

INFORMATION AND GUIDELINES FOR TOURISM MANAGEMENT GRADUATE STUDENTS

Both newly registered and current Tourism Management Graduate Students can benefit greatly from the guidelines below. It is strongly advised that these guidelines are read very carefully and kept as a reference.

NEAR EAST UNIVERSITY <https://neu.edu.tr/?lang=en>

FACULTY OF TOURISM t.f@neu.edu.tr

GRADUATE SCHOOL OF SOCIAL SCIENCES <https://neu.edu.tr/academic/graduate-schools/graduate-school-of-social-sciences/?lang=en>

You should also regularly visit the above-listed web pages for announcements.

ACADEMIC COURSE ADVISOR

The Faculty will assign you to your course advisor to start your course registration.

Currently, the Graduate Students' course advisor is Mrs Hatice Safa hatice.safa@neu.edu.tr

You can write to your course advisor, introduce yourself and give your student number so that she can send you the necessary documentation and information via your activated **university email**.

ACADEMIC COURSE ADVISOR CONTACT INFORM

Please go to the below link for detailed information.

<http://turizm.neu.edu.tr/course-registration/graduate-student/tourism-management/?lang=en>

ONLINE SERVICES <https://neu.edu.tr/online-services/?lang=en>

From the online services activate your **University Mail** and **Student Information System** (also referred to as SIS or EINSTEIN) with the password that will be sent to your personal mail.

These two steps are of utmost importance.

Always check your spam box to make sure the mail with the password hasn't fallen there!

STUDENT INFORMATION SYSTEM (SIS/EINSTEIN)

SIS is where you can see your official course registration and be able to follow your course grades. You can also self-register your semester courses via SIS when all courses are uploaded each semester and your course advisor will approve or amend your choices.

If you encounter login problems with SIS or your email, write to

info@neu.edu.tr

STUDENT INFORMATION FORM

First and foremost please go to the link and complete the student information form for the Faculty of Tourism:

https://docs.google.com/forms/d/e/1FAIpQLSe2uGen8a2ESxzniCo7aZuGWgvB6cE598P8bgezgvxC2m-miQ/viewform?usp=pp_url

COURSE REGISTRATION

Once you have completed the **STUDENT INFORMATION FORM** your Academic Course Advisor will proceed with your course registration.

Every semester you need to take a minimum of two courses.

You will take your courses depending on whether you want to do your Masters' Degree with Thesis or Non-Thesis.

Based on your Undergraduate Degree you may be asked to do **up to 3 non-credit** Foundation courses, which will be assessed as 'S' (Satisfactory) or 'U' (Unsatisfactory).

If you choose **Masters' Degree with Thesis** you will need to complete 1 core and 6 electives, a total of 7 courses of 3 credits each, 1 non-credit Seminar and the non-credit Thesis.

If you choose the **Non-Thesis Program** you will need to complete 1 core and 9 electives, a total of 10 courses of 3 credits each, and 1 non-credit Graduation Project.

With official application and approval, you may change your decision and follow the other route.

In the Masters' Program, the grade 'CC' is the **lowest acceptable pass grade**.

Before you begin your Thesis or Graduation Project your CGPA (Cumulative Grade Point Average) must be a **minimum of 3.00**. If it is lower, you will be required to repeat some courses.

To this effect make sure to keep your grades high and closely monitor your progress.

FORMS

All graduate students are required to fill out a number of forms.

These FORMS are found on the GRADUATE SCHOOL OF SOCIAL SCIENCES web page:

<https://neu.edu.tr/academic/graduate-schools/graduate-school-of-social-sciences/?lang=en>

FORMS LINK <https://neu.edu.tr/academic/graduate-schools/graduate-school-of-social-sciences/forms/?lang=en>

The responsibility of downloading, printing, completing, scanning and sending the forms is on the students.

Initially, you are required to complete the forms footnoted as

- ❖ 001 - Registration
- ❖ 002a - Plagiarism Contract
- ❖ 002c - Publication Contract
- ❖ 003 - Thesis Proposal Submission, and
- ❖ 004 - Supervisor Appointment

Once you complete **the above forms** mail them to your Academic Course Advisor:

hatice.safa@neu.edu.tr

In the subject section of the mail write **FORMS** and state your **STUDENT NUMBER AND FULL NAME**.

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The rest of the forms

- ❖ 007 - Thesis Registration Form
- ❖ 010 - Jury Appointment Form for Thesis Defense
- ❖ 011 - Thesis Evaluation Form
- ❖ 012 - Thesis Submission Form

will be completed with the guidance of your THESIS SUPERVISOR as and when required.

UZEM

UZEM also known as **UZE BİM** <https://uzem.neu.edu.tr/> is the digital distance learning platform of Near East University.

Once you have completed your official enrolment with your academic course advisor and decided on the courses you will take in a given semester, you must also enrol to the digital distance learning platform UZEM.

After you activate your university email you must visit the above site and activate your UZEM account after which you will follow some, all, or part of your courses via the digital platform depending on official university board decisions. You will find the courses you registered for on the digital platform where you need to **self-register** to each course separately and attend the classrooms via the links provided on the digital classroom platform of the course and do the set assignments and take the tests as required by the course lecturer.

Asynchronous Assessment options are made available for students encountering connection or technical issues during **Synchronous Assessment**. However, lecturers must be informed at the very beginning of the semester or as soon as they occur.

APPEALING AGAINST A SCORE

Appealing against a grade or score must be done officially and directly to the COURSE LECTURER. It is unethical and inappropriate to ask your academic course advisor to speak to your course lecturers about course connected issues.

It is more appropriate to contact your lecturer directly via e-mail if you are unhappy with the result of an assessment during the valid period of the course or to present your excuse to your lecturer. Once your university mail is active all staff can easily be found on the university mail list by a name search such as name.surname@neu.edu.tr

At the end of the semester when your grades are posted in the EINSTEIN (SIS) portal you can appeal against a grade from the 'Appeals' section in the menu column.

Always appeal in due time and as soon as you learn your result as everything is bound by time and late applications will not be processed.

THESIS SUBMISSIONS & JURY DEFENCE

Information with respect to Thesis Submission and Jury Defence dates will be given by the **Thesis Supervisor**.

ENGLISH PROFICIENCY EXAM

All Graduate Students are required to take the Near East University **English Proficiency Test for Postgraduate Studies (NPT)** once registered to the program. Proof of the English Proficiency Test or Exemption document must be presented prior to Thesis Defence. Go to the website, read the instructions and submit your online application for the test: <https://neu.edu.tr/the-english-proficiency-test-for-postgraduate-studies-npt/?lang=en>

Students who can provide a valid English language proficiency certification should forward the documents to cee@neu.edu.tr to be assessed. If you don't possess such a certificate, then you will need to take the Near East University English Proficiency Test.

NEAR EAST UNIVERSITY ENGLISH LANGUAGE PROFICIENCY EXAM HANDBOOK

<http://prep.neu.edu.tr/academic/near-east-university-english-language-proficiency-exam-handbook/?lang=en>

ANY QUESTIONS REGARDING THE PROFICIENCY TEST CONTACT THE EDUCATION UNIT
cee@neu.edu.tr

ACADEMIC CALENDAR

It is the student's responsibility to follow the academic calendar dates with respect to all academic matters.

<https://neu.edu.tr/academic-calendar/?lang=en#>