NEAR EAST UNIVERSITY

Program Catalogue

Vocational School of Tourism and
Hotel Management

Tourism and Hotel Management

1. PROGRAM CATALOGUE

1.1. ESTABLISHMENT OF THE VOCATIONAL SCHOOL

A) History and Academic Processes of the Vocational School

The Vocational School of Tourism and Hotel Management of Near East University was established in 1994 under the Faculty of Economics and Administrative Sciences, under the name *Tourism and Hotel Management*, in accordance with Decision No. 3/2002 of the Ministry of National Education and Culture of the Turkish Republic of Northern Cyprus and the Higher Education Supervision and Accreditation Board (YÖDAK). The School commenced its academic activities in the same year. It subsequently continued its operations as the Vocational School of Tourism and Hotel Management, and it currently maintains its educational activities as the Vocational School of Tourism.

Since its establishment, students who are citizens of the Republic of Türkiye have been admitted to the relevant departments of the Vocational School of Tourism and Hotel Management through the Student Selection and Placement Examination (ÖSYM), in line with the decisions of the Council of Higher Education (YÖK).

The Vocational School of Tourism and Hotel Management was founded with the vision of becoming a leading school with contemporary and internationally recognized academic standards, adopting a student-centered approach that integrates research and education. The Vocational School offers associate and undergraduate programs in both Turkish and English.

B) Educational Policy and Academic Objectives

The Vocational School of Tourism and Hotel Management adopts a contemporary educational approach grounded in a progressive educational philosophy, implementing a student-centered

instructional model that promotes interdisciplinary collaboration. Its academic programs are structured in accordance with international standards and successfully undergo accreditation processes within the framework of quality assurance.

Graduates of the Vocational School of Tourism and Hotel Management contribute to the professional and academic fields as competent, creative, and ethically responsible individuals. The academic staff, through their scientific research, R&D initiatives, and community-engaged projects, contributes to the advancement of knowledge and aim to play a leading role in societal development.

C) Physical and Academic Infrastructure

The Vocational School of Tourism and Hotel Management provides students with a variety of social and academic learning environments through its classrooms designed in line with contemporary educational principles, technologically equipped laboratories, and digital learning platforms. Within the framework of Dorona Tourism and hotel operations, the Vocational School of Tourism and Hotel Management offers students internship and practical training opportunities. In this way, students are supported in gaining professional experience prior to graduation.

D) Accreditation and Quality Policy
The Vocational School of Tourism and Hotel Management adopts national and international quality standards in its educational and research processes and aims to enhance the quality of education through a continuous improvement approach. The School actively participates in national and international accreditation procedures, regularly reviewing and updating its academic programs accordingly. The programs are structured with consideration of professional ethics, safety standards, and current sectoral requirements, with the objective of equipping students with a competent and comprehensive professional foundation. The Vocational School of Tourism was accredited by the European Association of Hotel and Tourism Schools (EURHODIP) in 2024.

1.2. Vocational School Mission, Vision and Core Values
A) Mission

The Vocational School of Tourism and Hotel Management aims to educate individuals who, under the guidance of a qualified and specialized academic staff, possess professional competence, field-specific knowledge, and general cultural awareness; that are inquisitive, analytical, technologically proficient, committed to ethical principles, and equipped with strong communication skills. In addition, the Vocational School of Tourism and Hotel Management strives to cultivate graduates who are sensitive to societal needs, entrepreneurial in spirit, open to collaboration, creative, and capable of critical thinking—graduates who are equipped with

fundamental knowledge, skills, and research techniques, and who are prepared to contribute to the tourism sector at both national and international levels.

B) Vision

The Vocational School of Tourism and Hotel Management aims to maintain a leading position in the region by educating individuals who can perceive and interpret the ongoing changes and developments in the rapidly expanding global tourism sector, who uphold universal and ethical values, and who integrate theory, practice, and technology in an entrepreneurial, research-oriented, and socially responsible manner. In this context, the Vocational School of Tourism and Hotel Management envisions being a pioneer in both research and applied fields, and developing innovative educational strategies to train tourism professionals capable of driving transformative change in the tourism industry.

C) Core Values

1. Student-Centeredness
2. Scientific Approach and Productivity
3. Sustainability
4. Accessibility and Equity in Education
5. Commitment to Ethical Principles
6. Collaboration and Sharing
7. Innovation

1.3. The Vocational School of Tourism and Hotel Management Aims and Objectives

A) Objectives and Goals Covering the Field of Education

Objective 1: To Educate Graduates Equipped to Meet the Needs of the Tourism Sector

Goal 1.1: Organize internships, field trips, and applied projects to provide students with practical learning opportunities.
Goal 1.2: Enhance academic knowledge by updating course content in tourism, hotel management, and business administration.
Goal 1.3: Integrate a second foreign language and digital skills into the curriculum.
Goal 1.4: Promote student-centered, interactive teaching methods, including case studies, group work, and field research.

Objective 2: To cultivate graduates with high international competitiveness and open to continuous learning.

Goal 2.1: To increase collaborations with international educational networks such as EURHODIP, offering students exchange and certification opportunities.

Goal 2.2: To provide associate degree, undergraduate projects, and master's programs that support students' scientific research and project development skills.

Goal 2.3: To offer graduates postgraduate training, seminars, and workshops to foster a philosophy of continuous learning.

B) Objectives and Goals Covering the Field of Research

Objective 1: To produce original and universally valid scientific knowledge in the field of tourism.

Goal 1.1: To encourage academics and students to publish in indexed journals such as SCOPUS / Web of Science.

Goal 1.2: To increase participation in national and international conferences, workshops, and seminars.

Goal 1.3: To create research funds and incentive mechanisms that support sustainable projects in the fields of tourism, hotel management, and gastronomy.

Goal 1.4: To establish in-house research groups and mentoring programs to strengthen the research identities of academics.

C) Objectives and Goals Covering Contributions to Society and Educational Services

Objective 1: To train qualified individuals who can make social, cultural, and economic contributions to the tourism sector and society.

Goal 1.1: To ensure the active participation of students in social responsibility projects (sustainable tourism, preservation of local cultures, etc.).

Goal 1.2: To develop content in the school curriculum that includes cultural awareness, local heritage, and sustainable tourism principles.

Goal 1.3: To organize educational programs for the community in cooperation with local and regional tourism stakeholders (tourism businesses, municipalities, cultural institutions).

Goal 1.4: To contribute to regional development through the school's research and service projects, and to develop strategies that promote ethical, environmental, and social responsibility in the tourism sector.

1.4. Vocational School Organizational Chart
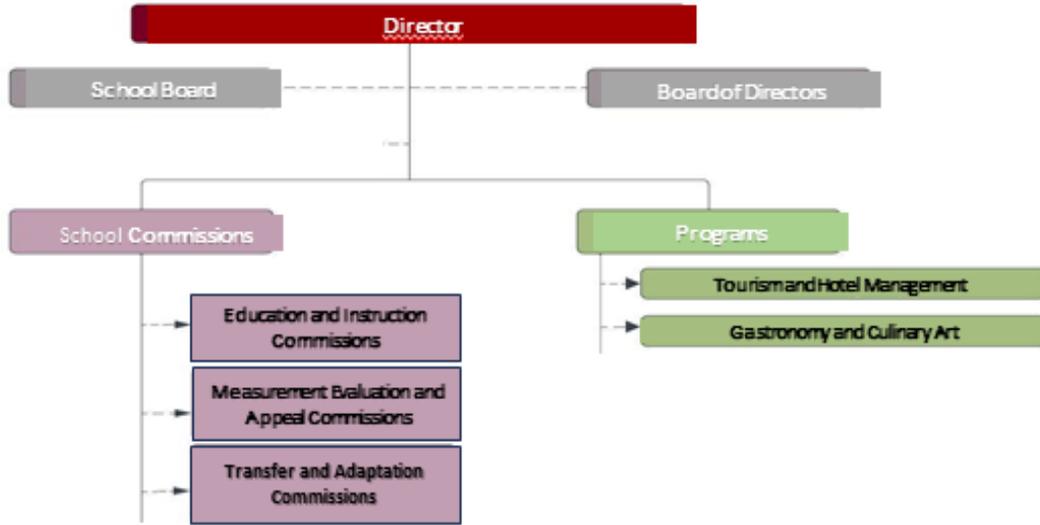
Figure 1. Organizational Chart

1.5. Vocational School Administration
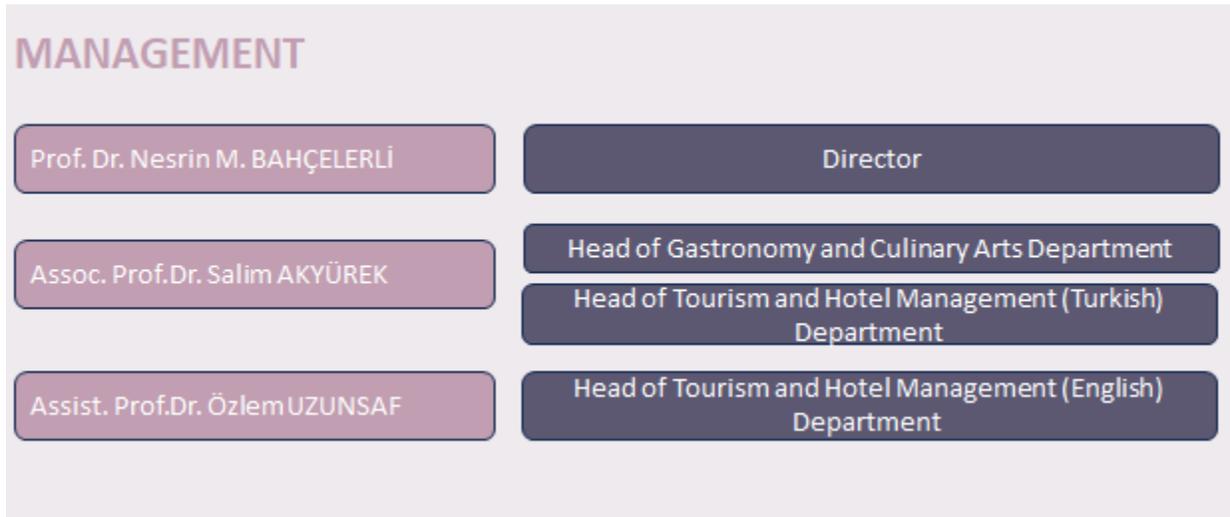
1.6. Academic Staff of the Vocational School

The The Vocational School of Tourism and Hotel Management at Near East University comprises four main departments: Tourism and Hotel Management, Gastronomy and Culinary Arts, Culinary Arts, and Tourism Management. The Vocational School is distinguished by its team of experienced and highly qualified academic staff.

As of the 2024–2025 academic years, the Vocational School employs a total of 13 academic personnel, including 1 professor, 1 associate professor, 2 assistant professors, and 8 lecturers. This academic team provides education at both undergraduate and graduate levels and contributes to scientific research through their roles as active researchers.

In addition, school members participate in various professional development and training programs to enhance their skills. By engaging in national and international projects, they not only advance their individual academic careers but also strengthen the school's international recognition and reputation.

1.7. Academic Programs Offered by the Vocational School

Associate Degree Programs

- Tourism and Hotel Management

- Culinary Arts

Undergraduate Programs

- Tourism and Hotel Management

- Gastronomy and Culinary Arts

Master's Programs *(Thesis and Non-Thesis)*

- Tourism Management

2. GENERAL INFORMATION ABOUT THE PROGRAM

2.1. Brief History and Development of the Program

The Department of Tourism and Hotel Management, affiliated with the Vocational School of Tourism, was established in 1994 and has since commenced its educational activities with both national and international students. The academic program of the department is designed to cultivate educators who are committed to Atatürk's principles and reforms, and who embrace

scientific, contemporary, democratic, and secular values. The curriculum aims to equip students with the ability to adapt to advancing technologies and societal changes, to utilize technology effectively and ethically, and to think critically and conduct research with an investigative mindset.

2.2. Type of Education Offered by the Program

The Department of Tourism and Hotel Management offers formal, on-campus education. Within this framework, courses are delivered through face-to-face, online, and hybrid modalities and include both theoretical instruction and practical training.

2.3. Level of Study

The Department of Tourism and Hotel Management comprises a four-year undergraduate program totaling 120 ECTS credits. The program fulfills the "Level 5" qualifications defined within the Turkish Higher Education Qualifications Framework (THEQF). In alignment with this framework, the curriculum has been meticulously designed to meet both the ECTS credit requirements and the level-specific learning outcomes.

2.4. Language of Instruction

The medium of instruction in the Department of Tourism and Hotel Management is English.

2.5. Duration of the Program

The duration of study in the Department of Tourism and Hotel Management is four years (4 semesters). The program consists of two academic terms—Fall and Spring—comprising a total of 28 weeks.

2.6. Organizational Chart of the Program
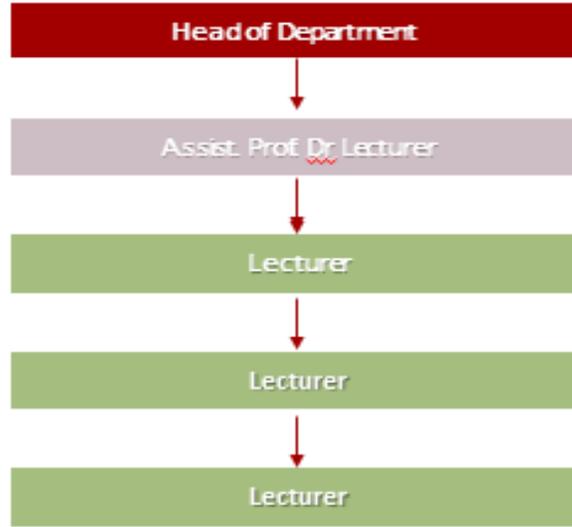
2.7. Program Coordinator

Program Coordinator:
Assist. Prof. Dr. Özlem UZUNSAF
Head of the Department
ozlem.uzunsaf@neu.edu.tr

2.8. Program Management and Academic Staff

The Department of Tourism and Hotel Management, operating within the Vocational School of Tourism, aims to educate well-equipped, contemporary, and qualified individuals in the field of tourism. The department contributes substantially to applied education in Tourism and Hotel Management. The Head of the Department is Assist. Prof. Dr. Özlem Uzunsaf.

As of 2025, the Department of Tourism and Hotel Management employs a total of seven full-time academic staff members, including one professor, one associate professor, one assistant professor, and four lecturers. The academic staff contributes to the field through undergraduate and graduate-level teaching, thesis supervision, and scholarly research. School members actively participate in projects, in-service training programs, and academic collaborations that support professional development.

3. PROGRAM MISSION AND VISION

3.1. Mission

The Department of Tourism and Hotel Management aims to educate individuals who are committed to national and moral values, who embrace democratic principles, who are capable of critical thinking, who are open to lifelong learning, who can guide society, and who possess a strong sense of responsibility. In this regard, the department is committed to cultivating individuals who are equipped with scientific, technological, and applied knowledge in the field of tourism and hotel management; who can effectively and efficiently use their competencies in professional settings; who are able to sustain their professional development; and who are sensitive to national and international socio-scientific issues. Through these aims, the department seeks to contribute to the tourism sector and to the broader development goals of the country.

3.2. Vision

The vision of the Department of Tourism and Hotel Management is to be an academic unit that embraces universal values, generates knowledge, transfers this knowledge into practice, and contributes to both national and international developments in the field of tourism and hotel management. Furthermore, the department aims to cultivate tourism and hotel management professionals who are committed to continuous development, sensitive to societal needs, and capable of enhancing the quality of tourism education through the projects and training programs they undertake.

In line with this vision, the department seeks to follow contemporary educational approaches, take an active role in scientific research, and contribute to scholarly advancement by organizing conferences, symposiums, workshops, and academic talks. Through these activities, the department strives to support scientific progress in the field and strengthen its impact at both national and international levels.

4. PROGRAM'S CORE VALUES

Core Values;

- Commitment to Atatürk's Principles and Reforms
- Democratic Values
- Respect for Human Rights
- Environmental Awareness
- Critical and Creative Thinking Skills
- Productivity in Scientific Research

- Responsibility
- Active Participation in Social Life

5. PROGRAM ACTIVITY AREAS

1. Area of Education and Instruction

The program of the Department of Tourism and Hotel Management is structured to enable students to acquire professional knowledge, skills, and ethical values, in alignment with current scientific developments and societal needs. The curriculum is designed to balance theoretical knowledge with practical learning. Student-centered teaching methods, technology-supported applications, and active learning techniques—such as problem-solving and discussion-based methods—are employed throughout the program.

To support students' academic development, psychological counseling and guidance services are provided. The quality of education is continuously monitored through process-oriented assessments, including performance evaluations, student portfolios, self-assessments, and peer assessments, ensuring that learning outcomes are effectively measured.

2. Research and Development Activities

Within the scope of research and development activities, the Department of Tourism and Hotel Management aims to utilize necessary materials in hotel settings and to develop practical applications in hotel management. In this context, school members conduct scientific research on topics related to tourism and hotel management in line with sustainable development goals and actively participate in national and international projects. Consequently, the department seeks to enhance students' research and higher-order thinking skills while ensuring that the resulting learning outcomes contribute meaningfully to the field of tourism and hotel management.

3. Professional Development and Continuing Education Activities

Professional development and continuing education activities within the Department of Tourism and Hotel Management include participation in seminars, certificate programs, and academic events (e.g., Effective Hotel Management Techniques, Sustainable Business Practices) aimed at updating students' knowledge and skills. These activities enable students to maintain current expertise in the field, enhance their professional competencies, and keep pace with innovations in the industry.

School members and students are encouraged to conduct scientific research, produce scholarly publications, and receive guidance from experienced industry leaders. Furthermore, the adoption of hotel technologies and innovative practices, regular evaluation of professional performance,

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and participation in collaborative and experience-sharing activities are considered essential components of professional development in the department.

4. Community Contribution and Service Activities

Within the scope of community contribution and service activities, the Department of Tourism and Hotel Management undertakes various initiatives, including social responsibility projects, hotel events, activities aligned with sustainable development goals, and volunteer programs. These activities provide students with opportunities to strengthen their sense of social responsibility and to contribute meaningfully to societal development.

6. PROGRAM PURPOSES AND OBJECTIVES

A) Aim and Objectives Related to the Area of Education

Aim 1: To educate tourism professionals who are proficient in current business and management techniques, creative, and highly skilled in practical applications.

Objective 1.1: To ensure that students consolidate their knowledge of basic and advanced hospitality techniques through practical courses.

Objective 1.2: To enable students to effectively use current technologies and tools employed in the field of tourism.

Objective 1.3: To create learning environments that develop high-level professional skills such as problem-solving, quick decision-making, and productivity.

Objective 1.4: To promote student-centered teaching methods that balance theoretical knowledge and practical learning (e.g., discussions, case analyses, and applied projects).

Goal 2: To establish a continuously updated program structure that enhances the quality of education and aligns with scientific developments.

Objective 2.1: To regularly update course content in accordance with current developments in business sciences.

Objective 2.2: To employ contemporary and effective teaching approaches suitable for the learning-teaching process (e.g., active learning, technology-supported education, simulations).

Objective 2.3: To design process-oriented assessment tools, such as rubrics, portfolios, self-assessments, and peer assessments, to measure students' professional performance.

Objective 2.4: To strengthen counseling and guidance services to support students' academic and personal development.

B) Aim and Objectives Related to the Area of Research

Aim 1: To educate individuals who possess scientific thinking, research capabilities, and innovation skills in the field of tourism and hotel management.

Objective 1.1: To provide students with theoretical and practical knowledge about research methods, scientific processes, and techniques used in hotel-related research.

Objective 1.2: To develop students' academic writing, reporting, and scientific communication skills.

Objective 1.3: To design activities and applications that enhance students' presentation and project development skills.

Objective 1.4: To support research on sustainable business, hotel management, and innovative business practices.

Objective 1.5: To encourage school members' participation in national and international scientific projects.

C) Aim and Objectives Related to Community and Educational Contributions

Aim 1: To educate qualified tourism professionals who contribute to societal development and preserve local culture and business values.

Objective 1.1: To ensure students' active participation in social responsibility projects, volunteer hotel activities, and community-oriented initiatives.

Objective 1.2: To develop course content that raises awareness of local culture, cultural heritage, and sustainability.

Objective 1.3: To instill inclusive hospitality approaches that respect diversity and cultural heritage.

Objective 1.4: To organize workshops, events, and training programs that support local community development in tourism.

Objective 1.5: To develop professional hospitality services and projects that meet community needs through collaboration with the industry.

7. PROGRAM QUALIFICATIONS

7.1. Program Qualifications
Tourism and Hotel Management Program Qualifications

Knowledge – Theoretical and Factual Learning Outcomes

PQ1: Explains fundamental knowledge and concepts in the field of tourism.
PQ2: Understands how planning, organization, leadership, and control mechanisms operate within an organizational structure.
PQ3: Acquires knowledge in management, organization, marketing, accounting, and finance within the context of tourism management and hospitality.

Skills – Cognitive and Applied Learning Outcomes

PQ4: Acquires the knowledge and skills to perform as a competent professional in public institutions, organizations, and the private sector within the service and hospitality industry.
PQ5: Analyzes the economic impact of tourism and integrates this understanding into the learning process.
PQ6: Develops proficiency in computer software and hardware at a level required by the tourism field.

Competences – Independent Work and Responsibility Learning Outcomes

PQ7: Develops effective verbal and written communication skills in topics related to tourism and hotel management.
PQ8: Acquires knowledge and practical understanding of front office operations.

Competences – Learning Competence and Learning Outcomes

PQ9: Integrates acquired theoretical knowledge with practical applications in tourism activities, contributing to the improvement of organizational systems in the workplace.
PQ10: Develops the cognitive ability to apply theoretical knowledge in tourism management and hospitality.

Competences – Communication and Social Competence Learning Outcomes

PQ11: Develops oral and written communication skills in a professional foreign language, enabling the execution of accommodation service operations, staying updated with innovations, and providing accurate information to guests.

Competences – Field-Specific Competence Learning Outcomes

PQ12: Applies knowledge in all professional activities ethically and responsibly, respecting societal and universal values, as well as the environment and individuals, in a correct and safe manner.

7.2. The Relationship Between Program Qualifications and the Turkish Higher Education Qualifications Framework

The Turkish Higher Education Qualifications Framework (THEQF) is a framework established to ensure the quality assurance of higher education programs in Turkey and to define national-level qualifications. This framework is designed to be compatible with the European Qualifications Framework (EQF). It covers the levels of **undergraduate, graduate, and doctoral education.**

A) Structure of THEQF
The Turkish Higher Education Qualifications Framework (THEQF) has a structure **consisting of four levels** for the definition and classification of learning outcomes in educational processes. These four levels are grouped as **Associate Degree (Level 5), Bachelor's Degree (Level 6), Master's Degree (Level 7), and Doctoral Degree (Level 8).** Information about the levels is presented below:

- **Associate Degree (Level 5):** This level equips students with basic knowledge and skills. It lasts two (2) years.
- **Bachelor's Degree (Level 6):** This level provides students with more comprehensive knowledge and skills. These programs may be knowledge-oriented or practice-oriented. It lasts four (4) years.
- **Master's Degree (Level 7):** In addition to the bachelor's level, this level provides more advanced knowledge and skills. It lasts two (2) years.
- **Doctoral Degree (Level 8):** This is the highest level, where knowledge and skills are developed through original research. It lasts three (3) or four (4) years.

Each level is defined by **level descriptors** that express specific learning outcomes in terms of **knowledge, skills, and competence***. Information regarding **these level descriptors** is presented below:

* **Knowledge:** Within the scope of THEQF, **"knowledge"** is defined as theoretical and/or factual knowledge, which involves the understanding of facts, principles, theories, and practices related to a field of study or work.

* **Skills:** Within the scope of THEQF, **"skills"** refer to the ability to **apply knowledge** and **solve problems**, including logical, intuitive, and creative thinking abilities, as well as manual skills; and the ability to use methods, ethics, tools, and equipment required in a field of study or work.

* **Competence:** In TYYÇ, **"competenc**e" refers to the ability to use knowledge and skills with responsibility and/or autonomy in a study or work environment; to identify and meet learning needs; and to consider social and ethical responsibilities.

Level descriptors are tools used to define **program qualifications (learning outcomes)** at the relevant level, to determine the level of qualifications, and to align **THEQF** with **international and national qualification frameworks**. In this context, the qualifications (learning outcomes) defined for programs are structured according to the level descriptors mentioned above **(Knowledge, Skills, and Competence).** Each level is described within the scope of **the common learning outcomes** associated with its qualifications.

B) The Matrix of the Relationship Between Program Qualifications and THEQF

https://drive.google.com/drive/folders/1YCZmA0oNfahIjMwbaSE6b-8EppRWe1vr?usp=drive_link

7.3. The Relationship between Courses and Program Qualifications

https://docs.google.com/spreadsheets/d/15Vyd8Yy9VbwcHFUE-Ij_NKLsZwiGCdaY/edit?usp=drive_link&ouid=108725917715276237511&rtpof=true&sd=true

8. COURSE LIST

8.1. Distribution Tables of Semester and Elective Courses in the Program

https://docs.google.com/spreadsheets/d/1yXfOyuQ6QqJEX8iG4h5yZ3yYJrem-O3R/edit?usp=drive_link&ouid=108725917715276237511&rtpof=true&sd=true

8.2. Common Compulsory Courses Offered University-Wide

https://docs.google.com/document/d/1KLT7O9cM-10To_PGjr_04uuQdcoPlDIN/edit?usp=drive_link&ouid=108725917715276237511&rtpof=true&sd=true

8.3. Course Syllabus

9. PROGRAM EVALUATION AND ASSESSMENT PRINCIPLES
9.1. Exam Regulations

9.2. Letter Grade Conversion Table

Students' academic success is evaluated by the course instructor based on their in-semester performance and final exam results. Letter grades are expressed as coefficients on a 4.00 scale, and they also correspond approximately to ranges on a 100-point scale. This system is used as the basis for calculating the student's Grade Point Average (GPA).

The coefficients of the letter grades and their approximate equivalents on the 100-point scale are shown below.

Grade	Letter	Coefficient
90-100	AA	4
85-89	BA	3.5
80-84	BB	3
75-79	CB	2.5
70-74	CC	2
60-69	DC	1.5
50-59	DD	1
49 -	FF	0

In addition to the above letter grades, the following grades may also be assigned: **I – Incomplete, S – Satisfactory, P – Progressing, EX – Exempted, W – Withdrawn, and NA – Absent**

(I) Grade: The (I) grade is given by the instructor to students who, due to illness or other valid reasons, have passed the course but have not completed all the required conditions within the semester. A student who receives an (I) grade must complete the missing requirements and

obtain a final grade within **15 days from the date the grades are submitted to the Student Affairs Office**. Otherwise, the (I) grade automatically converts to (FF). However, in cases of prolonged illness or similar situations, the duration of the (I) grade may be extended until the beginning of the next registration period upon the recommendation of the Department Chair and the approval of the Faculty Board.

(S) Grade: The (S) grade is given to students who pass courses that do not count towards the GPA. It is also assigned to students transferring from other universities or re-enrolling via entrance exams for courses previously taken and recognized as equivalent by the Faculty Board upon the Department Chair's recommendation. Students who transfer from outside and are required by regulations to retake any course cannot receive an (S) grade. The (S) grade is **not included** in GPA calculations.

(P) Grade: The (P) grade is given to students continuing courses that do not count towards the GPA.

(U) Grade: The (U) grade is assigned to students who fail courses that do not affect the GPA.

(EX) Grade: The (EX) grade is given to students exempted from courses determined by the Senate after successfully passing an exemption exam administered by the relevant department. The (EX) grade **does not affect the GPA** but is shown on transcripts.

(W) Grade: The (W) grade is used for courses a student withdraws from within the first ten weeks of the semester, after the regular add/drop period, with the recommendation of the advisor and permission of the instructor. The following rules apply for course withdrawals: (a) Students cannot withdraw from courses in the first two semesters of their undergraduate program. (b) Students cannot withdraw from courses they must retake, previously received a (W) grade in, and that do not count toward the GPA. (c) Permission to withdraw is not granted if the student's course load would fall below two-thirds of the normal load. (d) A student can withdraw from a maximum of **one course per semester** and **up to six courses** during their entire undergraduate education with the advisor's recommendation and instructor's approval.

(NA) Grade: The (NA) grade is given to students who register for a course but do not attend.

I	Incomplete
S	Satisfactory Completion
U	Unsatisfactory
P	Successful Progress
NP	Not Successful Progress

EX	Exempt
NI	Not included
W	Withdrawal
NA	Never Attended

10. STUDENT ADMISSION AND REGISTRATION REQUIREMENTS

At Near East University, education is provided at associate, undergraduate, and graduate levels. The language of instruction is Turkish, and English or other languages may be used when necessary. Examination and evaluation principles are regulated by separate regulations. Student admissions are conducted through the Student Affairs Office within the framework of rules determined by the Senate. Admission to preparatory, associate, and undergraduate programs is carried out either through special exams or without exams for foreign students. Conditions for graduate programs and transfer students are specified in the relevant regulations. Special students may only enroll in certain courses and cannot receive a diploma. Admission and registration conditions for foreign students who are not citizens of the TRNC or Turkey are conducted in accordance with the regulations titled "Admission and Registration Conditions for Foreign Students Who Are Not Citizens of the Turkish Republic of Northern Cyprus or the Republic of Turkey to Higher Education Institutions," under Articles 65/2005, 21/2008, 40/2009, and 23/2007 of YÖDAK Law No. 11. If deemed necessary, prospective students may be admitted to a one-year scientific preparatory program. Registration is completed when the required documents and tuition fees are submitted within the specified dates. Students are required to renew their registrations every semester. The proficiency level of English preparatory class students is determined by exams, and this education lasts a maximum of two years. Associate, undergraduate, and graduate programs are conducted according to their respective regulations. Students may also take courses for teaching certification. Diplomas for associate, undergraduate, and graduate programs are awarded to those who successfully complete their studies. The issuance of diplomas and provisional graduation certificates is determined by the Senate. Students' grades are officially recorded, and certified documents are provided upon request. No tuition refunds are given to students who voluntarily withdraw or cancel their registration. Students may take leave for health, military service, financial reasons, or educational purposes, and this period is not counted toward the duration of their studies. Students returning from leave must renew their registration to continue their education. Students are guided by their academic advisors. Mandatory internships, disciplinary procedures, scholarships, and health services are regulated according to relevant regulations.

11 Horizontal and Vertical Transfer Opportunities

11.1. Horizontal Transfer Opportunities

This section outlines the procedures and principles to be followed for **horizontal transfer applications** to the **Classroom Teaching Department** at Near East University. All horizontal transfer processes are conducted within the framework of the **Near East University Horizontal Transfer and Credit Transfer Directive**.

Students applying for horizontal transfer must:

- Have **no disciplinary penalties**,

- Have a minimum cumulative grade point average of **2.00/4.00 or 60/100**,

- Have successfully completed a sufficient number of courses compatible with the curriculum of the program they wish to transfer into.

For transfers based on the **centralized placement score**, students must meet the minimum score requirement of the program they wish to transfer to for the year of application.

Applications must be submitted within the **dates announced by the university**, and all required documents must be delivered completely to the relevant academic unit. Applications are evaluated according to students' academic success and available quotas.

Decisions regarding:

- **Course exemptions**,

- **Class equivalencies**,

are made by the **Faculty Executive Board** based on the opinion of the **Department Chair**. During the evaluation process, particular attention is given to the alignment of **pedagogical formation and teacher professional knowledge courses**.

Course equivalency is based on the compatibility of the content of courses previously taken by the student at their former higher education institution with those of the program they intend to transfer into.

Applications for horizontal transfer due to **special circumstances** (e.g., war, natural disasters, health issues, etc.) are evaluated separately according to relevant legislation. In such cases, students may be required to submit **additional documentation**.

11.2. VERTICAL TRANSFER OPPORTUNITIES

This section outlines the procedures and principles to be followed for vertical transfer applications to the Near East University Department of Primary Education. Students applying for vertical transfer are required to participate in the Vertical Transfer Exam **(DGS)** administered by

the Assessment, Selection and Placement Center **(ÖSYM)**. Preferences are made based on the exam scores, and student placements are carried out by ÖSYM accordingly.

12. RECOGNITION AND CREDIT TRANSFER OF PREVIOUS LEARNING

Students enrolled in the Near East University Tourism and Hotel Management Program may request exemption for courses they have successfully completed at previous higher education institutions until the end of the second week of the semester in which the course registration is made. Applications must be submitted in writing to the relevant academic unit and must include approved course descriptions and an official transcript. For courses taken at foreign higher education institutions, the equivalency of these courses must be approved by the Higher Education Council (YÖK) for exemption requests to be accepted. No course exemption is granted between students simultaneously registered in both an associate degree and a bachelor's degree program. Exemption requests are evaluated by the relevant departmental committee, considering the course content, credits, and the student's success status. Approved courses are recorded on the student's transcript with the letter grade and included in the cumulative GPA. Exemptions are not granted for failed courses. Exemptions can be granted without credit equivalency for common compulsory courses such as Atatürk's Principles and History of Revolution, Turkish Language, and Foreign Language. Students may only take the exemption exam for these courses once. If the total ECTS credits of exempted courses exceed 70% of the total ECTS credits of the semester in which the student is registered, the student is placed into the next grade level. However, students who are placed into a higher class cannot take upper-level courses during the first academic year following this placement. Objections to exemption and placement decisions can be submitted within two weeks from the date the results are notified to the student. In cases of horizontal and vertical transfers, course exemption requests are evaluated by the faculty or school board based on the opinion of the departmental committee. For exemption from the foreign language preparatory class, a certain level of language proficiency must be demonstrated through exam results accepted by the university.

13. INTERNATIONAL PROGRAMS AND EXCHANGE OPPORTUNITIES

Near East University (NEU) offers its students international exchange and internship opportunities, particularly through the Europe-centered Erasmus+ Program, which provides study and internship options. Through this program, students and academics are given the chance to study and intern abroad in European Union member countries. Students wishing to participate in the Erasmus+ Program must have completed at least their first year, demonstrate a certain level of academic achievement, and provide proof of foreign language proficiency required by the relevant program.

In addition, NEU conducts exchange activities through various international student associations in different fields. These associations include:

- IFMSA (Medicine)
- IADS (Dentistry)
- IPSF (Pharmacy)
- IVSA (Veterinary Medicine)

Within these programs, research and clinical internship exchange opportunities are offered to students. During the summer terms, practical training sessions, joint research projects, and cultural activities are organized in collaboration with these associations, involving students from different countries.

Thanks to NEU's active partnerships with 114 universities from 44 countries, students have opportunities to study and intern abroad while also learning in an intercultural environment on the campus in the Turkish Republic of Northern Cyprus (TRNC). NEU maintains reciprocal collaborations with numerous higher education institutions across Europe, Asia, America, and Africa. Students can study for a semester or full academic year, intern, or participate in international research projects at these universities.

To provide global experience, the university does not limit itself to Erasmus+ but also conducts student exchange activities under the Mevlana and Farabi programs. The Mevlana Program particularly offers reciprocal exchange opportunities with universities in Turkey, while the Farabi Program supports student exchanges among domestic universities. Through these programs, students have the chance to enhance their academic knowledge and gain cultural insights by experiencing diverse cultures.

Throughout the entire process, the NEU International Office provides comprehensive support starting from the application stage, including advisory services, document and application handling, accommodation, and visa matters. Students are informed and guided by expert staff at every step of the exchange process.

14. ACCREDITATION AND QUALITY ASSURANCE OF THE PROGRAM

14.1. Quality Policy

The Tourism and Hotel Management Program adopts a quality policy aligned with its mission and vision, aiming to enhance sectoral standards. The program seeks to equip students with the professional knowledge and skills required by contemporary industry and to cultivate well-qualified and competent individuals for society. Additionally, it aims to support the production of scientific knowledge in the field of tourism. Moreover, enhancing graduates' competencies

and ensuring their continuous professional development are among the program's primary objectives.

14.2. Accreditation Process of the Program

The Tourism and Hotel Management Program has been included in the accreditation process to ensure quality assurance at the national level. Within this scope, the program has been accredited in accordance with the standards set by the relevant accreditation body, the European Association of Hotel and Tourism Schools (EURHODIP).

14.3. Quality of Education

The Tourism and Hotel Management Program is regularly reviewed in accordance with industry innovations and evolving needs. Course content is updated, and new courses in the field of Tourism and Hotel Management are added to the curriculum, while outdated courses are removed. This process is carried out systematically within a predetermined schedule and framework, with the participation of the Department's Academic Board and relevant stakeholders.

14.4. Research and Development Activities

In line with its quality policy, the Department of Tourism and Hotel Management places great importance on scientific and innovative research and development activities grounded in a contemporary educational approach. These activities, aimed at enhancing the quality of the teaching process, are conducted within the framework of effective teaching methods, the use of educational technologies, assessment and evaluation practices, and inclusive, student-centered approaches. Research and development activities are structured to support students' critical thinking, problem-solving, and lifelong learning skills. In this context, the development of projects that integrate theoretical knowledge with practical application and foster national and international collaboration is actively encouraged. The research and development activities carried out within the framework of the program's quality policy should be included.

14.5. Continuous Improvement Process

The Tourism and Hotel Management Program adopts a continuous improvement approach to enhance the teaching process within the scope of quality assurance. Course content, teaching methods, and practical applications are regularly reviewed based on feedback from students, graduates, and stakeholders. Using the data collected, educational activities are updated, and initiatives that support the professional development of prospective teachers are systematically planned.

15. GRADUATION REQUIREMENTS AND AWARDED DEGREE

15.1. Graduation Requirements

To graduate from the Associate Program in Tourism and Hotel Management at Near East University, students are required to complete a total of 120 ECTS credits, including compulsory, common compulsory, and elective courses listed in the curriculum.

Since the ECTS credit system accounts for all in-class and out-of-class activities necessary for a student to succeed in a course, students participating in mobility programs can transfer the ECTS credits they have earned to their home university, where these credits are added to their program requirements. ECTS supports the student's learning process as it is a student-centered system and represents a fundamental component of the Bologna Process. Furthermore, ECTS serves as a tool for planning, reviewing, and developing the education program, thereby enhancing transparency.

To graduate, students must pass all courses, maintain a minimum cumulative grade point average (GPA) of 2.00 out of 4.00, and successfully complete all practical training and internship requirements.

15.2. Awarded Degree

Students who successfully complete the Near East University tourism and Hotel Management Associate Program are awarded a two years degree in Tourism and Hotel Management Graduates'.

16. DIPLOMA SUPPLEMENT
https://docs.google.com/document/d/1WNcvvIf6bVpzDoMrqvbRpH6XSMTMeITc/edit?usp=drive_link&ouid=108725917715276237511&rtpof=true&sd=true

17. EMPLOYMENT OPPORTUNITIES FOR GRADUATES AND ACCESS TO GRADUATE PROGRAMS

17.1. Employment Opportunities for Graduates

Graduates of the Tourism and Hotel Management Program at Near East University have extensive employment opportunities in both the public and private sectors in the all around the world. The university's collaborations with educational institutions and strong industry connections provide support to graduates during their employment processes. Graduates can

work in the tourism sector, the food and beverage industry, and can find positions as managers or administrators in hospitality and tourism enterprises.

17.2. Access to Undergraduate Programs

Graduates of the Tourism and Hotel Management Program are eligible to apply to bachelor's degree programs after completing their associate degree. Guidance is provided regarding application requirements and program prerequisites, as well as information on inter-university transfer opportunities and scholarship options. Associate degree education enables graduates to deepen their professional knowledge and skills, enhances their academic career prospects, and contributes to the development of their expertise in the field of education.

18. ADDITIONAL INFORMATION

The Tourism and Hotel Management Program at Near East University is structured in accordance with contemporary pedagogical approaches and adopts an interdisciplinary education model aimed at providing students with a holistic integration of theoretical knowledge and practical experience. Within this scope, the following can be included:

Different from Similar Programs

This program aims not only for students to acquire knowledge but also to gain fundamental professional skills such as critical thinking, kitchen management, problem-solving, and effective communication. With its practice-oriented structure and quality of education, it is among the programs that train distinguished individuals in Northern Cyprus.

Opportunities Offered

Throughout the program, students regularly participate in observation and practical lessons at the Near East Tourism Enterprises, Dorana Applied Training Hotel; they also receive mentorship support from expert academics in the field. Career guidance, collaborations with various educational institutions and employment opportunities are also provided for graduates.

Applied Training

Throughout their undergraduate education, each student gains real-world experience in the kitchen environment of the Near East Tourism Enterprises, Dorana Applied Training Hotel, while also enhancing their professional competence.

Tools Used

Within the scope of the program, gastronomy kitchen laboratory applications, digital teaching materials, assessment tools, and contemporary kitchen management activities are actively used.
Success Stories

Graduates of the program work in public and private enterprises in the Turkish Republic of Northern Cyprus, Turkey, and around the world; some continue their postgraduate education and pursue academic careers.

Additional Activities

Throughout the program, students' multifaceted development is supported through training seminars in various fields, guest speaker sessions, professional development workshops, and online events.

Additional Resources for Development

At the end of the program, students are provided with information about recommended resource books, online platforms, open-access databases, and advanced certificate programs to enable them to continue their professional development.