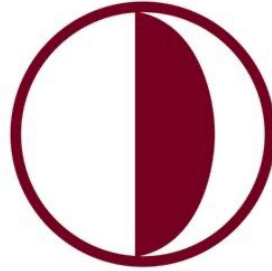


NEAR EAST UNIVERSITY



FACULTY OF ECONOMICS AND ADMINISTRATIVE
SCIENCES

HUMAN RESOURCES MANAGEMENT DEPARTMENT

STUDENT HANDBOOK

2025-2026 Academic Year

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 **DO NOT FORGET!**

Dean's Message

Dear Students and Esteemed Readers,

The Faculty of Economics and Administrative Sciences at Near East University commenced its academic journey in 1988 with two undergraduate programs: Business Administration and Computer Information Systems. Today, the faculty has grown into a comprehensive institution offering 22 undergraduate programs; 11 in English and 11 in Turkish, across 12 departments, in addition to 10 English and 1 Turkish master's programs, and 5 doctoral programs.

Guided by the vision of Near East University, our faculty is committed to becoming “*an internationally recognized institution for academic, educational, and scientific excellence.*” To achieve this, we implement innovative, student-centered teaching methods, including case studies, projects, classroom activities, group work, and discussions, all designed to foster active learning and critical thinking. Our distinguished faculty members continuously enrich the educational process by integrating their cutting-edge research and scholarly contributions into the classroom.

The design of our undergraduate curricula ensures a balance between theoretical knowledge and practical application. During the first two years, students build a strong theoretical foundation through core and general courses. In the later years, specialized courses and a wide range of electives allow students to tailor their studies according to their interests and career goals. With curricula that are regularly updated to meet contemporary global standards, our programs prepare graduates with the competencies required to excel in international career opportunities.

Internationalization is at the heart of our mission. We are proud to host students from diverse cultural and national backgrounds, supported by a faculty team composed of experienced academics from different disciplines. This multicultural environment offers our students a truly integrated learning experience, both nationally and globally.

It is our great pleasure to welcome you as a member of the Faculty of Economics and Administrative Sciences at Near East University. I wish you every success in your academic journey and hope you will experience productive and fulfilling years ahead.

Prof. Dr. Şerife Zihni Eyüpoğlu

Dean

Faculty of Economics and Administrative Sciences

About Us

The Faculty of Economics and Administrative Sciences (FEAS) of Near East University was established in 1988. Since then, with the establishment of twelve departments—Business Administration, International Relations, Economics, Political Science, Banking and Finance, International Business, European Union Relations, Marketing, Human Resource Management, Public Administration, Political Science and Public Administration, and Insurance and Actuarial Sciences—it has grown into one of the largest faculties of the university, serving around 1,000 students.

Near East University, with its diverse educational opportunities, strong academic staff, and international identity, has a long-standing tradition of excellence in education. Since 1988, it has been a hub of education, science, and culture. In addition to its world-class academic and infrastructural facilities, Near East University distinguishes itself with a highly qualified faculty and a multicultural environment. As one of the leading centers of science and culture in the Mediterranean, the university is dedicated to educating individuals who are self-confident, responsible, rational, creative, innovative, research-oriented, and committed to free thought.

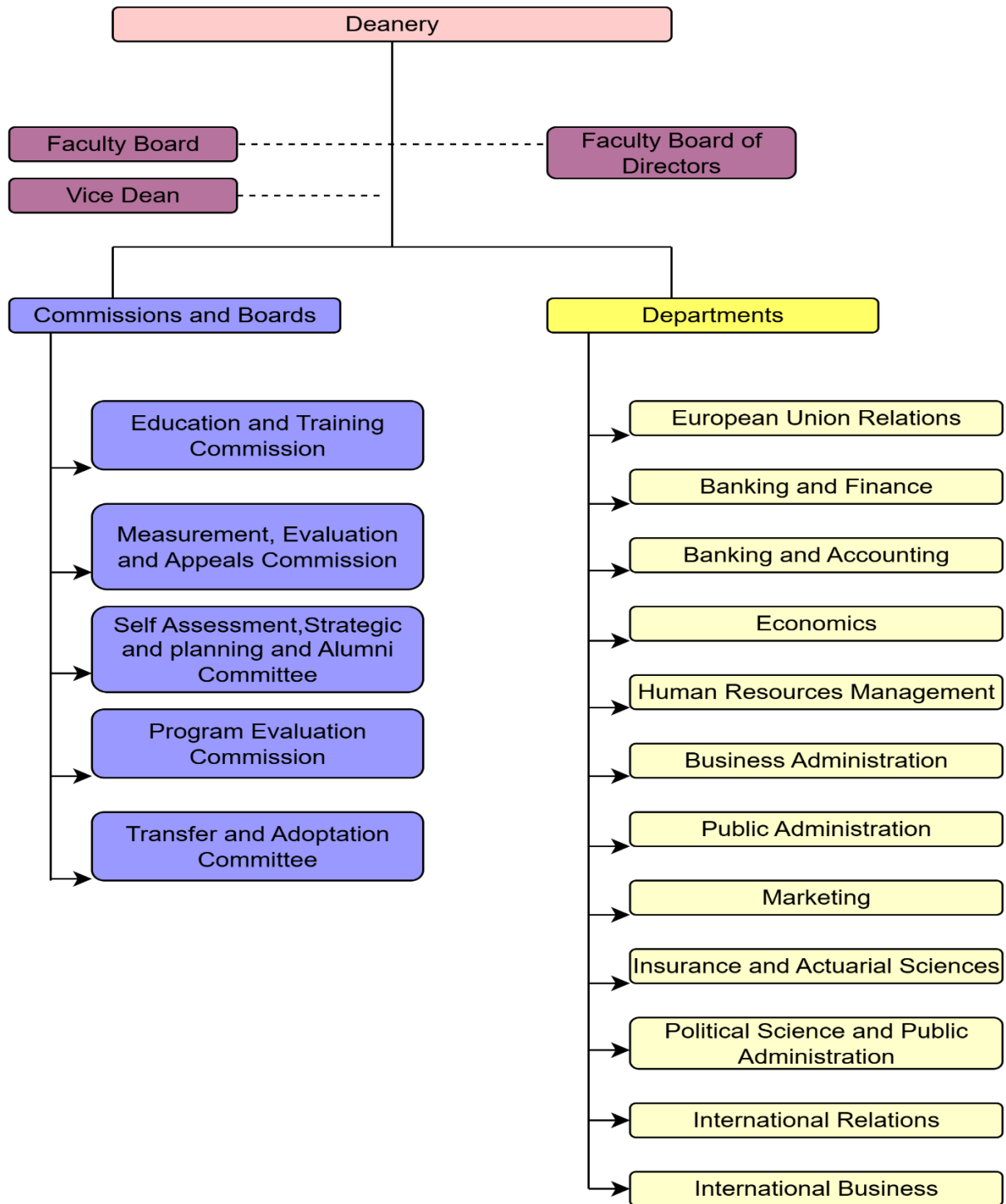
With this vision, Near East University has achieved significant international recognition. In the Times Higher Education (THE) World University Rankings 2025, it was ranked in the 601–800 band, maintaining its position as “the best university in Northern Cyprus” while also securing a place among the top five universities in Türkiye and the top three foundation universities. According to the U.S.-based *U.S. News & World Report* “Best Global Universities 2024–2025” rankings, Near East University was placed 689th globally, 7th in Türkiye, and 1st in Northern Cyprus.

In the THE Impact Rankings 2025, which evaluate universities’ contributions to the United Nations Sustainable Development Goals (SDGs), the university ranked 43rd worldwide overall. It also achieved 35th place in “Partnerships for the Goals,” 48th in “Good Health and Well-Being,” 13th in “Quality Education,” 15th in “Sustainable Cities and Communities,” and 57th in “Gender Equality.” In subject-based evaluations, Near East University was ranked in the 200–250 band in Physical Sciences, 250–300 in Computer Science, 300–400 in Engineering and Education, 500–600 in Social Sciences, 600–800 in Life Sciences, and 800–1000 in Medicine and Health. Notably, in Physics and Computer Science, it shared the distinction of being the “best Turkish university” both in Türkiye and Northern Cyprus.

Near East University has also earned a strong position in the THE Young University Rankings 2024, which evaluate institutions under the age of 50 for their performance in teaching, research, and international outlook. Reflecting its young, dynamic, and research-oriented structure, the university ranked 139th worldwide, placing it among the most prominent young universities globally.

Further success was achieved in the Shanghai Ranking’s Global Ranking of Academic Subjects 2024, where Near East University was ranked among the top 400 universities worldwide in Physics, alongside Boğaziçi University and Bilkent University, making it one of the leading universities in Türkiye in this field. In Mathematics, it was placed in the 401–500 band, ranking among the top three universities in Türkiye. These achievements highlight Near East University’s strong research infrastructure, highly qualified academic staff, and internationally recognized publication performance in the fundamental sciences.

Faculty Organization Chart



Why the Faculty of Economics and Administrative Sciences?

- At the Faculty of Economics and Administrative Sciences, we provide a high-quality learning environment guided by a highly skilled and experienced academic team. Our programs are continuously updated to meet the demands of today's fast-changing world, ensuring you receive education that is both relevant and forward-looking.
- With a variety of undergraduate programs and opportunities for horizontal transfers, you can explore your own interests and talents while preparing for a wide range of national and international career paths after graduation.
- Our programs are offered in both Turkish and English. In particular, English-medium programs are designed to prepare you for the global workforce, increasing your chances of employment in international institutions and organizations.
- Strong communication channels between students and our academic and administrative staff allow you to share your ideas, suggestions, and needs directly with your advisors and faculty management, ensuring your voice is heard throughout your academic journey.
- Beyond academics, we aim to enrich your social experience. Through vibrant student clubs, social events, and community projects, you can develop leadership skills, foster creativity, and engage in meaningful initiatives that make a real impact.
- Finally, the modern infrastructure of Near East University, combined with the cultural richness of Cyprus and a peaceful campus environment, offers a supportive space for both personal and academic growth. Here, you can thrive, learn, and prepare for a successful future.

Faculty Contact Information

Dean

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DEPARTMENT OF HUMAN RESOURCES MANAGEMENT

Message from the Head of Department

Dear Human Resources Management Department Students,

Organizations derive the competitive edge they need to survive in today's competitive environment from their employees. Therefore, the human element is at the core of organizations and their most valuable asset. Developing strategies for the future is crucial for organizations.

With the training you will receive, you will develop into young people who think analytically, adhere to ethical values, embrace people-centered decision-making processes, and possess the leadership spirit to guide the organizations of the future.

As the academic staff and faculty within our faculty, our top priority is to provide you with up-to-date information and resources, as well as to instill the importance of analytical thinking and teamwork, and empower you to be solution-oriented in the face of problems.

Understanding the importance of the human element in both the public and private sectors is a fundamental element in increasing organizational efficiency and establishing a sustainable organizational structure. You will spend perhaps the best years of your life in a university environment. We are proud to have contributed to your development during these years. I wish you many successful years.

Asst.Prof.Dr..Hüseyin Baykan
Head of the Department
Human Resources Management
Near East University

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Program Information

Why the Department of Human Resources Management ?

- The Department of Human Resources Management equips students with the knowledge, skills, and mindset required to succeed in today's competitive and globalized business world. Our curriculum is designed to balance theory and practice, preparing you for both professional and entrepreneurial career paths.
- Students benefit from a wide range of core courses in management, accounting, finance, marketing, and operations, as well as elective courses that allow you to specialize according to your interests and career goals.
- Our program emphasizes critical thinking, problem-solving, leadership, and ethical responsibility, ensuring that graduates are ready to make sound decisions in dynamic business environments.
- With instruction offered in both Turkish and English, students gain not only strong business knowledge but also the communication skills necessary to compete in international job markets.
- The department fosters strong links with the business community through internships, projects, and collaborations, giving students the opportunity to apply classroom knowledge to real-world business challenges.
- Beyond academics, the Department of Human Resources Management encourages participation in student clubs, competitions, and social responsibility projects, helping students develop leadership, teamwork, and organizational skills.
- Located within the modern infrastructure of Near East University and in the culturally rich environment of Cyprus, our students enjoy both academic excellence and a supportive campus life that nurtures personal growth.

Degree Awarded

Students who successfully complete the program are awarded a Bachelor's Degree in Human Resources Management.

Admission Requirements

Admission to this undergraduate program is conducted in accordance with the regulations set by the Council of Higher Education of Turkey (YÖK) through the university entrance exam known as YKS. After students submit their program preferences, the Student Selection and Placement Center (ÖSYM) places them into the relevant program based on their YKS scores.

International students are admitted to this undergraduate program based on their scores from international exams such as SAT, ACT, or their high school GPA.

Exchange student admissions are carried out according to the conditions specified in bilateral agreements signed between Near East University (NEU) and partner universities.

Visiting students may enroll in courses offered in this program with the approval of the relevant academic unit. Additionally, since the language of instruction at NEU is English, they must demonstrate adequate English language proficiency.

Graduation Requirements and Regulations

To graduate from this undergraduate program, students must maintain a Cumulative Grade Point Average (CGPA) of at least 2.00/4.00 and successfully complete all courses in the program with a minimum grade of DD/S. The minimum ECTS credits required for graduation is 240.

Recognition of Prior Learning

Full-time students at **Near East University** may be **exempted from certain courses** in accordance with the relevant regulations. If the content of a course previously taken at another higher education institution is **equivalent to a course offered at NEU**, the course content is evaluated, and with the approval of the relevant faculty or institute, the student may be granted an exemption from that course.

Program Details

The Human Resources Management Program prepares entrepreneurial and managerial candidates for roles in national and international organizations. Students gain both theoretical and practical knowledge in core business areas, including management, marketing, production, finance, accounting, and human resources. Graduates develop critical thinking, analytical, and decision-making skills, gain English proficiency, and learn to use information technologies to create and deliver professional presentations. The program equips students to identify business challenges and design innovative solutions, work effectively in teams, and communicate successfully in multicultural environments. By completing this program, students are ready to thrive in both public and private sector organizations, acting ethically and effectively while contributing to organizational success.

Program Learning Outcomes

Upon completing the program, students will be able to:

- Possess detailed knowledge of human resources management concepts and practices and utilize this knowledge.
- Understand and apply human resources management and its functions.
- Understand and ensure the functioning of human resources selection, training, and placement, interview processes, motivation, performance and career development, compensation management, leadership, and control mechanisms within the organizational structure.
- Evaluate human resources effectively, efficiently, and in a way that ensures employee motivation and happiness.
- Acquire the skills to become a qualified and productive employee and apply these principles in the workplace.
- Possess knowledge of computer use and necessary programs.
- Possess the ability to convey ideas and proposed solutions to problems both verbally and in writing.
- Develop skills such as accessing and using accurate information, problem-solving, analytical, holistic, and strategic thinking, and decision-making.
- Acquire and successfully apply leadership skills.
- Possess the legal knowledge required by their field and can apply this knowledge both globally and locally.
- Implement innovations and innovative working principles related to their field.
- Understand the need to adhere to the values of business ethics and, under all circumstances, use their knowledge respectfully, accurately, and safely, without compromising social and universal values.
- Know how to access information in an ever-changing and globalizing world and embrace a lifelong learning philosophy.
- Ensure the implementation of occupational health and safety practices.
- Synthesize with analytical and critical thinking skills, expressing solution proposals in accordance with cultural awareness and ethical values.
- Develop a lifelong learning approach, sustaining personal and professional development and encouraging others to do so.
- Design and implement projects with a sense of social responsibility at the national and international levels.

Program Structure

The Human Resources Management undergraduate program consists of a total of 48 courses totaling 240 ECTS credits. Excluding core and elective courses, each semester includes at least 5 courses.

Each program includes core courses mandated by the Council of Higher Education of Turkey (YÖK) and other common courses determined by the University Senate. Elective courses are offered starting from the third year, with each semester including elective options. Each undergraduate program contains at least 12 elective courses.

The full four-year course curriculum and the list of elective courses are provided below;

HUMAN RESOURCES MANAGEMENT							
	CODE	COURSE NAME	CR	ECTS	COURSE TYPE	THEORY	PRACTICE
1.YEAR 1.SEM.	ENG101	English I	3	2	COMPULSORY	2	0
	COM101	Information Technologies I	2	2	COMPULSORY	2	0
	MTH171	Maths for Bus & Econ.I	6	3	COMPULSORY	3	0
	EAS101	Principles of Econ.I	7	3	COMPULSORY	3	0
	EAS103	Introduction to Business	6	3	COMPULSORY	3	0
	YİT101/TUR101	Turkish for Intern. Students I/ Türk Dili I	2	2	COMPULSORY	2	0
	CAM100	Campus Orientation	2	0	COMPULSORY	2	0
	CHC100	Cyprus Culture and History	2	0	COMPULSORY	2	0
			30	15			
1.YEAR 2.SEM.	ENG102	English II	3	2	COMPULSORY	2	0
	COM102	Information Technologies II	2	2	COMPULSORY	2	0
	MTH172	Maths for Bus & Econ.II	6	3	COMPULSORY	3	0
	EAS102	Principles of Econ.II	7	3	COMPULSORY	3	0
	EAS104	Principles of Management	6	3	COMPULSORY	3	0
	YİT102/TUR102	Turkish for Intern. Students II/ Türk Dili II	2	2	COMPULSORY	2	0
	CAR100	Career Planning	2	0	COMPULSORY	2	0
	GEC351	21st Century Skills	2	0	COMPULSORY	2	0
			30	15			
2.YEAR 3.SEM	MAN201	Communication for Business I	4	3	COMPULSORY	3	0
	EAS203	Financial Accounting I	6	3	COMPULSORY	3	0
	MTH261	Statistics I	6	3	COMPULSORY	3	0
	EAS201	Microeconomics	6	3	COMPULSORY	3	0
	SOC201	Sociology	6	3	COMPULSORY	3	0
	AİT103/AİT101	Atatürk İlkeleri I/ Principles of Atatürk I	2	2	COMPULSORY	2	0
			30	17			
2.YEAR 4.SEM	MAN202	Communication for Business II	4	3	COMPULSORY	3	0
	EAS204	Financial Accounting II	6	3	COMPULSORY	3	0
	MTH262	Statistics II	6	3	COMPULSORY	3	0
	EAS202	Macroeconomics	6	3	COMPULSORY	3	0
	EAS207	Business Law	6	3	COMPULSORY	3	0
	AİT104/AİT102	Atatürk İlkeleri II/ Principles of Atatürk II	2	0	COMPULSORY	2	0
			30	17			
3.YEAR 5.SEM	EAS310	Organizational Behaviour	6	3	COMPULSORY	3	0
	EAS305	Principles of Marketing	6	3	COMPULSORY	3	0
	EAS303	Managerial Accounting	6	3	COMPULSORY	3	0
	EAS301	Business Finance	6	3	COMPULSORY	3	0
	HRM302	Human Resources Management	6	3	COMPULSORY	3	0
			30	15			
3.YEAR 6.SEM	EAS308	Operations Research & Management	6	3	COMPULSORY	3	0
	Elective	Technical Elective	6	3	ELECTIVE	3	0
	Elective	Technical Elective	6	3	ELECTIVE	3	0
	Elective	Technical Elective	6	3	ELECTIVE	3	0
	Elective	Technical Elective	6	3	ELECTIVE	3	0
			30	15			
4.YEAR 7.SEM	HRM404	Employer-Employee Relations	6	3	COMPULSORY	3	0
	Elective	Technical Elective (EAS405)	6	3	ELECTIVE	3	0
	Elective	Technical Elective)	6	3	ELECTIVE	3	0
	Elective	Technical Elective	6	3	ELECTIVE	3	0
	Elective	Technical Elective	6	3	ELECTIVE	3	0
			30	15			
4.YEAR 8.SEM	EAS401	International Business	6	3	COMPULSORY	3	0
	MAN407	Strategic Management	6	3	COMPULSORY	3	0
	Elective	Technical Elective	6	3	ELECTIVE	3	0
	Elective	Technical Elective	6	3	ELECTIVE	3	0
	Elective	Technical Elective	6	3	ELECTIVE	3	0
			30	15			
Total ECTS 240		Total Credits 124			Total Number of Course 48		

Selected Elective Courses

COURSE CODE	COURSE NAME	T	P	C	E
EAS306	Money and Banking	3	0	3	6
EAS302	Financial Management	3	0	3	6
EAS304	Marketing Management	3	0	3	6
EAS307	Research Methods	3	0	3	6
MAN303	Cross Cultural Communication	3	0	3	6
MRK308	Marketing Communications	3	0	3	6
MAN320	Intellectual Capital	3	0	3	6
EAS403	Marketing Research	3	0	3	6
EAS405	Production Management	3	0	3	6
MAN474	Business Ethics	3	0	3	6
MRK404	Services Marketing	3	0	3	6
MRK412	Digital Marketing	3	0	3	6
HRM428	Resourcing and Talent Management	3	0	3	6
HRM418	Performance & Reward Management	3	0	3	6
ECO450	Gender Economics	3	0	3	6
MAN454	Interpersonal Relationships at Work	3	0	3	6
MAN473	Leadership	3	0	3	6
MAN490	Corporate Social Responsibility	3	0	3	6
MAN470	Entrepreneurship	3	0	3	6
MIS420	Enterprise Resource Planning	3	0	3	6

Additional Information

To graduate, students must complete courses totaling 240 ECTS credits. Human Resources Management Department students are required to complete all core/compulsory courses and technical electives to fulfill the 240 ECTS credit requirement. Failure to do so will result in not meeting the graduation requirements.

A 70% attendance requirement applies to all courses in our program. Students who do not meet this attendance requirement will receive an NA (Never Attended) grade for the relevant course. The NA grade is assigned to students who fail to meet the attendance requirement and lose the right to participate in end-of-term assessments.

The NA grade does not count toward the GPA. In the following semester, the student must again meet the 70% attendance requirement for the same course. For courses that are repeated due to an FF grade, the 70% attendance requirement does not apply.

Important Notes on Elective Courses

Human Resources Management Department students are required to take 12 elective courses to graduate. These courses must be selected from the elective course list of the program. Courses that are not included in this list cannot be counted as electives. The ECTS credits of elective courses must be equal to or greater than the credits specified in the curriculum.

Exam Regulations, Evaluation and Grading

At our university, student performance is generally assessed through in-person examinations, including a midterm exam and a final exam. However, in some courses, alternative assessment methods—such as project assignments, presentations, homework, quizzes, and group work—are also employed to encourage active participation and evaluate a range of skills. The method of assessment for each course may vary depending on the nature of the course and the instructor's approach. Assessment criteria are communicated to students at the beginning of the semester and are clearly outlined in the course syllabus.

The final course grade is calculated based on the weighted average of all evaluations conducted throughout the term, including exams, assignments, and any additional components. Therefore, students are expected to actively engage not only in exams but in all forms of assessment during the semester. At Near East University, students receive one of the letter grades described below for each course, based on the assessment conducted by the course instructor. Each letter grade corresponds to a specific ECTS credit weight.

SCORE	LETTER GRADE	COEFFICIENT	ECTS GRADE
90-100	AA	4.0	A
85-89	BA	3.5	B*
80-84	BB	3.0	B*
75-79	CB	2.5	C*
70-74	CC	2.0	C*
60-69	DC	1.5	D
50-59	DD	1.0	E
49-00	FF	0.0	F

To be considered successful in a course: Students in **Level 5 (Associate)** and **Level 6 (Bachelor's)** programs must receive at least a **DD.**, Students in **Level 7 (Master's)** programs must obtain at least a **CC.**, Students in **Level 8 (Doctoral)** programs must earn at least a **BB.** For non-credit courses not included in GPA calculations, students must receive an **S (Satisfactory)** grade.

In addition to local letter grades, each grade has an **ECTS equivalent**, which facilitates student mobility between institutions. The grading table above is used for all courses offered by Near East University.

Besides standard letter grades, the following special grades may also appear on student transcripts:

GRADE	DESCRIPTION
I	Incomplete
S	Satisfactory
U	Unsatisfactory
P	Successful Progress
NP	Not Successful Progress
EX	Exempt
NI	Not Included
W	Withdrawal
NA	Never Attended

I (Incomplete): Assigned to students who fail to complete course requirements due to a valid reason approved by the instructor. Students must fulfil all outstanding obligations within one week after the official grade submission deadline. In exceptional cases, the deadline may be extended up to two weeks before the start of the next semester by the relevant academic board. Failure to meet the requirements within the given timeframe results in an automatic **FF** or **U** grade.

S (Satisfactory): Given to students who successfully complete non-credit courses.

U (Unsatisfactory): Given to students who fail non-credit courses.

P (Successful Progress): Assigned to students in courses with multi-semester requirements, where GPA is not calculated, and progress during the term is deemed satisfactory.

NP (Not Successful Progress): Assigned when expected progress is not achieved in multi-term courses that do not count toward GPA.

EX (Exempt): Given to students exempt from a specific course in the curriculum.

NI (Not Included): Indicates a course that is listed on the transcript but not included in the GPA calculation or official program requirements.

W (Withdrawal): Assigned when a student withdraws from a course between the 3rd and 10th week of the semester with approval from both their academic advisor and course instructor. Withdrawals are not allowed during the first two semesters. A student may withdraw from a maximum of **two courses** in associate programs and **four courses** in bachelor's programs. Courses with a prior **W** grade that did not affect the GPA cannot be withdrawn from again. The student must retake the course in the first term it is offered again.

NA (Never Attended): Given to students who fail to meet the minimum attendance requirement and lose the right to participate in final assessments. This grade is not included in the GPA.
On all student transcripts, both national letter grades and their corresponding ECTS equivalents are shown.

Graduation Requirements

To graduate from this undergraduate program, students are required to successfully complete all courses in the curriculum with at least 240 ECTS credits and a minimum grade of DD/S and have a Cumulative Grade Point Average (CGPA) of at least 2.00 out of 4.00.

Academic Calendar

The important dates for the relevant academic year are provided in the academic calendar. It contains critical information regarding course registration, semester start and end dates, exam weeks, holidays, and other academic processes.

Students are strongly advised to review the calendar carefully and follow the dates to plan their academic activities effectively. The calendar is updated at the beginning of each semester and can also be accessed via the faculty website or the student affairs office.

Academic Calendar 2025-2026

FALL TERM	
July 01, 2025; Tuesday	Intern Rotations Commence for Year 6: Faculty of Medicine
September 08, 2025; Monday	Last Day for the 1st Payment of the Fees (Full Payments and 1st Instalment)
September 08, 2025; Monday	Classes Commence for Years 2, 3, 4 and 5: Faculty of Medicine
September 08-12, 2025; Monday-Friday	Courses to be assigned to the Academic Staff
September 11-15, 2025; Thursday Monday	Activation of the Courses
September 08, 2025; Monday	Classes Commence for Years 1 and 2: Faculty of Medicine
September 15, 2025; Monday	English, Arabic and Turkish Proficiency Exams for Undergraduate Students
September 15-19, 2025; Monday-Friday	Course Registration
September 18, 2025; Thursday	English Language Proficiency Exam for Postgraduate Students
September 19, 2025; Friday	Last Day for Postgraduate thesis juries
September 22, 2025; Monday	Classes Commence (including the Preparatory Schools)
September 30, 2025; Tuesday	Exemption Exam for Common Courses (Courses in English)
October 02, 2025; Thursday	Exemption Exam for Common Courses (Courses in Turkish)
October 08, 2025; Wednesday	Last Day for the Payment of the 2nd Instalment of the Fees (for 8 Instalments)
October 08, 2025; Wednesday	Last Day for Changing the "I" (Incomplete) Grades for the Previous Term
October 10, 2025; Friday	Last Day for International Students to Withdraw
October 10, 2025; Friday	Last Day for Add/Drop
October 24, 2025; Friday	Last Day for Late Registration

FALL TERM	
October 29, 2025; Wednesday	Public Holiday
November 07, 2025; Friday	Last Day for Add/Drop for New International Students
November 08, 2025; Saturday	Last Day for the Payment of the 3rd Instalment of the Fees (for 8 Instalments)
November 08-14, 2025; Saturday Friday	Mid-term Exams
November 15, 2025; Saturday	Public Holiday
November 17-21, 2025; Monday- Friday	English Preparatory School Module 1 Final Exams
December 08, 2025; Monday	Last Day for the Payment of the 4th Instalment of the Fees (for 8 Instalments)
December 08, 2025; Monday	Identification of Courses for the Following Academic Term and Commencement of the Work on the Timetable
December 19, 2025; Friday	Last Day for Withdrawal
December 23, 2025; Tuesday	Last Day for Entry of NA Grades into the System
December 25, 2025; Thursday	Administrative Holiday for Students
December 30, 2025; Tuesday	Last Day of Classes
January 01, 2026; Thursday	Public Holiday
January 02, 2026; Friday	Administrative Holiday for Students
January 05-14, 2026; Monday Wednesday	Final Exams
January 08, 2026; Thursday	Last Day for the Payment of the 2nd Instalment of the Fees (for 2 Instalments)
January 08, 2026; Thursday	Last Day for the Payment of the 5th Instalment of the Fees (for 8 Instalments)
January 12-18, 2026; Monday- Sunday	Semester break for Year 4: Faculty of Medicine

FALL TERM	
January 17, 2026; Saturday	Last Day for the Grade Submission
January 19-23, 2026; Monday-Friday	English Preparatory School Module 2 Final Exams
January 20-21, 2026; Tuesday Wednesday	Graduation Ceremonies
January 26-08 February 2026; Monday-Sunday	Semester break for Years 1, 2 and 3: Faculty of Medicine
February 02-08, 2026; Monday-Sunday	Semester break for Year 5: Faculty of Medicine
SPRING TERM	
January 29-30, 2026; Thursday-Friday	Courses to be assigned to the Academic Staff
February 02-03, 2026; Monday-Tuesday	Activation of the Courses
February 02-06, 2026; Monday-Friday	Diploma Distribution
February 04-06, 2026; Wednesday-Friday	Course Registration
February 05, 2026; Thursday	First English Language Proficiency Exam of the Semester for Postgraduate Students
February 06, 2026; Friday	Last Day for Postgraduate thesis juries
February 06, 2026; Friday	English, Arabic and Turkish Proficiency Exams for Undergraduate Students
February 08, 2026; Sunday	Last Day for the Payment of the 6th Instalment of the Fees (for 8 Instalments)
February 09, 2026; Monday	Classes Commence (including the Preparatory Schools)
February 16, 2026; Monday	Exemption Exams for Common Courses (Courses in English)
February 17, 2026; Tuesday	Exemption Exams for Common Courses (Courses in Turkish)

FALL TERM	
February 26, 2026; Thursday	Last Day for Changing the “I” (Incomplete) Grades for the Previous Term
February 27, 2026; Friday	Last Day for International Students to Withdraw
February 27, 2026; Friday	Last Day for Add/Drop
March 06, 2026; Friday	Last Day for Late Registration
March 08, 2026; Sunday	Last Day for the Payment of the 7th Instalment of the Fees (for 8 Instalments)
March 19-22, 2026; Thursday-Sunday	Public Holiday
March 30, 2026; Monday	Last Day for Add/Drop for New International Students
April 06-April 11, 2026; Monday-Saturday	Mid-term Exams
April 06-April 10, 2026; Monday-Friday	English Preparatory School Module 3 Final Exams
April 08, 2026; Wednesday	Last Day for the Payment of the 8th Instalment of the Fees (for 8 Instalments)
April 23, 2026; Thursday	Public Holiday
May 01, 2026; Friday	Public Holiday
May 08, 2026; Friday	Last Day for Withdrawal
May 08, 2026; Friday	Identification of Courses for the Following Academic Term and Commencement of Work on the Timetable
May 19, 2026; Tuesday	Public Holiday
May 18, 2026; Monday	Last Day for Entry of NA Grades into the System
May 22, 2026; Friday	Last Day of Classes
May 22, 2026; Friday	Last day of Classes for the Faculty of Medicine; Years 1, 2 and 3
May 27-31, 2026; Wednesday-Sunday	Public Holiday

FALL TERM	
June 01- 10, 2026; Monday-Wednesday	Final Exams
June 05, 2026; Friday	Last day of Classes for the Faculty of Medicine: Years 4 and 5
June 11, 2026; Thursday	Final Exam for the Faculty of Medicine: Year 2
June 12, 2026; Friday	Final Exam for the Faculty of Medicine: Year 1
June 12, 2026; Friday	Final Exam for the Faculty of Medicine: Year 3
June 12, 2026; Friday	Last Day for the Grade Submission
June 12, 2026; Friday	Deadline for Summer School Applications
June 15, 2026; Monday	Applications for Re-sit Exams (Annual Programmes)
June 15-19, 2026; Monday-Friday	English Preparatory School Module 4 Final Exams
June 16-19, 2026; Tuesday-Friday	Re-sit Exams (Annual Programmes)
June 22, 2026; Monday	End of the Term (Last Day for the Submission of the Results of the Re-sit Exams)
June 22-26, 2026; Monday-Friday	Graduation Ceremonies

SUMMER TERM	
June 22-24, 2026; Monday-Wednesday	Courses to be assigned to the Academic Staff
June 22-24, 2026; Monday-Wednesday	Activation of the Courses
June 24, 2026; Wednesday	English Language Proficiency Exam for Postgraduate Students
June 24-26, 2026; Wednesday-Friday	Course Registration
June 26, 2026; Friday	Last Day for Postgraduate thesis juries
June 26, 2026; Friday	English Language Proficiency Exam for Undergraduate Students
June 29, 2026; Monday	Last day of Classes for the Faculty of Medicine: Year 6

SUMMER TERM	
June 29, 2026; Monday	Classes Commence (including the Preparatory Schools)
July 20, 2026; Monday	Public Holiday
August 01, 2026; Saturday	Public Holiday
August 07, 2026; Friday	Last Day of Classes (including the Preparatory Schools)
August 10-15, 2026; Monday-Saturday	Final Exams (including the Preparatory Schools)
August 17, 2026; Monday	Last Day for the Grade Submission
August 18, 2026; Tuesday	End of Term
August 24-28, 2026; Monday-Friday	Diploma Distribution

Registration and Admission Procedures

International Student Affairs is in the Faculty of Communication building and is open from Monday to Friday, between 08:00 and 17:00. Students can obtain information about faculties, complete registration procedures, and request documents such as exam entrance certificates, student certificates, and transcripts from the International Student Affairs Office.

Course Registration

Course registration is conducted online each semester. After completing the semester tuition payment, students can register for their courses via the online system at <http://ogrsis.neu.edu.tr>.

To access this system, each student is provided with a student ID number and a personal password by the faculty secretary. After selecting their courses through the system, students must also obtain approval from their academic advisors via the same platform.

The registration process is also outlined on the university's official website. However, students who have not paid their tuition fees or submitted their payment receipts to the Student Affairs Office will not be able to proceed with online registration. Final approval of course registration is completed by the academic advisors of the department.

Additionally, students may complete course registration by meeting in person with their academic advisors within their departments. During the registration period, as indicated in the academic calendar, students are expected to consult with their advisors for course selection and academic guidance.

Add/Drop and Withdrawal

Each semester, specific Add/Drop and Course Withdrawal dates are determined and announced in the academic calendar. During this period, students can attend their registered courses and, if they wish, make changes by adding or dropping courses. All course withdrawal, course change, or course addition procedures must be completed within the dates specified in the academic calendar. Students must consult with their academic advisors to carry out the requested changes.

Lateral and Vertical Transfers

Students who wish to apply for a lateral or vertical transfer must apply to the Student Affairs Office. After the application is approved, the student must provide an official transcript from their previous university to the

department they have been admitted to. Before the student begins their education, the Department Head/Dean and the assigned academic advisor will evaluate whether the courses previously taken are equivalent to the courses in the current program. For students who are citizens of the Republic of Türkiye, the rules regarding transfers to Near East University can be reviewed at the following links in accordance with the Council of Higher Education (YÖK) and university regulations:

<http://www.yok.gov.tr/4767>

<https://neu.edu.tr/wp-content/uploads/2023/05/29/YDU-Yatay-Gecis-Yonetmeligi-29.05.2023.pdf>

Communication with Academic Staff

Subject	Description
Course Materials and Content	All course materials, weekly content, and announcements are shared via the UZEBIM platform: https://uzebim.neu.edu.tr/
Email Communication	You can contact academic staff through their institutional email addresses .
Face-to-Face Meetings	You can meet with academic staff during their office hours , which are posted on their office doors in the faculty building.
Academic Staff Information	CVs and contact information of academic staff are available at: https://iktisat.neu.edu.tr/kisiler/akademik-personel/

Class Attendance and Excused Absences

Students are required to attend at least 70% of the total course hours for each course. If a student is unable to attend an exam, they must submit their medical report (issued by Near East University Hospital or a state hospital) within 3 working days following the exam date. Otherwise, the student will lose the right to take the make-up exam. Students are responsible for following the make-up exam schedule through the university's announcements page or the instructor's personal page. If a student misses a previously announced make-up exam without valid excuse, they will lose the right to take that exam.

International Student Office

Near East University International Student Office provides support and counselling in the educational and social lives of foreign students studying at our university, from registration to graduation. International Student office ensure that international students who study at our university return to their countries fully equipped with good memories and that more students from these countries apply to our university.

International Student Office Working Hours

Monday to Friday 08:00 – 17:00 (Closed on official holidays).

International Student Office Contact Information

Director of International Student Office: Asst. Prof. Dr. Rana Serdaroglu

Phone: 0392 223 6464

E-Mail: rana.serdaroglu@neu.edu.tr

Campus Life

Library

Located directly across from the Faculty of Economics and Administrative Sciences building, the Grand Library features over 1,000,000 open-shelf books, 150 million electronic journals, 7,000 DVDs, 17 film viewing booths, 12 individual and group study rooms, 4 lecture halls with 1,000 seats, a theatre hall with a capacity of 350, a cafeteria for 600, and 600 study desks. This makes it a world-class cultural and information-access centre. The library is open

24/7 and is free of charge. The information centre, equipped with the latest digital technologies, is accessible from anywhere via the internet. Students can also access information throughout the campus via wireless internet.

Social Activities and Student Clubs

Students can participate in various activities throughout their studies, including university-sponsored conferences and club activities that encourage social engagement. Some active clubs include the Law Club, Nature and Sports Club, Scientific Research and Health Club, Theatre Club, Photography Club, and Tango Club. For more information, visit:

<https://neu.edu.tr/kampusteyasam/sosyal-ve-kulturel-kulupler/>

The campus also features the country's first and only Olympic Indoor Swimming Pool, covering 2,700 m², with a height of 16 meters, dimensions of 50 x 21 meters, 3,100 tons of water capacity, central heating, 1,000 spectator seats, and diving towers at 3, 5, 7, and 10 meters. Swimming courses are offered in both summer and winter.

<https://neu.edu.tr/kampusteyasam/olimpik-kapali-yuzme-havuzu/>

Psychological Counselling Services

Since 1995, the university has offered free psychological counselling. The Counselling Centre is located on the first floor of the Faculty of Law building. It operates by appointment and is open weekdays from 09:00–13:00 / 14:00–16:00.

Office of the Dean of Students

This office aims to provide an integrated university life where students and alumni feel supported in all aspects of their personal, cultural, social, and professional development. The Dean of Students offers various services and programs to support academic and personal growth, instilling a sense of confidence in students as they prepare for life beyond graduation.

- **Units under the Dean of Students include** Student Counselling and Communication Unit, Psychological Counselling Unit, Student Activities Unit, NEU ideas Unit, Career Planning Unit, Social Responsibility Projects Unit, Students with Disabilities Unit, Alumni Affairs Unit. If you require support in accessing courses due to a disability, please contact the Accessible Support Unit: engelsiz@neu.edu.tr

Student Counselling and Communication Unit

In cases where students face unexpected or uncontrollable circumstances that affect their academic responsibilities, they can submit petitions through the online system or via email for issues such as refunds, academic matters, job applications, accommodation, or financial concerns: petitions@neu.edu.tr

Sports Facilities

The university offers a wide range of modern sports facilities to promote a healthy lifestyle among students, staff, and faculty. Facilities include an Olympic swimming pool, tennis courts, football fields, gymnastics halls, and both indoor and outdoor sports complexes.

Our Olympic Indoor Swimming Pool has a 1,000-seat capacity, modern amenities, and a café. Activities such as water polo, diving, and synchronized swimming, as well as swimming lessons, are regularly held. The Sports Tower is a high-tech fitness centre for all age groups, offering classes and sessions in: Fitness, Step, Aerobics, Spinning, TRX, Kangoo Jumps, Pilates, Yoga, Boxing, Karate, Dance education, Nutrition & diet services, with special sections for children and women. RA25 Sports Hall hosts competitions in basketball, handball, volleyball, and badminton, and functions as a venue for ceremonies and concerts with its advanced sound system.

For more details:

<https://neu.edu.tr/kampuste-yasam/spor/>

<https://neu.edu.tr/wp-content/uploads/2018/12/21/spor-kule-brosur-21.12.18.pdf>

Atatürk Culture and Congress Centre (AKKM)

This state-of-the-art venue hosts national and international congresses, seminars, conferences, and cultural events. It features various-sized meeting halls, modern audio visual equipment, and spaces for art exhibitions, concerts, theatre performances, and more — enhancing campus life through arts and culture.

<https://neu.edu.tr/kampuste-yasam/ataturk-kultur-ve-kongre-merkezi/>

Restaurants and Cafeterias

The campus features a wide range of food and beverage outlets, including the Main Cafeteria, Faculty Cafeteria, Hospital Cafeteria, and others with a total service capacity of 4,500 people. Across campus, there are 22 cafes and restaurants offering healthy, affordable meals, with options for vegetarians and vegans.

- **Some of the dining facilities include:**

Cafe Hastane 1 & 2, Cafe Bigla, Cafe Dental, Cafe Ecza, Cafe Saray, Chicken House, Cafe Library, Cafe Bridge, Cafe Veterinerlik, Gusto Cafe, Cafe Sağlık, Vitamin Cafe, Cafe 535, Cafe AKKM, Book Cafe, Cafe Laundry, Hospital Restaurant, Kebap House, Pizza Pizza, The Kaffo, Bakery & Patisserie, and the 9th Floor Restaurant.

For more information:

<https://neu.edu.tr/kampuste-yasam/kantin-ve-kafeteryalar/>

Market & Supermarket

IKAS Supermarket

Located on our campus, IKAS Supermarket serves campus residents with a wide range of products and extended working hours to meet all their daily needs. Additionally, there is a branch of IKAS Supermarket located under Dormitory Building 1, designed to serve students' essential needs.

Working Hours:

Weekdays/Weekends: 07:30 – 22:00

IKAS Supermarket Express

IKAS Supermarket Express, located within the Near East Campus at Near East Fuel Station, is open 24/7. Discounts available to Near East Group employees are also valid at this location.

NEU Event Park Drift Area

For those seeking speed, control, and excitement, NEU Event Park Drift Area offers an unforgettable driving experience. Under the supervision of two expert instructors, you will not only learn how to drift, but also improve your safe and effective driving techniques. Tire and fuel costs are included in the training packages. Each session lasts 30 minutes.

NEU Event Park offers 4 different training packages, tailored to various expectations.

There is even a special course for young car enthusiasts: children aged 6–12 can participate in a manual driving course designed especially for them. For international visitors, accelerated 3-lesson programs are available to help them quickly learn the basics of drifting. Upon successful completion of the training program, a certificate of participation is awarded to all participants (excluding tourist guests and children's courses). The drift area can also host special events such as birthday parties and concerts.

Working Hours:

- Weekdays: 16:00 – 21:00
- Weekends: 09:00 – 21:00 Flexible closing hours are available for special events or upon request.

For detailed information about packages and pricing: Phone: +90 548 821 21 24

Accessible Cinema Hall

The newly renovated “Accessible Cinema” Hall at the Faculty of Communication, Near East University, offers a modern and inclusive experience for cinema enthusiasts and event participants. Originally launched in 1997 with the support of Telsim, the hall has recently undergone a comprehensive renovation and is now more equipped and comfortable than ever.

The Accessible Cinema features 40 fixed seats, with a flexible setup that can accommodate up to 60 people when needed. It is equipped with a state-of-the-art projection system compatible with all types of computers and has a powerful sound system to ensure an enhanced audio experience.

One of the hall's most significant features is its fully accessible ramp, which provides seamless access from the outside entrance to the seating area, allowing individuals with disabilities to enjoy events without barriers. In addition to film screenings, the Accessible Cinema is also physically suited for mini workshops and various events.

IKAS Patisserie & Bakery

One of the most popular spots on the Near East University campus, IKAS Patisserie & Bakery welcomes guests with a delightful atmosphere and a wide variety of delicious offerings. The venue has a total seating capacity of 40 people, including 20 indoor and 20 outdoor seats, allowing visitors to enjoy their time both inside and in the open air. In addition to meeting the university's in-house needs for cakes, pastries, savoury snacks, desserts, and ice cream, IKAS Patisserie & Bakery also serves fresh and tasty products to external guests. Soon, it plans to expand its kitchen and begin producing its own bread. For those focused on healthy living, specially made diet desserts and drinks designed for pre- and post-workout consumption will also be available.

With an extensive menu of hot and cold beverages, the patisserie caters to all tastes and also takes custom orders for birthday cakes and special celebrations. The outdoor garden area has been designed to offer enjoyment all year round — cool shaded areas in summer, and warm cozy spots with stoves in winter. Parking is available for guests, and the venue especially welcomes those seeking a peaceful breakfast experience on weekends. On Saturdays and Sundays, rich classic and English breakfast options are served until noon — a perfect way to start your day!

Working Hours: Weekdays / Weekends: 07:00 – 01:00

Photocopy Services

Near East University offers photocopying and printing services at various locations across campus for students and staff. These service centres aim to provide fast and reliable solutions for educational and academic needs. Photocopy centres are available in faculties with high printing demands, such as the Faculty of Architecture, Faculty of Medicine, and Faculty of Education. These centres offer specialized printing services, including large-format AutoCAD printouts for architecture students. Additionally, thesis binding services are available for students preparing their theses. Along with basic services like photocopying and printing, document scanning and various binding options are also provided. A stationery shop within the Near East University Library offers services such as photocopying and thesis binding.

Cyprus Printing Global

- Hospital Branch: +90 546 990 01 03
- Education Palace Branch: +90 546 990 01 04
- Architecture Faculty Branch: +90 546 990 01 05
- Nuroğlu Stationery (Library): +90 533 866 89 36

Bank & ATM

On campus, you will find branches of Near East Bank and Türkiye İş Bankası, as well as an ATM for Ziraat Bankası. These banking services are conveniently located to ensure that both students and staff can easily carry out their financial transactions.

Post Office

The Post Office at Near East University provides postal services to all students and staff. It is located on campus for easy access to both send and receive mail.

Location: Ground Floor, Faculty of Economics and Administrative Sciences

Near East Fuel Station

The on-campus fuel station provides university staff with a fast and convenient way to meet their fuel needs. In addition, all Near East University employees can benefit from discounted fuel services by using the Near East Fuel

Discount Card. For more information about Near East Fuel Station, please visit the official website:

<https://yakindoguakaryakit.com/>

Useful Phone Numbers

For more details about telephone contacts at Near East University and to find the phone numbers for specific departments or services, please visit the university's official website:

<https://neu.edu.tr/telefon-rehberi/>

Campus Traffic Rules and Safety

Near East University's campus is subject to specific traffic rules to ensure the **safety and comfort** of students, staff, and visitors. These rules are **monitored 24/7** by NEU personnel, and **penalties may be applied** in case of violations. A full understanding and application of these rules contribute to creating a safer and more orderly campus environment.

- **Traffic Flow and Right of Way:** Traffic on the NEU campus flows in the left lane. Therefore, drivers must keep left and follow the right-of-way rules to ensure smooth traffic movement.
- **Pedestrian and Bicycle Priority Campus:** Please give priority to pedestrians and cyclists in crosswalks and designated bike lanes. Slow down and proceed with caution in these areas to ensure safety.
- **Speed Limit:** The maximum speed limit on campus is 40 km/h. Adhering to this limit significantly reduces the risk of accidents and enhances overall safety.
- **Horn and Loud Music:** Using car horns and playing loud music is prohibited on campus. Following this rule helps maintain a peaceful environment for everyone.
- **Traffic Signs and Directions:** Traffic signs and directional markers are placed throughout the campus to support safe and orderly traffic flow. Please always follow these signs.
- **Routes and Parking Areas:** Use designated driving routes and park only in designated areas in accordance with the campus parking regulations. This ensures safety and avoids traffic disruption.
- **Monitoring and Security:** Traffic rules are regularly monitored by security personnel. Please follow their instructions and do not hesitate to ask for help if needed. Adhering to safety measures ensures a smooth and respectful traffic environment for all. By respecting these rules, we can collectively contribute to a safer and more peaceful campus.

Transportation Services

Near East University provides its staff with comfortable and free transportation options, ensuring easy access to both the campus and surrounding areas. The university's transportation services cover routes that are scheduled according to class and work hours. Free university buses departing from the campus and heading to various regions and the city centre offer a wide transportation network. This service aims to reduce vehicle usage and promote environmentally friendly shared transport. Free transportation services are a significant support in facilitating the daily lives of staff.

- **Campus–Nicosia and Nicosia–Campus Routes:** Shuttle services between the campus and Nicosia operate from 06:45 AM to 10:15 PM. These reciprocal services allow our staff to travel comfortably and safely between the campus and Nicosia. The routes cover a wide area. Detailed information about transportation services and routes is available on the university's website: <https://bus.neu.edu.tr/>
- **Intercity Free Shuttle Services:** Near East University offers free shuttle services for staff commuting from regions such as Kyrenia (Girne), Famagusta (Mağusa), and Güzelyurt. These services are organized to ensure staff can reach the campus comfortably.
- **In-Campus Shuttles:** Within the campus, there is a free shuttle service between the residential area and faculties or other administrative units. These shuttles facilitate quick and easy access across campus.

Walking Distance Accessibility: The Near East University campus is designed to allow safe walking access to most places. Classrooms, the library, the dining hall, and other key facilities are located within short walking distances. The campus design promotes physical activity and minimizes the need for motor vehicles. Additionally, the university provides alternative eco-friendly transport options such as bicycles and electric scooters for staff use.

By offering these transportation options, Near East University enables its staff to easily access campus events and resources. It supports its personnel in maintaining a productive work-life balance through a safe and extensive transportation network across its large campus area.

Near East University | Faculty of Economics and Administrative Sciences
Department of Human Resources Management | Student Information Handbook
2025–2026 Academic Year

 WHO ARE YOU? WHERE ARE YOU?

- Faculty Established Year: 1988
- Department Established: 1988
- Aim: To be an internationally recognized and accredited faculty as well as department
- Programs: 22 bachelors, 11 masters, 5 PhD
- Education Language: Turkish and English
- Student Number: 1000+

 HUMAN RESOURCES MANAGEMENT DEPARTMENT

- Head of Department: Ass.Prof Dr.. Hüseyin Baykan
- Contact: huseyin.baykan@neu.edu.tr
- Degree Awarded: Bachelor of Business Administration (BA)
- Total Credit: 240 ECTS
- Elective Courses: At least 12 elective courses

 GRADUATION REQUIREMENTS

- To complete all courses with at least a DD/S letter grade
- Cumulative Grade Point Average (CGPA): At least 2.00 / 4.00
- 70% class attendance requirement
- 12 elective course must be taken

 REGISTRATION & ADMISSION PROCEDURES

- Pay the tuition fee
- Meet with course advisor in order to discuss courses
- Upon the approval of your course advisor register for courses via ogrsis.neu.edu.tr
- Once registered inform your course advisor to approve the courses
- If necessary, with the approval of your course advisor, make changes during the “add/drop” week

 CONTACT

- Deans Office: +90 392 675 10 00 (Dahili 3102), iibfdekanligi@neu.edu.tr
- Turkish Student Affairs: 0392 223 6464 / 3131, Mr.Hüseyin Kuşo / huseyin.kuso@neu.edu.tr
- International Office: Mr.Mahmoud Anaqwah / mahmoud.info@neu.edu.tr

 MORE INFORMATION

- Faculty Web: <https://iktisat.neu.edu.tr/>
- UZEBİM Platform: <https://uzebim.neu.edu.tr>
-

 CAMPUS LIFE

-  Library: Open 7/24 open, 1 million books, 150 million digital resource
-  Dining: 22 restaurant & cafe, vegan/vegetarian menu

- 🏊 Sport: Olympic pool, yoga, fitness, dietitian support
- 🧠 Psychological Counselling: Free, appointment-based system

📌 **DO NOT FORGET!**

- At Near East University, education is not only academic; it's an integrated journey of social, cultural, and personal development. Let this handbook be your guide as you take your first steps!