



NEAR EAST UNIVERSITY
DISTANCE LEARNING CENTER
(uzem.neu.edu.tr)

STUDENT HANDBOOK

2016-2017

1. MISSION

Keeping up to date regarding technology; Questioning; Researching; Productive and Problem solving; Keeping course content up to date; Following up on global developments; Developing a sense of social responsibility; Internalizing democracy; Respectful to ethical values; Secular; Keeping world standards; Facilitating high level of reliability and validity; Proving an environment that provides highest standards for effective communication; Creative; Able to self-criticize; Fostering meta cognitive thinking; Developing new projects; Reformative; Open to new research fields; Providing and organizing seminars and conferences; and facilitating various other scientific events relative to the field of distance education.

2. VISION

In today's world, a new type of community comes forward, seeking and sharing information constantly. Moreover, once considering the vast contributions of technology offered to daily life, it becomes clearer why every attempt should be made to adapt and keep up to date. Due to the worldwide accepted significance of life-long learning, the necessity of constant development of one's self and non-stop advancement of technology, distance education has become the most popular means to education. That is, distance education removes the time and environment limitations of education, offering educational opportunities wherever, whenever it is needed. Considering all of the above, Distance Learning Center, Near East University is a faculty which; takes full responsibility of the students' learning through opportunities and standard of education it facilitates, it fully supports cooperative learning, enabling individual to develop themselves and share information, it is based on equal rights of individuals, makes every effort to keep up to date with advancements in technology, and assures subject content that is dynamic in structure and offers learning through multiple-learning styles.

3. ACADEMIC CALENDER

ATATURK'S PRINCIPLES AND HISTORY OF REVOLUTION 2016-2017 FALL SEMESTER COURSE PROGRAM

Classes Commence	16 th September 2016
Mid Term Exams	2 nd November 2016, 10:00
Make-Up Exams	21 st November 2016, 10:00
Final Exams	27 th December, 10:00
Re-sit Exams	9 th January 2017, 10:00

LECTURERS

Prof. Dr. Ali Efdal ÖZKUL – aliefdal.ozkul@neu.edu.tr / 516

Expert Ayten KORUROĞLU – ayten.koruroglu@neu.edu.tr / 111

Course Coordinators

Expert Semih ÇALIŞKAN – uzem.tarih@neu.edu.tr / 378

TURKISH LANGUAGE EDUCATION 2016-2017 FALL SEMESTER COURSE PROGRAM

Classes Commence	16 th September 2016
Mid Term Exams	3 rd November, 10:00
Make-Up Exams	21 th November 2016, 11:00
Final Exams	28 th December 2016, 10:00
Re-sit Exams	9 th January 2017, 11:00

LECTURER

Expert Ayşegül AKÇAM – aysegul.akcam@neu.edu.tr / 391

Course Coordinator

Pelin GÜR – uzem.turkdili@neu.edu.tr / 378

ENGLISH LANGUAGE EDUCATION 2016-2017 FALL SEMESTER COURSE PROGRAM

Classes Commence	16 th September 2016
Mid Term Exams	4 th November 2016, 10:00
Make-Up Exams	21 th November, 12:00
Final Exams	29 th December, 10:00
Re-sit Exams	9 th January 2017, 12:00

LECTURER

Expert Aslı KASABALI GÜNHAN – asli.kasabali@neu.edu.tr / 390

Course Coordinator

Zöhre SERTTAŞ – uzem.ingilizce@neu.edu.tr / 378

4. LOCATION AND CONTACT DETAILS

Distance Learning Center, Ataturk Faculty of Education (Eğitim Sarayı Building), 3th Floor. Distance Learning Center (UZEM)

Tel: +90 392 223 64 64 Extension: 378

Fax: +90 392 223 64 61

Website: <http://uzem.neu.edu.tr>

5. ACADEMIC STAFF and COMMUNICATION DETAILS

Students can follow the courses by using the information on the web pages of the academic staff. These web sites contain CV's and research fields of the academic staff, their courses, contact details, announcements regarding the courses, homework deadlines and assessment results.

Students of the faculty are encouraged to communicate using e-mails out of the office hours. Furthermore, course outlines, course materials can be downloaded from these web pages. In addition, the web page of the distance education center (uzem.neu.edu.tr) can be used for uploading homework-research-project online and also for following the courses. Web sites and e-mail addresses of the academic staff are given below.

DIRECTOR OF DISTANCE LEARNING CENTER

Assoc. Prof. Dr. Hüseyin BİCEN

Email: huseyin.bicen@neu.edu.tr

Coordinator of : ATATURK'S PRINCIPLES AND HISTORY OF REVOLUTION

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Expert. Ayşegül Akçam

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Expert. Aslı Kasabalı Günhan

Email: asli.kasabali@neu.edu.tr

6. INFORMATIONS FOR STUDENTS

6.1. Services

Student registration and information about each faculty is available at Student Office. All payments and identification procedures are realized at this office. Students are obliged to obtain a student ID for the four academic year exam entries. The transcript fee is 21 Euro for 2015-16 academic years. Student Office can update the students about the fee charges (if any).

6.2. Tuition Fee

Tuition fees show difference among Cypriot, Turkish and international students. Besides the yearly tuition fee, students are obliged to pay 5% VAT and social activity fee at the beginning of each term. Tuition fee may vary according to placement exam (LYS) and scholarship. Departments with scholarships can be seen in the department selection book after the placement exam. There are full, 75% and 50% scholarship possibilities for students. In addition, the students selected for the university athletics, basketball, volleyball sports clubs etc. As students eligible for scholarships that athletes in sports clubs again and / or be eligible for private tuition. International students' tuition fee information can be obtained from the Student Office.

6.3. How to Pay?

The University offers two alternatives for payment types beside the single payment. First option is in two installments, the first installment for the tuition payment (half of the fees) must be paid until 20th September and the second before 20th of February. In case of late payment 10% interest rate will be added to the total tuition fee amount required to be paid. The second option is an 8 installment payment plan, which consists of 4 payments each term before the 20th of

each month. In case of late payment 3% interest rate will be added to the total tuition fee amount required to be paid.

6.4. 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.

6.5. Transfer Students

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

Transfers from open universities or open higher education programmes to the NEU are not possible. Transfers between faculties and departments within the university are carried out according to the above mentioned regulations and can take place up until the last day for late registration indicated on the academic calendar.

6.6. 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.

7. HOW TO REGISTER UZEM.NEU.EDU.TR?

1.1. Learning Management System -Moodle

To access our website uzem.neu.edu.tr you can take the following steps:

- After you access the website uzem.neu.edu.tr, click on 'Log in' on the right top of the page
- You can change the language from the language settings just below the 'Log in' part



- If you are registering for the first time, click on '**Create New Account**' below the page on the right
- If you are already registered, you can log in with your username and password

Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

Some courses may allow guest access

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

- You will be directed to a new account page when you click on the 'Create New Account' icon

[Home](#) > [L](#) > [New account](#) Collapse all

Choose your username and password

Username*

The password must have at least 8 characters

Password* [Unmask](#)

More details

Email address*

Email (again)*

First name*

Surname*

City / town

Country

Diğer alanlar

Bölümünüz / Department*

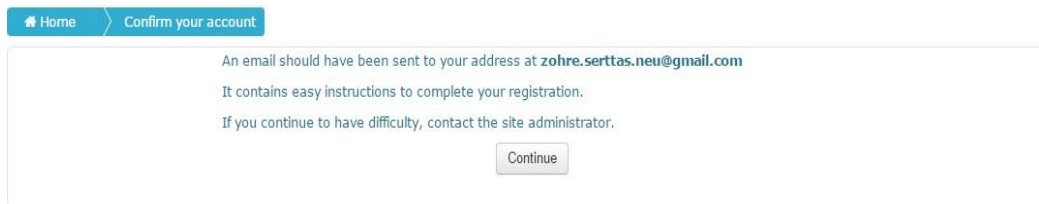
Öğrenci Numaranız / Student Number*

Fakülteniz / Faculty*

There are required fields in this form marked *.

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- To create a new account, you must fill-in the (*) parts . **Username** must be your name & surname. You must enter a valid e-mail address for your account to be approved.
- When you completed filling-in the form, click on the 'create new account' at the end of the page.
- You need to follow the guidance that will be sent to your e-mail address. Then your account will be created.



- When your registration is complete, you will be directed to the '**Course Categories**' page. You can see the lesson materials for any lesson from here.
- Distance Learning Courses can be found under the '**Course Categories**' title
- You can also get information the following by clicking on the '**Main Menu**'
-About UZEM / Mission / Vision / News / Library Info System / Student Info System / Contact Info

Yakın Doğu Üniversitesi Uzaktan Eğitim Merkezi

ADMINISTRATION

- Front page settings
 - Tum editing on
 - Edit settings
- Users
- Filters
- Reports
- Backup
- Restore
- Question bank

My profile settings

Site administration

Search

ONLINE USERS (last 5 minutes)


- Zöhre Serttaş
- VEYSEL YUVANÇ
- Şiřem Nur TOPRAK
- Hüseyin Enes ÖNEN
- Mesut Yüksel

MESSAGES

No messages waiting


Course categories

(3)




Atatürk İlkeleri ve İnkılap Tarihi

(4)




FAKÜLTE İNGİLİZCE PROGRAMI

(2)




Türk Dili

(62)




2015-2016 Yaz Okulu

(0)




2016-2017 Atatürk Eğitim Fakültesi

(2)



YAZ OKULU TÜRK DİLİ

(3)



YAZ OKULU ATATÜRK İLKELERİ VE İNKILAP TARİHİ

- You will see the following page when you click on the lesson you want to register:

NAVIGATION

- Home
 - My home
 - Site pages
 - My profile
 - My courses
 - Courses
 - Atatürk İlkeleri ve İnkılap Tarihi
 - FAKÜLTE İNGİLİZCE PROGRAMI**
 - ENG101-TR
 - ENG101-ENG
 - ENG102-TR
 - ENG102-ENG
 - Türk Dili
 - 2015-2016 Yaz Okulu
 - 2016-2017 Atatürk Eğitim Fakültesi
 - YAZ OKULU TÜRK DİLİ
 - YAZ OKULU ATATÜRK İLKELERİ VE İNKILAP TARİHİ
 - 2015-2016 ATATÜRK EĞİTİM FAKÜLTESİ
 - Sağlık Hizmetleri
 - 2014-2015 Atatürk Eğitim Fakültesi
 - Uzlaşım/Arabuluculuk
 - Department of English Language Teaching
 - Yaz Okulu Atatürk Eğitim Fakültesi
 - Eğitim Yönetiminde Bilimsel Araştırma ve Etik Kura...
 - Pedagojik Formasyon
 - TIP FAKÜLTESİ

Course categories:

FAKÜLTE İNGİLİZCE PROGRAMI

İNGİLİZCE 101 (TÜRKÇE BÖLÜMLER)

Teacher: Bengi Altınar
Teacher: Aslı Kasabalı

İNGİLİZCE 101 (İNGİLİZCE BÖLÜMLER - FOR ENGLISH DEPARTMENTS)

Teacher: Bengi Altınar
Teacher: Aslı Kasabalı

İNGİLİZCE 102 (TÜRKÇE BÖLÜMLER)

Teacher: Bengi Altınar
Teacher: Aslı Kasabalı

İNGİLİZCE 102 (İNGİLİZCE BÖLÜMLER - FOR ENGLISH DEPARTMENTS)

Teacher: Bengi Altınar
Teacher: Aslı Kasabalı

[Add a new course](#)

- The Moodle page for the English lesson is as follows:

The screenshot displays a Moodle course page for 'İNGİLİZCE 101 (TÜRKÇE BÖLÜMLER)'. The page is divided into three main sections: a left-side navigation menu, a central content area, and a right-side sidebar.

Left-side navigation menu (GEZİNME):

- Ana Sayfa
- Benim sayfam
- Site sayfaları
- Profilim
- Mevcut ders
 - ENG101-TR**
 - Katılımlar
 - Nişanlar
 - Genel
 - 19 Eylül - 25 Eylül
 - 26 Eylül - 2 Ekim
 - 3 Ekim - 9 Ekim
 - 10 Ekim - 16 Ekim
 - 17 Ekim - 23 Ekim
 - 24 Ekim - 30 Ekim
 - 31 Ekim - 6 Kasım
 - 7 Kasım - 13 Kasım
 - 14 Kasım - 20 Kasım
 - 21 Kasım - 27 Kasım
 - 28 Kasım - 4 Aralık
 - 5 Aralık - 11 Aralık
 - 12 Aralık - 18 Aralık
 - 19 Aralık - 25 Aralık
 - 26 Aralık - 1 Ocak
- Derslerim

Central content area:

İNGİLİZCE 101 (TÜRKÇE BÖLÜMLER)

Dersin Öğretim Üyesi - Ders Hocası

Aslı KASABALI GÜNHAN // asli.kasabali@neu.edu.tr

Ders Koordinatörü

**Araş. Gör. Zöhre SERTTAŞ // uzem.ingilizce@neu.edu.tr
zohre.serttas@gmail.com**

Çevrim içi sohbet saatleri : Salı : 11:00 - 13:00

Çevrim içi sohbet saatleri : Perşembe : 19:00-21:00

Haber forumu

- ENG 101TR DERS TANIMI VE HEDEFLER
- DERS HAKKINDA
- ASSESSMENT/DEĞERLENDİRME
- UZAKTAN EĞİTİM MERKEZİ SINAV KURALLARI

FORUMLARI ARA

Gelişmiş arama?

SON HABERLER

Yeni konu ekle...
(Henüz haber gönderilmemiş)

YAKLAŞAN OLAYLAR

- Çevrim İçi Sohbet - Perşembe Bugün, 19:00
- Çevrim İçi Sohbet - Perşembe Bugün, 19:00

Takvime git...
Yeni Olay...

SON ETKİNLİKLER

28 Eylül 2016, Çarşamba, 15:08
'den beri etkinlikler
Son etkinliklerin tüm raporları...

GEÇMİŞ SOHBET OTURUMLARI:

- You can reach the participants, resources, notes and forums from the left-side menu.

LESSON 1-2 : Biographies and Personal Achievements



- You can make changes in your profile by using the ‘**Settings**’ menu in the middle right



- Lessons for each week has been posted as follows: There are worksheets available for each lesson. You also have the chance to send messages when you have questions

LESSON 1-2 : Biographies and Personal Achievements



-  Tense Review
-  Video Script Talking About Biographies
-  Vocabulary Achievements
-  Vocabulary Phrasal Verbs
-  Vocabulary Personality Adjectives
-  Vocabulary -Personality Adjectives Answer Key
-  Tense Review & Question Words Worksheet1
-  Tense Review & Question Words Answer Key
-  Tense Review Worksheet
-  Tense Review Worksheet Answerkey
-  Useful Links Phrasal Verbs
-  Useful Links Personality Adjectives
-  Useful Links-Question Words
-  Online Chat - Tuesday
-  Online Chat - Thursday

- You can contact to UZEM (Distance Learning Center) staff in case you forgot your username and/or password

8. STUDENT ATTENDANCE AND ABSENCE

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

Medical reports from the NEU hospital and government hospitals are accepted for absences. If a student misses the mid-term examination for any course(s), the student is required to present a medical report to the secretary’s office no later than the date announced which is usually 1 week

after the end of mid-term exams. The mid-term exam schedule is announced on line and via the Faculty notice board. If a student misses his/her scheduled make-up exam date, he/she loses his/her chance to enter that exam.

9. GENERAL GUIDELINES FOR STUDENT CONDUCT

- Students are expected to obey the general rules of conduct within the university and act respectfully towards their instructors and fellow students at all times.
- Students should also be on time, both for their classes and any appointments they may make with any departmental staff. This includes the appointments made during the office hours of the instructors.
- Making noise in the corridors (especially in front of the lecturers' offices), both during class hours and during break times, is strictly forbidden. Students should refrain from shouting and/or playing loud music within the department at all times.
- Students are responsible for the daily checking of their instructors' websites, the faculty notice board, and the Einstein student information system for any information and announcements made.
- Students should follow Distance Learning Web site (uzem.neu.edu.tr) and student.neu.edu.tr for latest courses and announcement.

9.1. Regulations for Misconduct

Misconduct" is defined as any behavior that is against the general guidelines for student and classroom conduct as defined in the "General Student Discipline Regulations" of the University. This may range from being disrespectful towards their instructors or their fellow students to cheating in the exams. The Disciplinary Committee deals with any student misconduct within the department. The committee then discusses the possible outcomes and makes a decision based on the University's regulations for student misconduct. These results may vary from warning, condemnation to expulsion from the university for certain periods of time depending on the seriousness of the offense. You can find more information about the "General Student Discipline Regulations" on <http://www.neu.edu.tr/en/node/940>.

10. ONLINE RESOURCES

Students should follow Distance Learning Web site uzem.neu.edu.tr for latest courses and announcements.

11. ASSESTMENT AND GRADING

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

12. EXAMS

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

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

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

The following exam regulations exist for students;

- In order to enter exams students are required to show their “exam entrance slip” and their university ID card. Students who fail to do so will not be permitted to enter the exam.
- Mobile telephones are not permitted into the exam room.
- Students are required to enter the exam in the classroom that has been announced on the seating plan.

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

12.1. *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.

12.2. *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.

12.3. *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.

13. SUBMISSION OF PROJECTS/ASSIGNMENTS/REPORTS

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 uzem.neu.edu.tr course page. It is the students' responsibility to follow the course outline for each course and submit their assignments on time.

13.1. Ethics: Plagiarism

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

14. INTERNATIONAL STUDENT 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.

15. 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 amphitheatres seating 1000 persons, and a 600-person cafeteria. On-line access to a variety of databases is available, such as EBSCO, ISI Web of Science, Science Direct, TAYLOR and FRANCIS, Emerald, and ULAKBİM.

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

16. 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, **Distance Learning Center** or the International Student Office.