

## STUDENT HANDBOOK

### **Undergraduate Programs**

Department of Public Relations and Advertising – English / 4 Years

Department of Radio, Television and Cinema – Turkish / 4 Years

Department of Visual Communication and Design – Turkish / 4 Years

Department of Journalism – English / 4 Years

Department of Filmmaking and Broadcasting – English / 4 Years

Department of Cartoon and Animation – Turkish / 4 Years

### **Associate Degree Programs**

Department of Filmmaking – English / 2 Years

Department of Radio and Television Technologies – Turkish / 2 Years

Department of Visual Communication – Turkish / 2 Years

Department of Photography and Cameraman – Turkish / 2 Years

## 1. Mission

Our mission is to train the individuals who can conduct various research at the university level; who are sensitive to social issues, exploring, questioning, who can adopt professional ethics, values and who gained all aspects of communication processes on the basis of a modern and democratic system of thought.

## 2. Academic Calendar

### FALL TERM

September 3-7, 2018, Monday-Friday	Courses to be assigned to the Academic Staff
September 8, 2018, Saturday	Last Day for the 1 <sup>st</sup> Payment of the Fees (Full Payments and 1 <sup>st</sup> Instalment)
September 10-14, 2018, Monday-Friday	Activation of the Courses by Academic Staff
September 14, 2018, Friday	English, Arabic and Turkish Proficiency Exams for Undergraduate Students
<b>September 17-21, 2018, Monday-Friday</b>	<b>Course Registration</b>
<b>September 24, 2018, Monday</b>	<b>Classes Commence (including the English Preparatory School)</b>
October 8, 2018, Monday	Last Day for the Payment of the 2 <sup>nd</sup> Instalment of the Fees (for 8 Instalments)
October 10, 2018, Wednesday	Last Day for Changing the "I" (Incomplete) Grades for the Previous Term
<b>October 12, 2018, Friday</b>	<b>Last Day for Add/Drop</b>
October 26, 2018, Friday	Last Day for Late Registration
October 29, 2018, Monday	Public Holiday
<b>November 02, 2018, Friday</b>	<b>Last Day for Add/Drop for New International Students</b>
November 5, 2018, Monday	English Language Proficiency Exam for Postgraduate Students
November 8, 2018, Thursday	Last Day for the Payment of the 3 <sup>rd</sup> Instalment of the Fees (for 8 Instalments)
November 19-24, 2018, Monday-Saturday	Midterm Exams (including English Preparatory School)
November 15, 2018, Thursday	Public Holiday
November 20, 2018, Tuesday	Public Holiday
December 3, 2018, Monday	Identification of Courses for the Following Academic Term and Commencement of the Work on the Timetable
December 8, 2018, Saturday	Last Day for the Payment of the 4 <sup>th</sup> Instalment of the Fees (for 8 Instalments)
December 18, 2018, Tuesday	English Language Proficiency Exam for Postgraduate Students
<b>December 21, 2018, Friday</b>	<b>Last Day for Withdrawal</b>
December 25, 2018, Tuesday	Administrative Holiday for Students
December 28, 2018, Friday	Last Day for Submission of NA Grades
January 01, 2019, Tuesday	Public Holiday
January 04, 2019, Friday	Last Day of Classes
<b>January 07- 16, 2019, Monday-Wednesday</b>	<b>Final Exams (including the English Preparatory School)</b>
January 8, 2019, Tuesday	Last Day for the Payment of the 2 <sup>nd</sup> Instalment of the Fees (for 2 Instalments)
January 8, 2019, Tuesday	Last Day for the Payment of the 5 <sup>th</sup> Instalment of the Fees (for 8 Instalments)
January 18, 2019, Friday	Last Day for Submission of Letter Grades
January 21, 2019, Monday	Applications for Re-sit Exams
January 22-24, 2019, Tuesday -Thursday	Re-sit Exams (including the English Preparatory School)
January 25, 2019, Friday	End of the Term (Last Day for the Submission of the Results of the Re-sit Exams)
January 28-30, 2019, Monday-Wednesday	Graduation Ceremonies

### SPRING TERM

January 30-February 1, 2019, Wednesday-	Courses to be assigned to the Academic Staff
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## FALL TERM

Friday	
February 04-07, 2019, Monday-Thursday	Activation of the Courses by Academic Staff
February 08, 2019, Friday	English, Arabic and Turkish Proficiency Exams for Undergraduate Students
February, 08, 2019, Friday	Last Day for the Payment of the 6 <sup>th</sup> Instalment of the Fees (for 8 Instalments)
<b>February 07-08, 2019, Thursday-Friday</b>	<b>Course Registration</b>
<b>February 11, 2019, Monday</b>	<b>Classes Commence (including the English Preparatory School)</b>
February 28, 2019, Thursday	Last Day for Changing the "I" (Incomplete) Grades for the Previous Term
March 01, 2019, Friday	Last Day for Add/Drop
March 4, 2019, Monday	English Language Proficiency Exam for Postgraduate Students
March 08, 2019, Friday	Last Day for Late Registration
March 08, 2019, Friday	Last Day for the Payment of the 7 <sup>th</sup> Instalment of the Fees (for 8 Instalments)
April 01, 2019, Monday	Last Day for Add/Drop for New International Students
April 08-13, 2019, Monday-Saturday	Midterm Exams (including the English Preparatory School)
April 08, 2019, Monday	Last Day for the Payment of the 8 <sup>th</sup> Instalment of the Fees (for 8 Instalments)
April 23, 2019, Tuesday	Public Holiday
May 01, 2019, Wednesday	Public Holiday
May 10, 2019, Friday	Last Day for Withdrawal
May 10, 2019, Friday	Identification of Courses for the Following Academic Term and Commencement of Work on the Timetable
May 14, 2019, Tuesday	English Language Proficiency Exam for Postgraduate Students
May 17, 2019, Friday	Last Day for Submission of NA Grades
May 19, 2019, Sunday	Public Holiday
May 21, 2019, Tuesday	Last Day of Classes (including the English Preparatory School)
May 22- June 01, 2019, Wednesday-Saturday	Final Exams (including the English Preparatory School)
June 04-07, 2019, Tuesday- Friday	Public Holiday
June 10, 2019, Monday	Last Day for Submission of Letter Grades
June 10, 2019, Monday	Last Day for Applications for the Summer School
June 11, 2019, Tuesday	Applications for Re-sit Exams
June 13-15, 2019, Thursday – Saturday	Re-sit Exam (including the English Preparatory School)
June 17, 2019, Monday	End of Term (Last Day for Submission of Re-sit Exam Results)
June 17-21, 2019, Monday-Friday	Graduation Ceremonies

## SUMMER TERM

June 17-20, 2019, Monday-Thursday	Courses to be assigned to the Academic Staff
June 21-26, 2019, Friday-Wednesday	Activation of the Courses by Academic Staff
June 25, 2019, Tuesday	English Language Proficiency Exam for Undergraduate Students
June 26-28, 2019, Wednesday-Friday	Course Registration
July 01, 2019, Monday	Classes Commence (including the English Preparatory School)
July 20, 2019, Saturday	Public Holiday
August 01, 2019, Thursday	Public Holiday
August 02, 2019 Friday	Last Day of Classes (including the English Preparatory School)
August 05-07, 2019, Monday-Wednesday	Final Exams (including the English Preparatory School)
August 09, 2019, Friday	Last Day for Submission of Letter Grades
August 10, 2019, Saturday	End of Term

### **3. Location and Contact Numbers**

All of the departments of Faculty of Communication are located in the building of Faculty of Communication. The Dean's, the secretaries and some of the instructors' offices are on the top floor. The Head of the Departments and the Lecturers' offices are on the ground and the first floor of the building.

**Telephone number:** +90(392) 444 0 NEU / 5358 Secretary – 5247 Dean

**Fax Number:** +90(392) 680 20 40

The building of the Faculty of Communication is open between 8:00 – 17:00 from Monday to Friday.

There are parking places lots behind and in front of the building. Students can use the parking spaces in many of these places.

### **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 in the website of the university.

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## **5. The Registrar's Office**

### *5.1. Opening Hours and Contact Details*

The Registrar's Office is open from 8:30 – 13:00 and 14:00-16:00 every day. Telephone number for the Faculty of Communication is 0 392 680 2000 and the extension number is 217. Students can also find information about the registrar's office from [info@neu.edu.tr](mailto: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 application 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 ÖSS 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 installments. In that case, the first instalment (half of the fee) must be paid by the end of the 20th of September. The second installment should be made before the 20th of February. In case of a delay, the students are required to pay 10% interest in addition to the required payment.

The second option for paying the tuition fee 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 for Courses**

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. 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 Student's 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 university to the department. It is the decision of the Head of the Department and the student's appointed advisor to accept or not to accept the equivalences 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/view/4767> for more details.

## *6.2. Making Changes to your Personal Details*

Every student has a file in the department. This file includes the students' 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 his university education. Any issues that may arise during the time will be dealt with care within the department.** The advisor also tells the student which courses he/she 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 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 CGPA: 1.50

5th Semester minimum CGPA: 1.60

6th Semester minimum CGPA:1.70

7th Semester minimum CGPA: 1.80

8th and consecutive semesters' minimum CGPA: 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."

## **10. Office Hours**

Office hours are time slots where each student can meet with their instructors in their offices and discuss academic issues, course materials and their progress, see their exam papers and get information about their courses. These hours are for the benefit of the students. Office hours can be found on individual instructors' web pages or on their outdoors. **Instructors are ready to answer any questions during their office hours.** Therefore, students are encouraged to visit their instructors during their hours and benefit from their meetings.

## **11. Medium of the Instruction and Communication**

Medium of instruction and communication is English for English- based Departments such as Public Relations and Advertising, Filmmaking and Journalism. On the other hand, the medium of Instruction and communication is Turkish in all of the departments of the faculty.

### *11.1. English Language Requirements*

Foreign students who want to enroll to the Departments of Public Relations and Advertising, Filmmaking and Journalism have to send an e-mail or fax to the International Office of the university. These students can also get information from the university's web page if they enter to the ***Admission Requirements for Foreign Students and Undergraduate Applications.***

*Phone: +90 (392) 680 20 00 / 424 – 422*

*Fax: +90 (392) 223 64 61*

*E-mail: [info@neu.edu.tr](mailto:info@neu.edu.tr)*

## **12. Student Attendance and Absence**

Students must normally attend at least 70% of the class hours for each course. In general, this means 12 hours of absence for each course.

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 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 make up for a make-up exam.

### **13. General Guidelines for Student Conduct**

\* Students are expected to obey the general rules of conduct within the university and act respectfully towards their instructors 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 faculty 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.

#### *13.1. 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 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. **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.
- **It is strictly forbidden to eat and drink in the classrooms.**

### *13.2 Regulations for Misconduct*

“Misconduct” is defined as any behaviour 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 discuss 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 the website of the university.

## **14. Teaching Materials and Online Sources**

**Students are expected to purchase/obtain all the listed material 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’s web pages regularly for posted links.

Some class notes/handouts may be obtained from the photocopy shops located within the Grand Library and the Eğitim Sarayı and from Onder Kırtasiye (under the bridge opposite the Faculty of Business). Students will need to pay for these copies as well.

## **15. The Grand Library**

The Grand Library houses 1,000,000 open shelves. It is a culture and information access centre built to world standards with more than 150,000,000 electronic journals, 7000 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 center, 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 out books. They serve as information access centers. Soon our reference services will be accessible via telephone, internet and maybe even SMS so this service which is currently available only to academicians and researchers will be accesibly by the general public as well.

## **16. 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 follow:

<b>PERCENTAGE</b>	<b>COURSE GRADE</b>	<b>COEFFICIENT</b>
<b>90-100</b>	<b>AA</b>	<b>4</b>
<b>85-89</b>	<b>BA</b>	<b>3.5</b>
<b>80-84</b>	<b>BB</b>	<b>3</b>
<b>75-79</b>	<b>CB</b>	<b>2.5</b>
<b>70-74</b>	<b>CC</b>	<b>2</b>
<b>65-69</b>	<b>DC</b>	<b>1.5</b>
<b>60-64</b>	<b>DD</b>	<b>1</b>
<b>50-59</b>	<b>FD</b>	<b>0.5</b>
<b>49 and below</b>	<b>FF</b>	<b>0</b>

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 coursework 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, or a presentation.

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 payment 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 payment 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 any course with an FD or an FF grade can take a re-sit exam. Students whose GPA is below 2.00 can also enter the re-sit exams 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 exams should be made to the department by a letter, clearly indicating which courses the students wishes to take the re-sits for. This letter should be submitted to the administrative assistants within **three working 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 department's 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 web page (<http://iletisim.neu.edu.tr>) as well as the individual

instructor's personal web page. **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 to the secretaries' office.

#### *16.4. 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.

#### *16.5. 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**.

#### *16.6. 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 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 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.

The students should make their official applications in three official days after the announcement of the exams.

### *16.7. 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 databases 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 students 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.

### **17. 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 in complete 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 analysed by the Department Head and are used to improve teaching and learning experiences within the department.

## **18. 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 the Faculty of Communication students (for 4 years) is 50 with 148 credits, and for 2 years' education the number of courses is 26 courses with 72 credits.

### *18.1. Graduation Exams*

Students need to have at leasts 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.

### *18.2. 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.

## **19. Student Employment**

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 form and his/her course timetable 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. The students who study in the department of Radio, TV and Cinema have a chance to have a job in TV studio or in the Radio. The Students in Journalism Department can find a job in the University's Newspaper and the students of Photography and Camera can also find a job in the photography studio.

## **20. Careers Service**

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

## **21. Counselling Service**

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

## **22. Dean of Students' Office**

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 then used **anonymously** to raise the teaching/learning standards within the department.

### **23. 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>