bond Valuation, Stock Valuation, Capital Budgeting and Project Analysis.

MIS 301 Management Information System (3 Credits)

Overview of management functions in three distinct areas; hardware, software, personnel. The management issues and problems of planning. Developing, installing, operating, and maintaining information systems in organization. Legal and ethical issues in computing. Special focus on the connection of managerial and technical resources in organization. Attention given to political, economic, physical and organizational factors.

MAN 310 Organizational Behavior (3 Credits)

The theoretical and research contribution of the behavioral sciences to management and administration are examined and applied to selected organizational situations. Areas to be considered from the standpoint of both individual and organizational performance are communication, motivation, conflict, decision-making, goal setting, leadership, organizational design, climate, development and control. Utilizing a systems perspective, the course attempts to develop in each student an ability to analyze and solve organizational problems.

MARK 303 Principles of Marketing (3 Credits)

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 organizational objectives.

ECON 306 Money, Banking and Financial Institutions (3 Credits)

Course is devoted to the study of financial intermediation, interest rates, money market instruments and banking, focuses on modern financial markets and the role of monetary policy in influencing asset prices and the economy. Topics covered include financial institutions and markets, interest rate determination, portfolio theory, capital markets, the regulation of financial institutions, the money supply process, money demand and monetary policy. Causes and consequences of inflation. Applications to such problems as exchange rate determination and dynamics, international monetary regimes.

FIN 302 Financial Management II (3 Credits)

Risk and Return, Cost Capital, Capital Structure, Dividends and Dividend Policy, Long and Short term Financial Planning.

MIS302Quantitative Analysis for Decision Making (3 Credits).

Selected mathematical tools and techniques for analysis of business and economic problems as an aid to decision-making in management. Models and applications related to decision theory, linear programming, queuing, network analysis, planning and scheduling, simulation and other standard concepts. Usage of computer packages related to the discussed topics.

MARK 306 Marketing Management (3 Credits)

Planning, Implementing and Evaluating of Total System of Marketing Activities in Business Organizations with Special Emphasis put upon preparing Marketing Plans, Marketing Budgets and Auditing Marketing Performance. Managerial approach within System Perspective Supported with Functional Approach is used.

MAN 301 International Business (3 Credits)

This course surveys the international relationships of world business operations. Students will be introduced to current conceptual perspective. Emphasis will be in areas of environmental dynamics, multinational business organizations, cultural, political, and economic constraints within international financial and trade frameworks. Also included are the problems and challenges facing the multi-national corporation, its strategy and policy.

MIS 303 Information System Project Management (3 Credits)

Principles and techniques of project management with emphasis on development of information systems, project planning, system selection, project team design, project estimation, project reporting, identifying and controlling project risks, budget, and quality assurance.

EAS 307 Research Methods in Administrative Sciences (3 Credits)

This course is designed to teach professional communication skills. Emphasis is placed on research, listening, , critical reading and thinking, analysis , interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well- designed business and professional written and oral presentations.

MIS 401 E-Business Management (3 Credits)

Basic concepts of the e-business domain and its differences from the traditional business context. Strategic management of businesses in the electronic environment; developing and implementing e-business strategies. Identifying and analyzing e-business models. Understanding major business functions and processes such as electronic marketing and electronic Customer Relationship Management in an e-business environment.

MIS 421 System Analysis And Design (3 Credits)

Systems development life cycle. Systems analysis; identifying problems. Determining and analyzing information requirements. Systems design; output, input, file, database, user interface, data-entry procedures and software design. Systems development; project management, costs, programming, testing and documentation. Systems implementation and evaluation.

MIS 422 Entrepreneurship in Information Technology(3 Credits)

Overview of the startup process with an emphasis on the “opportunity analysis” aspect (identification and analyses of potential markets for entry as an entrepreneur) of this experience. This opportunity analysis will cover concepts and trends; target markets; competition; and success factors (i.e., people, money and technology and/or processes).

MIS 400 Final Project (3 Credits)

A software development project to be completed by students in one semester.

SOC 100 Sociology (3 Credits)

A general overview of sociology including history and methodology, explanation of the main schools in sociology, mainly Durkheim, Weber and Marx. Overview of group, stratification, institutions and structure in general.

MAN 453 Production Management (3 Credits)

Basic Principles and Methods of Production. Manufacturing Facilities, Plant and Equipment. Operating Characteristics. Deterministic and Probabilistic Applications, Recent Developments in Production. Also, provides an understanding of the fundamental concepts, approaches and techniques for the production of goods and services of the firms.

ECON 402 World Economy (3 Credits)

Basic theory and latest developments in international finance, integrative empirical evidence; the foreign exchange market, the balance of payment, the balance of Payments problem, price-adjustment mechanism, income adjustment mechanism the fiscal & monetary policy for Internal & External Balance, the mixable versus fixed exchange-rates.

4. Academic Calendar

FALL TERM	
Sep 5-9, 2016	Course Registration
Sep 12-15, 2016	Religious Holiday
Sep 16, 2016	Classes Commence
Sep 30, 2016	Last Day for Add/Drop
Oct 06, 2016	Last Day for Late Registration
Oct 29, 2016	National Holiday
Oct 31-Nov 4, 2016	Midterm Exams
Nov 15, 2016	National Holiday
Nov 25, 2016	Last Day for Withdrawal
Dec 11, 2016	Religious Holiday
Dec 23, 2016	End of Classes
Dec 24-30, 2016	Final Exams
Jan 01, 2017	New Year
Jan 06, 2017	Last Day for Submission of Letter Grades
Jan 9-12, 2017	Re-sit Exams
Jan 13, 2017	End of Term
Jan 18-21, 2017	Graduation Ceremony

SPRING TERM / BAHAR DÖNEMİ	
Jan 26-31, 2017	Course Registration
Feb 01, 2017	Classes Commence
Feb 15, 2017	Last Day for Add/Drop
Feb 24, 2017	Last Day for Late Registration
Mar 20-25, 2017	Midterm Exams
Apr 03, 2017	Last Day for Withdrawal
Apr 23, 2017	National Holiday

May 01, 2017	Spring Holiday
May 12, 2017	End of Classes
May 13-18, 2017	Final Exams
May 19, 2017	National Holiday
May 29, 2017	Last Day for Submission of Letter Grades
June 5-7, 2017	Re-sit Exams
June 9, 2017	End of Term
June 19-23, 2017	Graduation Ceremony

SUMMER TERM / YAZ DÖNEMİ	
June 21-23, 2017	Course Registration
June 25-27, 2017	Religious Holiday
June 28, 2017	Classes Commence
Jul 20, 2017	National Holiday
Aug 01, 2017	National Holiday
Aug 18, 2017	End of Classes
Aug 21- 23, 2017	Final Exams
Aug 25, 2017	Last Day for Submission of Letter Grades
Aug 29, 2017	End of Term

5. Location of the Department and Contact Details

The Department of Management Information System 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-international-Business/>

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:

Dean, Faculty of Economics and Administrative Sciences

Assoc.Prof.Dr. Şerife Zihni Eyüpoğlu
Web:<http://staff.neu.edu.tr/serife.eyupoglu>
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Department Chair

Assoc.Prof.Dr. Mustafa Menekay
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Administrative Staff / Secretaries

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Faisal Sher

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Email:faisal.sher@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 Management Information System Department is 0392 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 the first 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 installments 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 program at NEU are possible from educational institutions offering similar program. Transfers based on term-based program 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 to NEU must submit their applications at least 30 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 program 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.

8. Student Advisors

Each student studying at the FEAS and Management Information System program 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 D 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
8 th 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 D or DD in order to increase their CGPAs.

If a student who has received a warning wants to take one of the previous elective co

urses from which he/she has got D 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 times slots where each student can meet with their instructors in the office 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 toward 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 latecomers. 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 instructor has 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

tudent 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 <http://www.neu.edu.tr/en/node/940>.

15. Teaching Materials and Outline Sources

The majority of course/module instructors that teach at the International Business program 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 course’s 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 mid-term 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 resit 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 pigeonholes 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 Management Information System 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 a no opportunity to take graduation make-up exams 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. 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.

23. 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.

24. The Grand Library

The NEU Grand Library is 15000m² in size. It houses 500 thousand open shelves, 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, 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.

25. 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, the Innovation Centre, or the International Student Office.