

NEAR EAST UNIVERSITY



STUDENT HANDBOOK



DEPARTMENT OF MUSIC EDUCATION UNDERGRADUATE PROGRAMME

2016-2017

1. MISSION

- To give the students core knowledge and abilities that a music teacher should have,

To raise teachers who are able to improve themselves in the music and art disciplinary field and to solve the problems relating with the education and practice in that specific field,

To raise music teachers who will work in first and secondary schools,

- To raise music teachers who will be able to plan and progress the existing information in the education and practice sectors in the music teaching field,
- To carry out seminars, exhibitions and workshops relating with the music and different art disciplinarians subjects.

Features of the Department of the Music Education;

- The reports will be prepared with the members of the music department and its students within the Community Service Practice course relating to the needs of music education of the public and private schools which are connected to the Ministry of the Education of the TRNC.
- The projects and researches will be prepared relating to the field of music at the each level of the National Education System of the TRNC. 4th year students will participate for preparing and progressing the projects. Also these projects which will be made by the students will be aiming at to identify the current problems of the society, to emphasize the aspects of art and creativity sense and to solve the problems.
- The Music Teaching program will engrain the importance of the art education for increasing the consciousness of the music and art within the society by following the processes and developments in the teacher raising field.
- Also this program will make applied studies by following the technological and international developments.
- This program is being carried out at the faculties of the Gazi University and Dokuz Eylul University which are connected to TC Higher Education Association.
- The language of the Music Education is Turkish like the other programs in Ataturk Education Faculty

- The proposed program will be in co-operation with the Department of Education Programs and Practice and School of Fine Arts and Design which are connected to the different faculties of the NEU.
- The courses which are related to Professional Teaching Knowledge will be given by the faculty members of the Department of Educational Sciences.
- The program's importance is relating with the education from the secondary music teaching courses level. Also it is very significant for this program that the quality of the education members is at a high level.
- The graduate students will have the title of Music Teacher.
- The graduate students can have jobs in public and private schools in TRNC and Republic of Turkey. There is a high level of need at the public and private secondary schools in Republic of Turkey. Therefore, to have the job opportunity as a music teacher in TRNC and Republic of Turkey, the program's education and practice is a good way of creating those chances.
- In order to graduate, students need to take of 86 courses in total with 163 credits in 8 terms.
- The School Experience and Teaching Process will be made at the public and private schools with the connection to the Ministry of National Education and Culture.
- At the Department of Music Education, the program is being carried out as the faculties of the Gazi University and Dokuz Eylul University.
- The new books will be followed accordance with the contents of the courses in the program.
- There is not a second education program for the Music Teaching.

2. 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

FALL TERM	
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	
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

SPRING TERM	
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	
June 21-23, 2017	Course Registration

SUMMER TERM

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

3. LOCATION AND CONTACT NUMBERS

Assist. Prof. Dr. Ertem NALBANTOĐLU

- Head of Department of Fine Arts Education
- Head of Department of Music Teacher (Education)

[+90 \(392\) 444 0 YDU /168](tel:+903924440168) ertem.nalbantoglu@neu.edu.tr

Atatürk Education Faculty

Near East University

4. CONTACT DETAILS FOR STAFF

Students are expected to follow course related issues using their instructors' websites. The instructor websites include information regarding the instructor's timetable, contact details, announcements related to the courses, submission deadlines and student assessment results (e.g. exam results, assignment/quiz results, etc.) as well as the instructor's CV and research interests. Students are encouraged to use instructors' e-mail addresses to contact them during out-of-office hours. In addition, course outlines and course related materials can be downloaded from instructors' websites. A list of instructor web pages and their e-mail addresses can be found here:

Assist. Prof. Dr. Ertem NALBANTOĐLU

- Head of Department of Fine Arts Education
- Head of Department of Music Teacher (Education)

[+90 \(392\) 444 0 YDU /168 ertem.nalbantoglu@neu.edu.tr](mailto:ertem.nalbantoglu@neu.edu.tr)

Prof. Dr. Sibel ĐOBAN

sibel.coban@neu.edu.tr

Prof. Cevanřir GULİYEV

cevansir.guliyev@neu.edu.tr

Assist. Prof. Dr. Emine KIVANĐ ÖZTUĐ

[+90 \(392\) 444 0 YDU emine.kivanc@neu.edu.tr](mailto:emine.kivanc@neu.edu.tr)

Assist. Prof. Dr. Erkan SÜLÜN

[+90 \(392\) 444 0 YDU erkan.sulun@neu.edu.tr](mailto:erkan.sulun@neu.edu.tr)

Specialist Atakan SARI

[+90 \(392\) 444 0 YDU atakan.sari@neu.edu.tr](mailto:atakan.sari@neu.edu.tr)

Specialist İlyas ABDOULLİNE

- Department of Fine Arts Education
- Activities Coordinator of the Arts

[+90 \(392\) 444 0 YDU / 110 ilyas.abdoulline@neu.edu.tr](mailto:ilyas.abdoulline@neu.edu.tr)

Specialist Mustafa ELMAS

mustafa.elmas@neu.edu.tr

Specialist İrade MELİKOVA

irade.melikova@neu.edu.tr

Specialist Yulia STARASTSENKOVA

yulia.starastsenkova@neu.edu.tr

Specialist Engül ATAMERT

+90 (392) 444 0 YDU engul.atamert@neu.edu.tr

Specialist Mehmet SAKARYA

+90 (392) 444 0 YDU mehmet.sakarya@neu.edu.tr

Specialist Sinem SADRAZAM

+90 (392) 444 0 YDU sinem.sadrazam@neu.edu.tr

Specialist Emine HÜRSEN

emine.hursen@neu.edu.tr

Specialist Cise ÖZMELTEM

cise.ozmeltem@neu.edu.tr

Lecturer Gözdem İLKAY

gozdem.ilkay@neu.edu.tr

Lecturer Ayşe KARAOĞLAN

ayse.karaoglan@neu.edu.tr

Lecturer Gürhan NURHAN

gurhan.nuray@neu.edu.tr

Lecturer Mustafa ÖZAK

mustafa.ozak@neu.edu.tr

Lecturer Ünal DEDE

unal.dede@neu.edu.tr

Lecturer Hasibe AKSAC

hasibe.aksac@neu.edu.tr

Lecturer Adil SÖNMEZ

adil.sonmez@neu.edu.tr

Lecturer Fatma GÜNHANLAR

+90 (392) 444 0 YDU fatma.gunhanlar@neu.edu.tr

Lecturer Ahmet ZEYİN

+90 (392) 444 0 YDU ahmet.zeyin@neu.edu.tr

5. THE REGISTRAR'S OFFICE

5.1. Opening Hours and Contact Details

The Registrar's Office is open from 8:30-13:00 and 14:00-16:30 every day. Students can also find information about the Registrar's Office from **info@neu.edu.tr**

5.2. 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 here. Every student is required to have an ID card as these will be used when entering their exams for the next four years. In addition to transcripts, students can get 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.

5.3. Tuition Fees

Tuition fees vary for home, Turkish and international students. In addition to annual tuition fee, students need to pay 5% VAT and a social activities fee at the beginning of the year. Depending on their success in the LYS exam, the tuition

fee may be reduced substantially.

5.4. *How to pay?*

The university offers two options for payments. Students may pay the tuition fee in two instalments. In that case, the first instalment (half of the fee) must be paid by the end of the 20th of September. These condinstalment 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.

These condoption for paying the tuition feed is to pay in eight instalments; four in every semester. The last day for the instalments is the 20th of every month during each semester. In case of a delay, the interest to be paid is 3% of that monthly payment only.

6. **REGISTERING FORCOURSES**

Starting from 2011-2012 Spring Term, registrations are done online. After making their payments at the Registrar's Office, students take their course through the online registration system. Students will need their student ID numbers and passwords in order to register online. These details will be given to each student at the Registrar's Office after they make their payments. Students can also get their ID numbers and passwords for the online system from the Innovation and Information Technologies Centre (<http://www.neu.edu.tr/en/node/587>). After registering for their courses online, the students will need to have their course registrations confirmed by their advisors. Information regarding the process of online registration can be found on the university's web page.

If the online service does not work for any reason, the students are required to pay their fees to the NEU Bank and take their slips to the Registrar's Office. Then the Registrar's Office will send the students to their departments with a formal paper indicating that the students have the right to choose their courses and can start attending their courses. The registration will be completed by the advisors at the

department. 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.

6.1. Transfer Students

Citizens of Turkish Republic of Northern Cyprus and foreign students need to apply to the Head of the Students' Departmental Offices in the Registrar's Office to transfer to NEU. The Registrar's Office then decides whether to accept the student or not to the department where the application is made. Once the student is accepted to the university, he/she needs to take his/her transcript from their first university to the department. It is the decision of the Head of the Department and student's appointed advisor to accept or not to accept the equivalence of the courses that he/she had taken in his/her previous university before he starts his education in NEU.

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

6.2. Making Changes to your Personal Details

Every student has a file in the department. This file includes the student's contact details and his academic status. It is very important that the department contact the student easily if needed. Therefore, students are expected to supply the correct/up to date information about their contact details and if there is a change in this information, he/she should inform the secretaries for their details to be updated. Especially mobile phone numbers and e-mail addresses must be up-to-date as these are the most common communication methods for the department.

7. ADVISORS

Every student in NEU has an advisor. **An advisor is the person who will help**

the student both in academic and non-academic issues throughout is university education. Any issues that may arise during this time will be dealt with care within the department. The advisor also tells the student which course she/he can/should take and which elective courses are more beneficial for that specific student. The advisor guides the student until his graduation day. Therefore, it is important that students establish good relationships with their advisors.

8. ADDING, DROPPING AND WITHDRAWING FROM COURSES

In the academic calendar, for each semester the last days for add-drop and withdrawal are given. The last day for adding-dropping courses is usually after 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. Within these two weeks, students still have the right to add or drop any course on the condition that his/her advisor confirms his/her request. If a student realizes that he/she needs to withdraw from a course after the add-drop date, he/she needs to follow a formal procedure. Before the last day of withdrawal, the student needs to fill in the withdrawal form, indicating the courses from which he/she wants to withdraw from. This form can be obtained from the departments' secretary. Once the form is filled in and approved by the advisor, it must be signed by the Head of the Department, the course's instructor and the student's advisor. The total number of withdrawals for a student is limited to a

Maximum of four courses. Withdrawal requests may be made up until two weeks before the last day of classes of the semester as declared in the academic calendar. It is highly recommended that withdrawals from courses should be made sparingly and limited to situations to avoid dismiss or repeat conditions.

9. 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:

4th Semester

minimum

GCPA:1.50

5th Semester

minimum GCPA:

1.60

6th Semester

minimum GCPA:

1.70

7th Semester

minimum GCPA:

1.80

8th and consecutive semesters' minimum GCPA: 2.00

Students whose CGPAs are 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

optional 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.”

OFFICEHOURS

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 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 their meetings.

10. MEDIUM OF INSTRUCTION AND COMMUNICATION

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

11. STUDENT ATTENDANCE AND ABSENCE

Students must normally attend at least 80% of the class hours for each course. In general, this means 3 hours of absence for one hour course. If a student misses classes for more than 3 hours, he automatically fails the course and gets NA (Never Attended). 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 an examination, be it a mid-term or a final exam, he/she has to bring a medical report within three working days following the examination date. After these three days, the student loses his/her right to receive a make-up exam. Students are expected to follow the scheduled make-up exam dates from the university’s online announcements and their instructor’s personal web page. If a student misses his/her scheduled make-up exam date, he/she loses

his/her chance for taking that exam. There is no makeup for a make-up exam.

12. GENERAL GUIDELINES FOR STUDENT CONDUCT

- Students are expected to obey the general rules of conduct within the university and act respectfully towards their instructors and fellow students at all times.
- They should also be on time, both 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 checking their instructors' websites for any information and announcements regularly.
- It is the students' responsibility to check any updates to the course and exam schedules via the university's and individual instructors' web pages.

12.1. Classroom Conduct

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

- **Students are expected to be on time for every class.** Individual instructors may have different policies for late comers. However, in general students are not accepted to classes if they are late and are expected to wait for the break time to join the class.
- Students are encouraged to **participate in the lessons.** This does not mean coming to class for every less on 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. **Instructors will not accept students to class without their books/materials.**

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.

12.2. 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 toward 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>.

13. TEACHING MATERIALS AND ONLINE SOURCES

Students are expected to purchase/obtain all the listed materials for all of their courses at the beginning of the semester. Some course materials may be downloaded from instructors' web pages and some courses require students to follow links to relevant websites (online resources). Therefore, students are expected to follow the guidelines provided by their instructors and check their instructors' web pages regularly for posted links.

Some class notes/handouts may be obtained from the photocopy shops located within the Grand Library and the Eđitim Sarayı. Students will need to pay for these copies as well.

THE GRAND LIBRARY

The Grand Library houses 500 thousand open shelves. It is a culture and information access centre built to world standards with more than 50 thousand electronic journals, 6,5 thousand DVDs, 17 booths for viewing films, 12 personal and group study rooms, 4 amphitheatres with seating for 1000, a 350-person theatre, a 600-person cafeteria and 600 study tables. Open 24 hours a day, the complex is open to everyone free of charge. The information in the centre, which is equipped with the latest digital technology, can be accessed from your home via the internet. If you are on-campus, you can access the information while on the grounds thanks to our wireless network. The world's library concept is breaking new ground; it is no longer just a place to check

utbooks. They serve as information access centres. Soon our reference services will be accessible via telephone, internet and may be even SMS so this service which is currently available only to academicians and researchers will be accessible by the general public as well.

14. ASSESSMENT AND GRADING

Students are evaluated through their work and performance and are subject to different types of assessment depending on the requirements of individual courses. The types of assessment include written exams (in class, take-home or open-book exams), presentations, portfolios, essays, reports or projects. Individual courses may differ in terms of their assessment breakdowns. However, overall grading breakdown is as follows:

GRADE BREAKDOWN		
Points	Letter Grade	Quality Point Equivalent
90-100	AA	4
85-89	BA	3.5
80-84	BB	3
75-79	CB	2.5
70-74	CC	2
65-69	DC	1.5
55-64	DD	1
50-54	FD	0.5
0-49	FF	0

In addition to the letter grades above, students may receive a “Satisfactory” (S) or “Unsatisfactory” (U) grade for courses that do not have any credits.

If a student fails to complete the course requirements within the specified timeline, he/she is expected to contact the course lecturer to be given an Incomplete grade (I). This means that the student is expected to complete tasks, exams and/or course work within two weeks after the submission of the grades. At the end of this timeframe, the

“I” grades are changed by the lecturer to a letter grade as corresponding to the student’s total mark. If the student fails to complete the required work, then the “I” grade automatically changes to “FF” at the beginning of the next semester.

16.1. Exams

There are two exam periods (midterm exams and final exams) in each semester, which can be found in the academic calendar. The format of the exams may differ from course to course but the majority of the courses require students to answer essay type questions rather than multiple choice questions. Besides these exams, each course may have different requirements such as reports, assignments, presentations, projects, etc., by which students will be evaluated.

The final exams can be in different formats depending on the course. An instructor may give a take-home exam (questions given to students to be completed at home), an open book exam (students are asked to use their resource books to answer the questions with their comments) or require a project, a presentation or a portfolio.

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

When entering all the exams, students are required to bring their student ID cards with them to the exam room. For the final exams, students are also required to bring their payments slips showing that they have paid their tuition fees. These are checked by the university’s security and students are not allowed to sit for their final exams if they do not have their payments slips or their student ID cards.

The midterm exam results are generally given in a week time. Instructors show exam papers a week later in class. Students can also check their exam results from instructors’ web pages.

16.2. Re-sit Exams

According to the Higher Education Council's updated regulations, students who fail from many courses with an FD or an FF grade cannot take a re-sit exam. Students whose GPA is below 2.00 can also enter the re-sit exam to raise their averages. These exams correspond to the final exam mark for the course. Therefore, for courses that do not have a final exam in their course outlines, students cannot

request a re-

sit. In addition, students who fail from a course with an NA grade cannot take the re-sit exams. These exams are different from make-

up exams as these are taken **after** the final grades are given.

In

addition, students are not required to bring medical reports to enter these exams.

Application for the re-

sit exam should be made to the department by a letter, clearly indicating which courses the student wishes to take the re-

sits for. This letter should be submitted to the administrative assistants within **three work**

ing days following the announcement of letter grades. There is a re-

sit exam period at the end of each academic semester, which is clearly indicated in the academic calendar. Date and time of individual exams are announced on the departments' website in due course.

Following the re-sit exam, students'

marks

are announced on the departments' website and the new grades are

added to individual students' transcripts.

16.3. *Submission of Projects/Reports/Assignments*

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 university's webpage (www.neu.edu.tr) as well as the individual instructor's personal webpage. **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.

General Guidelines for Typed Submissions

If the submissions are required to be typed, students should use **12 size font** and **Times New Roman or Calibri** for their assignments. The line spacing should be set to 1.5 or 2 (double space). However, students should contact their instructors for the format of each of their submissions as different assignments may require different formatting.

16.4. Grading Criteria for Essays and Presentations

Instructors follow essay and presentation grading criteria while assessing the written and oral work of students. Instructors follow an error correction code while assessing any work and feedback is continually given on any submissions. You can find the grading criteria and the error correction codes in the **Appendices**.

16.5. *Appeals to Exam 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 this/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 two 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.

16.6. *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.

Only reliable sources must be used and these sources must be given in the bibliography section of each report and assignment. Any information from user-edited data bases such as Wikipedia or Spark Notes, are not accepted in any academic paper. **If an instructor claims that an assignment includes plagiarism, the instructor has the full authority to fail the student from that course.**

There are various formats for referencing sources for academic work. These are guidelines on formatting any kind of written work and referencing. Our

departments use the **American Psychological Association (APA) Style^{6th} Edition** for referencing. Further information on how to use the APA style can be found on <http://www.apastyle.org/learn/tutorials/brief-guide.aspx> or <http://owl.english.purdue.edu/owl/resource/560/01/> Students are responsible for following these guidelines closely when submitting assignments to their instructors.

15. COURSE EVALUATIONS

Course evaluations are assessments made by the students in relation to each of their courses (content/program/assessment methods) and their instructors. These evaluations are administered at the end of each semester. Students are expected to respond to these evaluation forms to the best of their knowledge and incomplete honesty. Students do not put their names on the evaluation forms. Therefore, the course evaluations are completely anonymous. Students are also strongly encouraged to write any comments on the back of the evaluation sheets as this is their chance for telling their views on their education. Results of the evaluation are analyzed by the Department Head and are used to improve teaching and learning experiences within the department.

16. REQUIREMENTS FOR GRADUATION

Students need to complete their core courses and electives and earn the number of credits in order to graduate. The number of courses for CEIT students is 57 with 148 credits.

16.1. Graduation 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-ups**. These exams need to be paid for separately and currently each graduation make-up costs 315 Euros. This price is subject to change every semester.

16.2. The Graduation Ceremony

Students who complete all of their courses and whose CGPA is above 2.00 are entitled to graduate from the department. Therefore, they can attend the graduation ceremony at the end of the semester that they complete their courses. Two graduation ceremonies are held each year. To attend the ceremony, students need to inform the secretaries during their final semester.

Gowns for the ceremony are rented for 50 US Dollars for the day. Students can keep their gowns but if they decide to give it back, they will be given their payment back.

17. STUDENT EMPLOYMENT

There are job opportunities for students who would like to work with in the university during their studies. Those who want to have a part-time job can give an application form and his/her course time table to the Registrar's Office. The Office then offers him/her a possible part-time job either in the Grand Library or at the hospital or in the Innovation Centre according to his/her classes.

18. CAREERS SERVICE

The university's career centre offers help in guiding graduates in their professional job seeking. You can find further details from the centre's webpage.

19. COUNSELLING SERVICE

The university offers free psychological guidance for its students since 1995. The counseling centre is based on the ground floor in the Law building. The centre is open during the week days from 9:00-13:00 to 14:00-16:00. Students need to have an appointment first.

STUDENT RELATIONS UNIT

The Student Relations Unit aims to provide support for the students in cases where they are unable to resolve issues with their advisors. The Unit also endeavors to mediate between instructors, advisors, the Department and the students in cases of dispute. Students are free to contact the Unit coordinator by appointment and share their opinions, complaints and experiences in **individual and confidential** meetings. These meetings are minuted by the unit coordinator and issues raised by students are shared with the Head of the Department only as appropriate. The unit coordinator is an instructor who is not an advisor. It is believed that this allows students to share their opinions freely, even if the issue is related to their advisors. Students' feedback relating to any issues is the used **anonymously** to raise the teaching/learning standards within the department.

20. COMPLAINTS

If a student believes that he/she has been mistreated/unfairly treated by any member of the department, he/she can contact the Student Relations Unit Coordinator or make an official complaint by writing a letter directly to the Department Head. It is the Department Head's responsibility to consider the best action depending on the nature of the complaint. In making these decisions, the regulations published by the university are followed. These can be found here: <http://www.neu.edu.tr/en/node/813>

21. GRADUATE SCHOOL APPLICATION REQUIREMENTS

Students can access to the updated requirements for applying to a graduate program from the link below:

<https://neu.edu.tr/administration/regulations/graduate-education-regulations/>

For all other regulations you can visit:

<https://neu.edu.tr/administration/regulations/>