

# NEAR EAST UNIVERSITY



## STUDENT HANDBOOK

# FACULTY OF MEDICINE

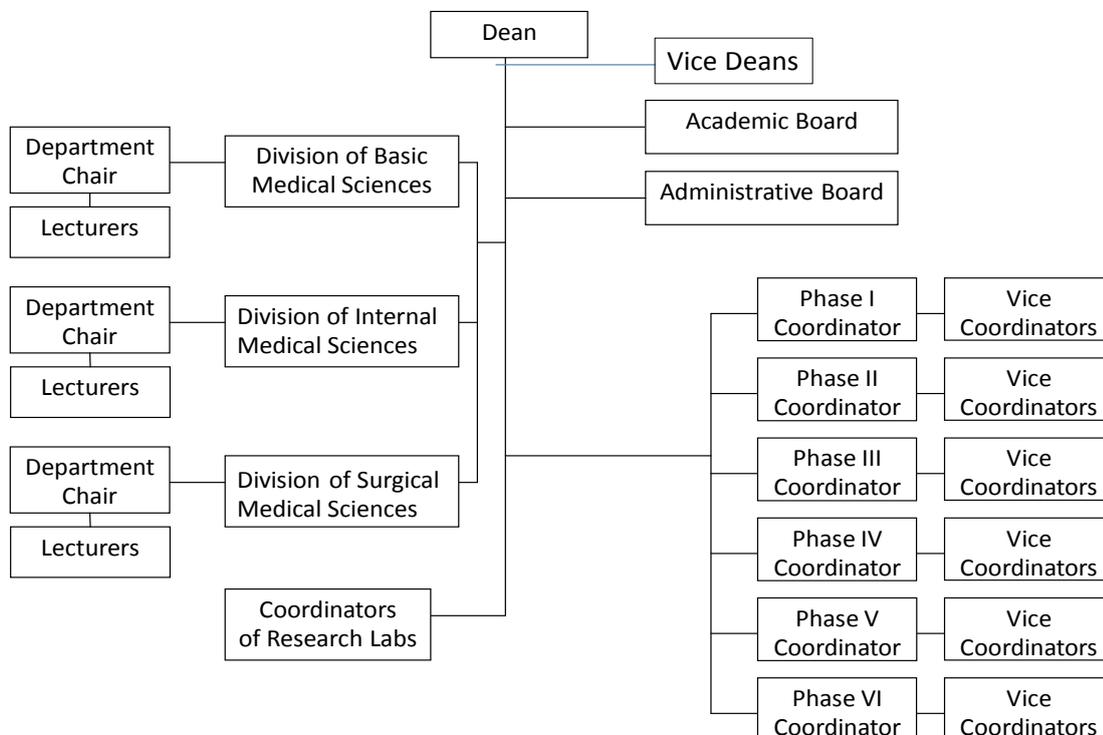
## 1. MISSION AND VISION

The mission of the Faculty of Medicine is to be a standing out Medical Faculty in all medical fields based on the education and training the prospective physicians who are able to solve the problems they may face with using up to date technology and scientific knowledge; who believe in lifelong medical education and are dedicated to serving humanity with highest respect and consideration while carrying on the public educators and being role models in preventive care; who can make the reliable and accurate diagnosis and implement the appropriate treatment, command the vast accumulation of modern medicine, keep themselves up to the date and reflect the innovations in medicine with regards to treatment and diagnosis while they carry on their own scientific research and innovative interventions.

The vision of the young and dynamic NEU Faculty of Medicine is to become a sought after and well respected centre in medical education and scientific research as well as health care provision.

### 1.1. Organisation of the Faculty of Medicine

The faculty of medicine is composed of three divisions namely Division of Basic Medical Sciences, Division of Internal Medicine Sciences and Division of Surgical Medicine Sciences. Each division is composed of departments related to its scope of study and work. For the departments of each division please visit the following link; <https://neu.edu.tr/academic/faculties/faculty-of-medicine/departments/>



## **2. GENERAL INFORMATION ABOUT THE PROGRAMME - METHOD OF EDUCATION**

Organ/system based integrated system is implemented as the method of education at the Near East University (NEU) Faculty of Medicine. The curriculum that is planned with a multidisciplinary has two main sections: The first three pre-clinical years and the second three the clinical years. During the first three years (phases), teaching in basic sciences and clinical sciences is integrated. A particular subject, e.g. the cardiovascular system is taught with its anatomy, physiology, biochemistry, pathology and clinical aspects in an integrated and coordinated program. In this system, the artificial border between different disciplines and pre-clinical and clinical fields is minimized. In year I, the students take courses in basic sciences. In year II, the courses are the human biology and basics of microbiology; and in year III, the courses offered are the physiopathology, pathology, pharmacology and clinical sciences. Years IV and V are the clinical clerkships period. During this period, patients from in and outpatient clinics are examined and evaluated under supervision along with attendance to clinical lectures and seminars. Year VI is the period of undergraduate internship. In this phase, the interns actively participate and take responsibility in patient care under the supervision of teaching staff and specialists.

## **3. ACADEMIC CALENDAR**

The academic year for the first year of medicine begins generally at the first week of October, the second, third, fourth and fifth years begins generally at the third week of September and finishes at the third week of June. The dates may vary slightly from year to year. The academic calendar is announced from the website in July each year.

For the exact dates of the academic calendar please visit the faculty website:

<https://neu.edu.tr/academic/faculties/faculty-of-medicine/>

The sixth year which is the internship year begins at the first week of July and finishes at the end of June of the following year.

## **4. LOCATION AND CONTACT NUMBERS**

The Medical Faculty is located in the same block with the Near East University Hospital in the campus. The Near East bank is next to the faculty building. It holds the sign "Tıp Fakültesi" (which means Faculty of Medicine in Turkish) on top of it.

The faculty building has four floors. The dean's office is located on the third floor. The offices of the departments of the basic sciences, administrative and technical staff are all located in the building as well as the lecture halls, dissecting room, and multidisciplinary laboratories.

The floor signs and the names on the doors inside the building are helpful for way finding.

The contact details for the faculty are as follows:

**Telephone number:** +90 392 675 10 00; Ext: 30 16 or 3030 (Dean's office secretariat)

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

The building in which the Medical Faculty is located is open between 08:00 – 17:00 from Monday to Friday. Students can access the building from the main entrance as well as from the door located on the right side of the building.

There are parking lots available around the building.

## **5. TEACHING STAFF AND COORDINATORS**

The NEU Medical Faculty has full time and part time teaching staff. There are also certain numbers of visiting professors who lecture from time to time within the framework of bilateral agreements signed with the universities abroad. The Medical Faculty thinks that this gives the opportunity to the medical students to gain the competence of learning in different medium of instruction thus to be flexible graduates ready for their lifelong learning and continuing medical education (CME).

There is an academic coordinator for each year at the Medical Faculty. There is/are vice coordinators for each coordinator. That coordinators team for each year as well as different years work together for the arrangement of timetable of each committee as well as the exams, make-up exams etc.; shortly the academic work needed for horizontal and vertical integration thus successful execution of the course program.

The coordinator and vice coordinators' offices of the first, second, third and the sixth year are located at the Faculty of Medicine; the fourth and fifth year coordinators' offices are located within the hospital.

Students should consult the coordinator or the vice coordinator/s for any questions or issues about the lectures, laboratory sessions, exams, make up exams, re-sit exams, application for the reassessment of their exam papers, excuses, excuse reports etc.

Students should contact the coordinator, vice-coordinators and the teaching staff within certain hours announced by the related teaching staff. If no office hours are announced by the teaching staff the students may visit the office of the coordinator/vice coordinator within the working hours.

Students must respect the rules announced for application for any issue within the announced date and hours.

The names of the coordinators of the Faculty of medicine are shown below:

### **Dean**

Prof. Gamze MOCAN , MD (Department of Medical Pathology)

[gamze.mocan@neu.edu.tr](mailto:gamze.mocan@neu.edu.tr)

Tel: +90 392 675 1000 / 3015

### **Vice Deans**

Prof. Selda ÖNDEROĞLU PhD- Dept. of Anatomy

[selda.onderoglu@neu.edu.tr](mailto:selda.onderoglu@neu.edu.tr)

Prof. Songül VAİZOĞLU MD- Dept of Community Health

[songul.vaizoglu@neu.edu.tr](mailto:songul.vaizoglu@neu.edu.tr)

### **Coordinators**

#### **Coordinator in Chief**

Prof. N. Sezgin İLGİ, PhD (Department of Anatomy)

[sezgin.ilgi@neu.edu.tr](mailto:sezgin.ilgi@neu.edu.tr)

### **Phase I Coordinator**

Assoc.Prof.Özlem DALMIZRAK, MD (Department of Medical Biochemistry)  
[ozlem.dalmizrak@neu.edu.tr](mailto:ozlem.dalmizrak@neu.edu.tr)

### **Phase I Vice Coordinators**

Asst.Prof. Emrah RUH, PhD (Department of Medical Microbiology & Clinical Microbiology)  
[emrah.ruh@neu.edu.tr](mailto:emrah.ruh@neu.edu.tr)

Asst.Prof. Umut GAZİ, PhD (Department of Medical Microbiology & Clinical Microbiology)  
[umut.gazi@neu.edu.tr](mailto:umut.gazi@neu.edu.tr)

Asst.Prof. Günnur KOÇER, PhD (Department of Physiology)  
[gunnur.kocer@neu.edu.tr](mailto:gunnur.kocer@neu.edu.tr)

### **Phase II Coordinator**

Prof. N. Sezgin İLGİ, PhD (Department of Anatomy)  
[sezgin.ilgi@neu.edu.tr](mailto:sezgin.ilgi@neu.edu.tr)

### **Phase II Vice Coordinators**

Assoc.Prof. Sevda LAFCI FAHRİOĞLU, MD , PhD. (Department of Anatomy)  
[sevda.lafci@neu.edu.tr](mailto:sevda.lafci@neu.edu.tr)

Asst.Prof. Özgür TOSUN, PhD (Department of Biostatistics)  
[ozgur.tosun@neu.edu.tr](mailto:ozgur.tosun@neu.edu.tr)

Assoc. Prof.. Kerem TERALI PhD - (Dept of medical Biochemistry)  
[kerem.terali@neu.edu.tr](mailto:kerem.terali@neu.edu.tr)

### **Phase III Coordinator**

Prof. Rüştü ONUR, MD (Department of Pharmacology)  
[rustu.onur@neu.edu.tr](mailto:rustu.onur@neu.edu.tr)

### **Phase III Vice Coordinators**

Assoc. Prof. Umut FAHRİOĞLU, PhD (Department of Medical Biology)  
[umut.fahrioglu@neu.edu.tr](mailto:umut.fahrioglu@neu.edu.tr)

Assoc. Prof Mahmut ÇERKEZ ERGÖREN, PhD (Department of Medical Biology)  
[mahmut.cerkez@neu.edu.tr](mailto:mahmut.cerkez@neu.edu.tr)

### **Phase IV Coordinator**

Prof. Nedim ÇAKIR, MD (Department of Clinical Microbiology and Infectious Diseases)  
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### **Phase IV Vice Coordinator**

Assist Prof.. Burcu Özbakır MD – Dept of Obstetrics and Gynecology  
[burcu.ozbakir@neu.edu.tr](mailto:burcu.ozbakir@neu.edu.tr)

#### **Phase V Coordinator**

Asst. Prof. Deniz Bedel, MD (Department of radiation Oncology)  
[amber.eker@neu.edu.tr](mailto:amber.eker@neu.edu.tr)

#### **Phase VI Coordinator**

Prof. Şanda ÇALI, MD (Department of Public Health)  
[sanda.cali@neu.edu.tr](mailto:sanda.cali@neu.edu.tr)

#### **Accreditation of Medical Education Programme Coordinators:**

Prof. Selda ÖNDEROĞLU, PhD (Department of Anatomy)  
[selda.underoglu@neu.edu.tr](mailto:selda.underoglu@neu.edu.tr)

Asst.Prof. Cahit TAŞKIRAN, MD (Department of Medical Education and Informatics)  
[cahit.taskiran@neu.edu.tr](mailto:cahit.taskiran@neu.edu.tr)

**Faculty Coordinator for common and elective courses**  
**Prof.Nevbahar Turgan PhD – Dept of Medical Biochemistry**  
[nevbahar.turgan@neu.edu.tr](mailto:nevbahar.turgan@neu.edu.tr)

#### **Contact Person for ECFMG (USA)**

Asst.Prof. Cahit TAŞKIRAN, MD (Department of Medical Education and Informatics)  
[cahit.taskiran@neu.edu.tr](mailto:cahit.taskiran@neu.edu.tr)

#### **Transfer Students' Commission**

Prof. N. Sezgin İLGİ, PhD (Department of Anatomy)  
[sezgin.ilgi@neu.edu.tr](mailto:sezgin.ilgi@neu.edu.tr)

Prof. Rüştü ONUR, MD (Department of Pharmacology)  
[rustu.onur@neu.edu.tr](mailto:rustu.onur@neu.edu.tr)

Prof. Hamdi Ögüş MD, PhD (Dept.of Medical Biochemistry)  
[Hamdi.ogus@neu.edu.tr](mailto:Hamdi.ogus@neu.edu.tr)

#### **Coordinator for lifelong learning Center (YABEM)**

Assoc.Prof. Sevda LAFCI FAHRİOĞLU, MD , PhD. (Department of Anatomy)  
[sevda.lafci@neu.edu.tr](mailto:sevda.lafci@neu.edu.tr)

#### **Coordinators for continuous medical education (CME)**

**Assoc. Bahar Kaymakamzade MD – ( Dept. of Neurology)**  
[Bahar.kaymakamzadeo@neu.edu.tr](mailto:Bahar.kaymakamzadeo@neu.edu.tr)

Assoc.Prof. Sevda LAFCI FAHRİOĞLU, MD , PhD. (Department of Anatomy)  
[sevda.lafci@neu.edu.tr](mailto:sevda.lafci@neu.edu.tr)

Assoc. Prof Mahmut ÇERKEZ ERGÖREN, PhD (Department of Medical Biology)

[mahmut.cerkez@neu.edu.tr](mailto:mahmut.cerkez@neu.edu.tr)

**Coordinator for the Medical Students Association**

Prof. Nevbahar Turgan PhD – (Dept of Medical Biochemistry)

[nevbahar.turgan@neu.edu.tr](mailto:nevbahar.turgan@neu.edu.tr)

**White Coat and Graduation Ceremony Coordinators**

Assoc.Prof. Sevda LAFCI FAHRİOĞLU, MD , PhD. (Department of Anatomy)

[sevda.lafci@neu.edu.tr](mailto:sevda.lafci@neu.edu.tr)

Asst.Prof. Emrah RUH, PhD (Department of Medical Microbiology & Clinical Microbiology)

[emrah.ruh@neu.edu.tr](mailto:emrah.ruh@neu.edu.tr)

**6. THE STUDENT REGISTRAR'S OFFICE**

*6.1. Opening Hours and Contact Details*

The Registrar's Office for medical students is located at the Faculty of Health Sciences building, ground floor and is open from 8:30- 16:30 during weekdays.

Contact:

Phone: +90 392 680 20 00

Ext: 3444/ 3446/3449

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

*6.2. Services*

The Registrar's Office is the place where the students from TRNC and Turkey can register to the university and get information about every faculty in the university. Information about the Payments for registration and applications for ID cards are given here. Every student is required to have an ID card as these will be used when entering all their exams.

Students must also get the exam entrance document from the registrar's office which shows that s/he paid the fee of the related semester. Please note that if you do not have the exam entrance document you are not allowed taking any of the exams namely committee, final, make up and resit exams.

Students can also 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.

The international students' application, acceptance, registration for any course program, and preparation of transcripts shortly all the procedures are done by the International Students 'Office

<https://neu.edu.tr/administration/international-students-office/>

*6.3. 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 OYS exam, the tuition fee may be reduced substantially

*6.4. How to pay fee?*

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 8th of September. The second instalment should be made before the 8th of January. 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 installments is the 8th of every month during each semester. In case of a delay, the students are required to pay interest.

Please note that you must pay the fee at each semester and receive the exam entrance document to be allowed to take the committee and final and re-sit exams.

Students must also get the exam entrance document from the registrar's office which shows that s/he paid the fee of the related semester. Please note that if you do not have the exam entrance document you are not allowed taking any of the exams namely committee, final, make up and re-sit exams.

## **7. REGISTERING FOR COURSES**

Registration for the Faculty of Medicine is done at the Registrar's Office. After registration to the university Medical students do not register online for the courses they have to take because the medical curriculum is composed of required courses (committees) in the first three years, clerkships most of which are required in the fourth and the fifth year and internship in the sixth year. Medical students do not choose courses from the online student information system (SIS) of the Near East University.

Students from Turkish Republic and Cypriots must also register for the two courses namely "Ataturk İnkılapları" and "Turkish" courses. There are also some other courses which are elective courses in the medical curriculum as well as elective clerkships. Students may wish to go to another university within the country or abroad for the elective and even the compulsory clerkships and a part of the sixth internship year. Before going to another university /hospital within the country or abroad student has to apply to the related year's coordinator and must ask for approval. S/he has to apply to the coordinator after getting the acceptance letter from the host institution.

## **8. TRANSFER STUDENTS**

Citizens of Turkish Republic of Northern Cyprus and Turkish Republic apply to the Registrar's Office. The International students need to apply to the International Students' Office with the required documents (e.g. the transcript of her/him from home university). The Registrar's Office or the International Students' Office then decides whether to accept the student or not. Once the student is accepted to the university, the student is forwarded to the dean's office of the Medical Faculty. The Medical Faculty assesses the transcript of the student and decides which year s/he would attend. Then s/he continues her/his education at the faculty.

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.

## **9. MAKING CHANGES TO YOUR PERSONAL INFORMATION**

Every student has her/his personal information details at the online student information system

(SIS) (Einstein). This file includes the student's contact details and his academic status. It is very important that the Medical Faculty 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, especially mobile phone numbers and e-mail addresses must be up-to-date as these are the most common communication methods for the faculty.

Please note that if any of your personal details change you should immediately change your personal details at the SIS!

## **10. EXAMINATION REGULATIONS, ASSESSMENT AND GRADING**

In the first three years of the medical faculty, students are evaluated by MCQ (multiple choice questions) exams, laboratory exams. Performance assessment is the only evaluation method used in the 6th year. During Phases 1, 2 and 3 a Subject Committee Examination is given at the end of each subject committee. These examinations consist of a written and a practical part. At the end of Phases 1, 2 and 3 there is also a final examination. Success in each committee exam is not sufficient to pass the year; the student must also successfully complete the final examination. If a student fails in the final exam s/he must take the re sit exam. Re sit exam is generally done in September, please follow the announcements done by the coordinator of each year (phase).

There is an examination at the end of each clinical clerkship in Phase 4 and 5. In general, the assessment examination is performed as theoretical (written and oral, written or oral) and practical (written and oral, written or oral). In the examination, the student's performance during the clerkship is taken into consideration as well. In Phase 6, the student's performance is evaluated according to his/her study and enthusiasm in the wards and outpatient clinics.

### **Grading Scheme and Grades:**

<b>PERCENTAGE</b>	<b>COURSE GRADE</b>	<b>GRADE POINTS</b>
90-100	AA	4,00 (Excellent)
80-89	BA	3,50 – 3,95 (Excellent)
70-79	BB	3,00 – 3,45 (Very Good)
60-69	CB	2,50 – 2,95 (Very Good)
50-59	CC	2,00 – 2,45 (Good)
45-49	DC	1,50 – 1,90 (Failed)
40-44	DD	1,00 – 1,40 (Failed)
35-39	FD	0,50 – 0,90 (Failed)
0-34	FF	0,00 (Failed)

Cheating in the exams cannot be 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 fee 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.

## **11. 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 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.

If a teaching staff does not have office hours the students may visit her/him during working hours.

## **12. MEDIUM OF INSTRUCTION**

Medium of instruction is **English for the English section and Turkish for the Turkish section of the Medical Faculty**. Students are required to speak in English to their teaching staff during the lectures and practicals. International students must know Turkish to be able to communicate with the patients during bedside training when they attend the clerkship (fourth and fifth year) and internship (sixth year) years

### *12.1. English Language Requirements*

Students enrolled to the English section of the Medical Faculty in which the medium of instruction is in English have to take the English Proficiency and Placement Test. Students who achieve a score of 70 out of 100 or over, are allowed to start their training at the Medical Faculty. Students who obtain a score below 70% are required to study the program of the English Preparatory School.

The university accepts a number of English language qualifications, including IELTS and TOEFL exams. The current requirements are: IELTS: 6.0 or TOEFL: 79 IBT.

<https://neu.edu.tr/wp-content/uploads/2015/11/learner-handbook2.pdf>

## **13. STUDENT ATTENDANCE AND ABSENCE**

Students must normally attend the lectures and practical/ laboratories. However due to a certain excuse they have the right not to attend a maximum of 25% of the lectures and 20% of the practical/laboratories in each committee. The student has to make-up all the practical/laboratories that s/he was absent before each committee exam, otherwise s/he is not allowed to take the committee exam.

Medical reports from the NEU hospital or other patient care facilities with inpatient service are acceptable for the absences. If a student misses an examination, be it a committee, final or re sit exam, he/she have to bring a medical report within five working days following the end date of the report. After these five 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 announcement from the coordinator of the related year. If a student misses his/her scheduled make-up exam date, s/he loses his/her chance for taking that exam. There is no make up for a make –up exam.

Please note that there is no makeup exam for the final exam and re-sit exam.

#### **14. 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 announcement boards, instructors' websites for any information and announcements regularly.
- It is the students' responsibility to check any updates to the committee and exam schedules via the announcement boards/university's/faculty's website.

##### *14.1. 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 certain courses, the instructors may 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 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 the 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.
- Eating and drinking is **forbidden** in the classroom/ lecture hall/ laboratories.

#### *14.2. 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 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 <https://neu.edu.tr/administration/regulations/>

### **15. TEACHING MATERIALS AND ONLINE SOURCES**

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

### **16. THE GRAND LIBRARY AND THE MEDICAL LIBRARY AT THE HOSPITAL**

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 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 accessible by the general public as well.

There is also a library for the medical students within the University hospital, at the ground floor, near the Radiology Department.

### **17. APPEALS TO EXAM RESULTS**

Although students are encouraged to talk to their coordinator about any assessment result that they are unhappy about, they can also appeal to any of their results by making an official

application.

Appeals should be made via a written letter to the coordinator of the related year where the reasons for the appeal should be listed clearly. The appeal is examined by the coordinator of the related year and the student will be notified of the result.

## **18. REQUIREMENTS FOR GRADUATION**

Students need to complete all the courses, clerkships and the internship year. The total ECTS for the medical education is 360 ECTS credits. The CGPA must be above 2.00 out of 4.

### *20.1. The Graduation Ceremony*

Students who complete all of their courses and whose CGPA is above 2.00 are entitled to graduate as a medical doctor. Therefore, they can attend the graduation ceremony at the end of the year that they complete their courses.

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.

## **20. DEAN OF STUDENTS OFFICE**

Dean of Students Office is an integral part of the educational process at the Near East University providing services, programs, and facilities that not only providing our students with occupation but also prepare our students for life by supplying programs and opportunities, equipping the student not just with documents but also knowledge, administering the feeling of confidence into the hands of those who will construct the future. The Office of Student Deanship is committed to a holistic approach to student development – intellectual, social, physical, psychological, cultural – in an environment that promotes diversity, tolerance, civic and moral responsibility, local and global awareness, psychological and emotional well-being.

<https://neu.edu.tr/dean-of-students-office/>

## **21. NEAR EAST UNIVERSITY MEDICAL STUDENTS' ASSOCIATION**

Near East University Medical Students' Association was established in 2015. Our association, which has been continuing to renew itself every day since its establishment, as the first medical students of the Turkish Republic of Northern Cyprus.

Our association, which has 6 standing committees in it, is mainly engaged in the fields of public health, reproductive health, human rights and peace, medical education and exchange programs. In the first year that we started to work, we realized the exchange programs with the Turkish Medical Students Association. The "Blue Elephant" project under the supervision of the Standing Committee on Human Rights and Peace has also realized the first activity of the Turkish Republic of Northern Cyprus, certified by International Federation of Medical Student Association (IFMSA).

Our association is an organization that fully accepts the principle of volunteerism. We are a union of no political or ethnic origin; Equality, justice and health as ethics. We have committed ourselves to the task of endlessly striving for every volunteer we represent as Near East University Medical Students' Association to be ethical and rational and innovative doctors.

Our Association played a very important role in the establishment of the Medical Students' Association of Northern Cyprus. With the establishment of the Medical Students' Association of Northern Cyprus (MSANC), our association has begun to work quickly for the international community. The recognition of MSANC on international platforms was voted at the IFMSA General Assembly Meeting in August 2017. In this way, the MSANC officially became a member of the IFMSA by a vote of 72 national associations.

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## **22.COMPLAINTS**

If a student believes that he/she has been mistreated/unfairly treated by any member of the faculty, he/she can contact the Coordinator or make an official complaint by writing a letter directly to the coordinator/Dean's Office. The student will be notified of the result.

## **23. White Coat Ceremony**

The white coat ceremony is organised for the students who begin the first year of Faculty of Medicine. The ceremony takes place at the first week of academic year ( first week of october). The aim of that ceremony is to welcome to the first year students to the faculty and the medical profession! The families of the students and all the teaching staff are invited to this ceremony so that it gives the opportunity to gather all the parties involved.

## **24. Graduation Ceremony**

It is a ceremony which is organized every year at the end of the training period in June for the students who complete the course phase and qualified for graduation. The ceremony is organized with the aim of celebrating the full graduation of students with enthusiastically throwing of their caps. All of the students, their families and the members of the medical faculty can attend the ceremony. After speaking of the protocol and following the class first, second and thirds greetings, symbolic diplomas are presented to the students who will graduate.

## **25. Medical Holiday Events**

The activities held on every year the 14th of March week for the purpose of celebrating Medicine Day. Various activities are organized during the week. All health workers and students participate in the activities. Also, students celebrate the medical festival by attending the ball held by six representatives of the Faculty of Medicine.

## **26. Continuing Medical Education Meetings**

These are generally in the form of seminar-style trainings; they are held regularly throughout the year by the Continuing Medical Education Commission, and are taught by the lecturers who are well known in their specific fields and members of the university academic staff or of another university. These seminars are highly useful for the clinical orientation and practical develop practical skills of the students and academics of the Faculty of Medicine. Generally, they are scheduled according to class hours.

### **27. Social Responsibility Projects**

These are the Projects developed and worked by the university/ faculty members or students and aim at increasing the awareness and finding solutions about the cultural, social, economic and environmental issues.

### **28. E-mail Account of the Students**

E-mail account to each student is created by the university upon her/his registration to the Faculty of Medicine. This E-mail account is student IDnumber@std.neu.edu.tr. Announcements are all sent to that E-mail. Students are expected to use this account in their messages/ requests related to the faculty issues.