



NEAR EAST UNIVERSITY
FACULTY OF DENTISTRY



STUDENT REGISTRATION, EDUCATION, AND EXAM DIRECTIVE

AIM

Article 1: The purpose of this directive is to determine the registration, education-training and assessment-evaluation (exam) principles for undergraduate students of the Near East University Faculty of Dentistry.

SCOPE

Article 2: This directive includes the conditions of faculty registration, the principles of education to be applied within the faculty, the principles of measurement and evaluation, the conditions for deleting or freezing faculty registration, and the general rights and responsibilities of the student.

INACCORDANCE WITH

Article 3: This directive has been prepared based on the 14th article of the Higher Education Law No. 2547, the Near East University Undergraduate Education and Examination Regulation, the Turkish Higher Education Qualifications Framework (TYYÇ) and the Core Education Program (DUÇEP) standards within the scope of the Dentistry National Qualifications Framework.

DEFINITIONS

Article 4: The definitions of some terms expressed in this directive are given below:

- a) **University:** Near East University (NEU)
- b) **Senate:** NEU Senate
- c) **Faculty:** NEU Faculty of Dentistry
- d) **Dean's Office:** NEU Faculty of Dentistry Dean's Office
- e) **Compartment:** Consists of departments and departments that constitute a whole in terms of purpose, scope and quality, complement each other or are close to each other; education, scientific research and application unit of faculties and colleges. The departments within the NEU Faculty of Dentistry are Clinical Sciences and Basic Sciences.
- f) **Department:** Departments within the body of NEU Faculty of Dentistry (Oral and Maxillofacial Radiology; Periodontology; Pedodontics; Orthodontics; Restorative Dentistry; Endodontics; Oral and Maxillofacial Surgery; Prosthodontics)
- g) **Faculty Board:** The committee responsible for the faculty working within the NEU

Faculty of Dentistry.

- h) **Faculty Administrative Board:** The committee responsible for faculty management, which works under the presidency of the dean of the NEU Faculty of Dentistry, consists of the vice dean, the heads of the departments affiliated to the faculty, and the members elected by the faculty board.
- i) **Education Coordination Commission:** The commission responsible for education and training, working within the scope of NEU Faculty of Dentistry.
- j) **Examination Coordination Commission:** The commission working within the NEU Faculty of Dentistry, responsible for the organization and realization of the examinations, and the determination of examination supervisors.
- k) **Evaluation and Evaluation Commission:** The commission that works at NEU Faculty of Dentistry, examines item analysis and exam statistics, and provides feedback to the relevant faculty members regarding both exams and items.
- l) **Advisor:** A faculty member designated and assigned by the Dean's Office and the Education Coordination Commission to deal with the education and training of students.
- m) **Class Coordinator:** The person or persons responsible for the coordination of the relevant class under the Education Coordination Commission.
- n) **Block Supervisor:** Person or persons responsible for the organization of the classes of the relevant block, the follow-up of the attendance lists.
- o) **Course Credit:** One credit, one hour of theoretical lectures and/or seminars per week in a semester, two hours of laboratory, workshop, clinical work, studies such as practice and other activities (examination, trip, homework, individual study, preparation for the exam), field and library studies, graduation thesis, project, etc.)
- p) **Committee:** In order to ensure that the basic medical and professional knowledge, skills, attitudes and behaviors are designed holistically (horizontal integration) and that cognitive acquisitions are associated with practical or clinical practice examples (vertical integration), the curriculum is not on the disciplinary basis of the education program. It constitutes the whole of integrated teaching and measurement-evaluation activities in which the theory and/or practice are processed together in a certain time and flow. Committees are basically classified as theoretical course committee and practical course committee. Within each committee, there are course from different disciplines belonging to that committee.
- q) **Common Compulsory Mutual Course:** Courses that are not included in the committee and specified in clause i of Article 5 of the Higher Education Law No. 2547.
- r) **Elective Course:** It is the course that the student takes from within the field and/or outside the field, except for the committees and common compulsory courses. The student can choose this course from the courses opened under the name of "elective course" in the program he/she is registered.
- s) **Prerequisite:** Theoretical and practical course and/or committee required to be successful in order to continue to the next year
- t) **Laboratory:** Practical courses carried out in the basic sciences laboratories in which

knowledge related to the theoretical subjects included in the basic medical sciences courses in the 1st, 2nd, 3rd, and 4th grades is used. The questions that arise in the mind as a result of intangible perceptions are concretized and these subjects are understood and aimed at gaining practical skills.

- u) **Preclinical Practice:** Practical training in the 1st, 2nd, and 3rd grades in which knowledge related to the theoretical subjects included in the vocational courses is used. The questions that arise in the mind as a result of intangible perceptions are concretized and these subjects are understood and aimed at improving the manipulation ability.
- v) **Clinical Practice:** Internship for fourth and fifth grade students to reinforce the knowledge, skills, attitudes, and behaviors acquired within the scope of vocational courses and basic medical sciences courses in the first three years of the education program in dentistry disciplines, in order to improve their decision-making skills and to gain professional experience. It is, in other words, actively applied training at the chairside under the guidance of faculty members

BOARD, COMMISSION, AND COORDINATOR-SHIPS RELATED TO EDUCATION

Article 5: The duty descriptions of the boards, commissions, and coordinator-ships in this directive are given below:

(i) Faculty Deanery: It is defined as the Deanery of the NEU Faculty of Dentistry. Duties, powers and responsibilities: (1) To preside over the faculty committees, to implement the decisions of the faculty committees, and to ensure regular work between the faculty units, (2) At the end of each academic year and when requested, to report to the rector on the general condition and operation of the faculty, (3) and staff needs together with its justification, to the Rectorate, (4) To carry out general supervision and control over the units of the faculty and personnel at all levels. In the rational use and development of the teaching capacity of the faculty and its affiliated units, in taking security measures, when necessary, in providing the necessary social services to the students, in the regular conduct of education-training scientific research and publication activities, in the supervision and control of all activities, in the follow-up and control, and in the results, it is primarily responsible to the rector.

(ii) Faculty Board: The faculty board works under the presidency of the dean for three years and consists of heads of departments and institutes and colleges under the faculty (if there any); three professors elected by the professors, two associate professors elected by the associate professors, and an assistant professor elected by assistant professors. The faculty board organizes their stated meetings once at the beginning and once at the end of each semester. The Dean can summon a faculty board meeting, if he/she deems it necessary. The faculty board is an academic organ and carries out the following duties: (1) Determining the educational, scientific research and publication activities and the guidelines, plans, programs and educational calendar of these activities, (2) Electing the members of the faculty board of directors, (3) Undertaking other duties

determined in the laws and regulations.

(iii) Faculty Administration Board: Consists of the Dean, Vice dean, heads of departments under the faculty and members elected by the faculty board and works under the presidency of the Dean. The Faculty Board of Directors meets upon the call of the Dean. The Faculty Board of Directors can form temporary working groups or educational coordination offices and determines their responsibilities. The Faculty Board of Directors is an academic and administrative unit and can make decisions on academic proceedings and assists the Dean with the following administrative tasks:

- (1) Supporting the Dean in the application of decisions made by the faculty board,
- (2) Ensuring that the education, plan and programs and the calendar of the faculty are followed.
- (3) Preparing the investment, program and budget draft of the faculty
- (4) Decision making for all of the duties assigned by the Dean for the faculty administration.
- (5) Decision making on acceptance, course orientation and dismissal of the students, and education and examination activities.
- (6) Performing other duties given in laws and regulations.

(ii) Education Coordination Commission: It is the commission which consists of members from each department determined by the faculty administration board. It works under the NEU Faculty of Dentistry. It is responsible for the coordination of education in the faculty. Also, the class coordinators of the academic year are involved in the education coordination commission.

(iii) Lateral-Vertical Transfer and Orientation Commission: It is the commission that works under the NEU Faculty of Dentistry. Its members are determined by the faculty administration board and it evaluates the current transcripts of students who have applied to be transferred to Turkish and English Programs in the faculty and provides their class orientations.

(iv) Class Coordinator-ship: Determines the weekly course programs, course contents and examination calendar for the related class under the Education Coordination Commission. It monitors the success levels and attendances for all committees of the related class with committee supervisors and organizes the general exams and make-up exams at the end of the academic year. It follows up the grades and level of success of the students. It is responsible for submitting the examination grades to the student information system.

(v) Examination Coordination Commission: It is the commission working under the NEU Faculty of Dentistry. The members are determined by the faculty administration board and it is responsible for successfully undertaking exams and providing halls and supervisors for conducting exams.

(vi) Assessment and Evaluation Commission: It is the commission that works at NEU Faculty of

Dentistry, examines item analysis and exam statistics, and provides feedback to the relevant faculty members regarding both exams and items.

EDUCATION TYPES

Article 6: (i) The education in our faculty is formal education. The education program is not carried out based on a discipline but by teaching similar subjects from different courses with related disciplines in a specific time and flow. Compulsory mutual courses can be provided as standard education or distance education. The education type of compulsory mutual courses is determined by the university.

(ii) The committees in the education program of the faculty are prerequisite committees and a promotion system is applied. A student who is unsuccessful in general theoretical committee and general practical committee cannot take the general theoretical or practical committees of next class. The student has to retake the unsuccessful committee in the next education year. It is essential to pass the elective courses and common compulsory courses that are stipulated to be taught in the clause (i) of the first paragraph of Article 5 of the Law No. 2547.

(iii) Failure in the common compulsory and/or elective courses does not prevent the student from moving to the next year, but the student must take the relevant course in the next academic year. They cannot take the courses that are a continuation of the course. They can take courses that are not a continuation of each other.

(iv) Fifth grade students who are unsuccessful in a single committee or clinical applied course even though they meet the conditions for taking exams will be granted the right to take single course exam.

EDUCATION SEMESTERS

Article 7: The academic year of the faculty commences in accordance with the academic calendar determined by the rectorate. The faculty delivers their academic calendars for the next academic year indicating registration renewal, education, exams, semester break and summer break periods to the rectorate by May at the latest. The academic year period is organized based on the “year” system. The education period consists of 14 weeks for each of the “fall” and “spring” semesters. If necessary, the university senate can extend or shorten the semesters.

EDUCATION PERIOD

Article 8: The education period of the Faculty of Dentistry is five years. The maximum time allowed to complete this education in the Faculty of Dentistry is eight years. For the calculation of these periods, the durations accepted by the faculty administration board because of excuses

of the students shall not be considered. The decisions about students who were not able to complete their education within eight years will be made by YÖDAK, the Higher Education Commission and the University.

LANGUAGE OF EDUCATION

Article 9: Education in our faculty is conducted in Turkish and English. Foreign students who apply to the Turkish program of our faculty must prove that they understand, speak and write Turkish by acquiring a Turkish Proficiency Exam document. Students who apply to the English program must acquire an English Language Proficiency document.

ORGANISATION OF EDUCATION PROGRAMS

Article 10: (i) Faculty education may include: compulsory theoretical course committees, compulsory practical course committees, elective courses that are not in the committees, compulsory mutual courses that are not in the committees as courses, seminars, internship programs, applied courses, pre-clinical activities, clinical activities, laboratory studies and other activities (observation, homework, individual studies, exam preparation, field and library studies, graduation thesis, projects, etc.). The distributions of compulsory theoretical and applied course committees to the years and changes that will be made to them are made by the Education Coordination Commission based upon the suggestions of the department and submitted to the Faculty Administration Board.

(ii) Theoretical committees consist of clinical sciences committees, basic medical sciences committees and clinical medical science committees. The pre-clinical practical committee includes practices of Dental Morphology and Manipulation, Prosthodontics, Restorative Dentistry, Endodontics, Pedodontics, Periodontology, Oral & Maxillofacial Surgery (Dental Anesthesia), Dentomaxillofacial Radiology disciplines. In addition to these courses, it also includes practices of medical courses.

(iii) Elective courses that are not included in the committees can be opened and/or cancelled by Common Courses Coordination Unit with the proposal of the Education Coordination Commission.

(iv) Ataturk's Principles and History of Turkish Revolution", "Turkish Language" and "English" are compulsory mutual courses for students from Turkey, the TRNC and for foreign students. In accordance with the decision of the higher education commission, the Turkish Language course is 4 credits/2 semesters, Ataturk's Principles and History of Turkish Revolution is 4 credits/2 semesters, and English is 6 credits/2 semesters. In addition, "Career Planning" (2 credits/1 semester) and "Campus Orientation" (2 credits/1 semester) are among the 1st year courses.

CREDIT VALUES OF COMMITTEES/COURSES

Article 11: One National / European Credit Transfer System (ECTS) credit will be determined for all theoretical committees, one National/ECTS credit will be determined for practical committees in a year, and one National/ECTS credit will be determined for each of the elective courses. According to National/ECTS, dentistry education is calculated as 300 ECTS. The minimum credit amount for each year is 60. The conditions for calculating the ECTS credits of a course are determined by the Education Coordination Commission.

CONDITIONS FOR COURSE TAKING

Article 12: Courses included in the undergraduate programs consist of compulsory committee courses, compulsory mutual courses, and elective courses. The students must take all the courses included in the committees and not included in the committees.

TAKING COMPULSORY MUTUAL COURSES AND TRANSFERRING TAKEN COURSES

Article 13: Students can only take compulsory mutual courses from higher education institutions accredited by the higher education commission and can only transfer credits from these courses. Students who register to the undergraduate programs of the faculty for the first time or students who are accepted from different institutions with vertical or lateral transfer, must apply to the *Lateral-Vertical Transfer and Orientation Commission* with their transcripts within one month after the start of the academic year for which they are registering in order to be exempted from compulsory mutual courses they have already taken and have passed. The grades of the students received from compulsory mutual courses and exempted from will be shown in a different part of the transcript (*Article17*).

EXAMINATIONS

Article 14: There are ten types of examinations: committee, mid-term, final, end-term general theoretical, practical committee, rotation, make-up, excused, exemption, and single-course examination. These exams may be written, oral or both written, oral and/or practical. The location and the date of these examinations are organized by the Examination Coordination Commission and the date is announced by the Dean's Office prior to the examination. The students are required to be present in the examination with their identification and other required documentation. Examinations can take place on Saturdays or Sundays, when necessary, based on the decision of Faculty Administration Board, except for national and religious holidays. The students who have cheated, who have attempted to cheat or during inspection if it is found out that they have cheated or helped for cheating, will receive a mark of zero (0). If the lecturer decides to report the case to the Dean's Office, the "*Student Disciplinary Board of Higher Education Institutions*" rules will be applied. The results of the examinations are uploaded to the

student information system within 20 days of the examination. Exam documentation is kept for three years.

Committee Examination: It is performed by the committee supervisor after completing each committee and includes all courses within that committee. Anyone who has not attended the examination is considered to have received a mark of zero (0). The result of this exam is called “committee examination results”. Since the committee exam is a multidisciplinary exam, there are questions at the number and taxonomy levels specified in the specification tables. Questions are collected in the coordinator-ship. The coordinator-ship of the relevant class conducts the committee exam. The evaluation is made out of one hundred (100) points. The exam can be oral, written or practical. The weighted average result of the committee examinations contributes 60% towards to *Final Theoretical Grade*.

Mid-terms: The number, content, form and evaluation criteria are decided by the Education Coordination Commission of the faculty along with the lecturer of the course with the condition of having at least one mid-term for the compulsory or elective course. The homework or other course-related projects can be regarded as a mid-term. A maximum of two mid-terms which are scheduled within the same year can be held in one day. Not attending the mid-term receives a score of zero (0) from the exam. The lecturer of the course is responsible for the execution of the mid-term.

Final Examination of Compulsory Mutual and Elective Courses: It is the exam that is done following the completion of every mutual compulsory or elective courses. There is only one exam for the final. The final exams of every term must be done within the term they are offered. The content, form and evaluation criteria are decided by the lecturer of the course. A maximum of two finals for 2 separate courses that are scheduled within the same year can be held in one day. Not attending the finals receives a score of zero (0) from the exam. The execution of the final exam is the responsibility of the lecturer of the course.

Theoretical Committee Final Exam: It is the name of the general exam that includes questions from all the committees given during the academic year, it is held after the completion of all committees. In order to take the Theoretical Committee Final exam, the student must be active in the department and must have attended at least 70% of all committee courses. In this exam, there are questions in the ratio of the weight of each committee and at the taxonomy levels specified in the specification tables. Committee weights are determined by the Education Coordination Commission. The coordinator of the relevant class is responsible for the conduct of the exam. The exam can be oral or written. The theoretical committee final exam includes questions from different disciplines (departments). In the final exam, the student must answer at least 20% of the total number of questions of each discipline correctly. In cases where this cannot be achieved, a make-up exam will be held for the relevant discipline. The final grade of the Theoretical Committee Final Examination affects the Theoretical Final Grade by 40%.

Final Theoretical Grade: Final theoretical grade is calculated as 60% of the weighted average of committee grades and 40% of their theoretical committee final exam. If a student fails in the examination, they are obligated to take the make-up examination.

Practical Committee Final Exam: It is the practical examination within the related practical committee in a year. In order to take the practical committee exam, the students must be an active student in the faculty, must participate in at least 80% of the practical committee, must participate in at least 60% of each of the courses/subcommittees within the practical committee, and must be successful in at least 50% of whole year practical average of each sub-committee. It is calculated as 50% of all the practical exams within a year as well as 50% of the practical final exam at the end of year and the results are graded in letter form. In order for the student to be successful in the practical committee, the student must show at least fifty percent success from the practical sub-committee of each department. Otherwise, the student takes the make-up exam from the related department's practical committee. If the student fails, the student retakes the entire practical committee.

Intern-ship Examination: 4th and 5th year students are required to take theoretical and/or practical examinations that are in accordance with appropriate criteria at the end of their internship decided by the related department. The theoretical exam can be oral and/or written.

Make-up Exam: The make-up exams of the theoretical committee final exam, practical committee final exam, final examinations of elective and compulsory mutual courses, and internship examinations are conducted at the end of the year. At least 15 days are provided between the final examination and its make-up. Students who are not successful in these exams and whose grade point average is below 2.00 and who want to raise their grade can take the make-up of the relevant course. Students with a GPA below 2.00 but cGPA above 2.00 must apply to the dean's office with a petition to take the make-up exam of the related course in order to raise their DD/DC grades. If dean's office deems it appropriate, they can take the make-up exam of the related exam. The theoretical exam can be oral and/or written. The make-up of an exam replaces that exam. The grade of the student who takes the make-up exam of the exam he / she has passed in order to raise his / her grade is valid. If a lower grade is obtained, the lower grade is valid.

Excused Exam: Reasonable excuses can be accepted for all exams. However, the student needs to have a reasonable excuse with documentation and be approved by the Dean's Office. The students who do not take the exam when they have the right do so, with appropriate excuses, need to take their exams at the location, day and time decided by Dean's Office. Second chances are not given for excused exams. The students with excuse documentation from TRNC-TR University Hospitals must deliver these documents to the Dean's Office at least in seven (7) days of the end of the report. The student is excused by the approval of the Dean's Office and cannot take the exam during the time that the report is effective; however, upon the completion of the period, they may take their make-up exams. Other excuses required to apply for excused exam include accidents, natural disasters, death of a close relative and participating in university

organizations. There are not excused exams for make-ups and single course exams. If the excuse is not approved by the Dean's Office, the student receives a mark of zero (0) from the exam.

Single Course Exams: It is an exam right granted to 5th year students who have succeeded in other courses required for graduation, but have failed a single course/committee or practical/clinical application by fulfilling the attendance requirement, before the start of the next semester for the single course they have failed, if they apply with a petition. If the student fails this exam, he/she has to repeat the related committee/course.

EVALUATION

Article 15:(i) Every committee exam taken at the end of each committee gives committee grade results. The theoretical grade result of students for the entire year is calculated as 60% of their committee grades' average and 40% of their theoretical committee final exam. By this manner, the student has a single theoretical grade for the entire year and this grade is displayed on the transcript. When the year's academic success average is being calculated at the end of the year, ECTS credits are brought by the Education Coordination Commission for all the theoretical committees. The average of the practical committee exam results is calculated to form the final result of the practical committee exam. This way, the student has a single practical grade for the entire year and this grade is displayed on the transcript. When the year's academic success average is being calculated at the end of the year, ECTS credits are brought by the Education Coordination Commission for the practical committees. In addition to these, the average of the compulsory and the elective course results within the term are displayed on the transcript. The final results for the compulsory and elective courses are calculated as 40% of the average of mid-terms and 60% of the final exam. The resulting half numbers are rounded up to a full grade. The results are only displayed as letters on the transcript. In the 4th and 5th years, the internship results are calculated separately based on the internship exams and the grades the student received are displayed as letters on the transcripts.

(ii) The committees in the education program of the faculty are prerequisite committees and a promotion system is applied. A student who is unsuccessful in general theoretical committee and general practical committee cannot take the general theoretical or practical committees of next class. The student has to retake the unsuccessful committee in the next education year.

(iii) In our faculty, when necessary, the "Relative Evaluation System Implementation Directive", which determines the principles regarding the application of the relative evaluation system in determining the course success grade and defined by the university rectorate, can be used. Students who are absent or students who do not take the final exam are not included in the relative evaluation. The lower limit for inclusion in the relative assessment is set as 40. After subtracting students with an average grade below 40 and students who do not participate in the exam, the relative system is applied if the class average is less than 50. In order for the student to

be included in the relative system evaluation, the weighted grade (raw success grade) calculated as a result of the with-in-semester (midterm, committee exam) and end-of-semester (final, make-up, single course) exams must be 40/100; grades of 39 and below will not be included in the relative system evaluation and will be converted to a letter grade as FF."

OTHER PRINCIPLES RELATED TO EXAMINATION AND OBJECTIONS TO EXAMINATION RESULTS

Article 16: (i) If the students take an exam without having the right to, that examination is considered null and void.

(ii) Oral exams cannot be carried out by a single lecturer.

(iii) The location and time of the exam must be announced by the Dean’s Office at least 1 week prior.

(iv) The student must attend the exam with the examination entrance paper, identification and other required equipment. The use of mobiles, digital or other devices in the exam is forbidden.

(v) The committee supervisor is not only responsible for the exam of the related committee, but also for announcing the results of the exam.

(vi) The student has the right to object to the results by applying to the Dean’s office within 1 week following the announcement of the results of the exam. The objecting student is informed by the coordinator of the exam within 5 business days and readjustments are made (calculation problem, incorrect questions, etc.) if applicable.

CLASS SUCCESS GRADE

Article 17: One of the following letters are given to the students for every class they have taken by the lecturers at the end of term.

Coefficients and number equivalents of the letters out of 100 are given below.

SCORE	CLASS GRADE	COEFFICIENT
90-100	AA	4
84-89	BA	3.5
76-83	BB	3
68-75	CB	2.5
60-67	CC	2
55-59	DC	1.5
50-54	DD	1

49 or lower	FF	0
I-Incomplete, S-Satisfactory, P-Pass, EX-Exempt, NA-Not Available		

A grade of (I) is awarded by the instructor when a student has completed most of the semester’s work satisfactorily but is unable to finish due to illness or other valid reasons. Students receiving a grade of “I” must make up the missing work and earn a grade within 15 days from the day of submitting the grades to Registrar’s Office. Otherwise, the (I) grade will automatically become an (FF). In cases of prolonged illness or other incapacity, this period can be extended until the next registration period upon the recommendation of the Department Chairperson and approval of the Administrative Committee of the Faculty.

The grade (P) is assigned to those students who progress through non-credit courses extending over more than one semester. The grade (U) is assigned to those students who are not successful in non-credit courses. The grade (EX) is awarded to those students who have been exempted from the courses determined by the University Senate through the successful completion of the exemption examination administered by the department concerned. The grade (EX) is not included in the computation of grade point average. But it is shown on the transcript.

(NA) Grades are given to students who have not attended their classes even though they have registered. End of term course notes are announced by the Registrar's Office.

ACADEMIC ACHIEVEMENT GPA

Article 18: (i) Students' grade point average (GPA) is calculated at the end of the academic year. To calculate a year's GPA, firstly, the coefficients corresponding to a student's overall theoretical letter grade, overall practical letter grade, common compulsory course letter grade, if any, and elective course letter grade, if any, are multiplied by the ECTS credits (see Article 17). The multiplications are then added and the grand total is divided by the total number of credits for the year (60 credits). This value is called the academic grade point average for the year.

(ii) Cumulative academic grade point (cGPA) is equal to the averages of all completed grade points.

SUCCEEDING IN COMMITTEES/COURSES

Article 19: Students whose cGPA is 2.00 or above are considered successful from courses other than those that they achieve grades of (FF).

GRADUATION DEGREE

Article 20: Students who have successfully completed all their courses according to the provisions of this regulation and who have a cGPA of 2.00 or higher are entitled to receive a

diploma.

DIPLOMA HONOUR STUDENTS

Article 21: Students who have completed their undergraduate studies and have a cGPA of 3.50 are considered as “High honor Students”; Students who have an average of 3.00 - 3.49 are graduated as “Honor Students”.

ATTENDANCE TO COURSES/COMMITTEES

Article 22: (i) It is compulsory for the students to attend the courses, laboratories, applications, studies and examinations. Student attendance is monitored by the relevant committee supervisor and supervisor is responsible to inform class coordinator about the attendance list following the end of the committee.

(ii) Students who fail in the make-up exam and repeat the year must attend all the committees even if they meet the conditions for continuing the committee. Only in the case of repetition of compulsory common courses may the student take the relevant course without losing the year. However, it is necessary for a student to be successful in the compulsory common courses and elective courses that they have failed till the end of the third year. If the attendance requirement for the repeated compulsory mutual courses and elective courses is fulfilled in the previous year, it is not necessary to attend the courses again. However, the student must apply to the Faculty Dean with an exemption petition in the first week of the related semester and obtain a certificate of exemption from the Education Commission for the related course. In addition, the student must take the midterm exams and the final exams.

(iii) Medical reports are not counted towards the student's right to attendance. However, if the student submits a committee report taken from the University Hospitals and not exceeding three (3) weeks within one academic year, it is counted towards the right to attendance.

SUSPEND STUDY

Article 23: The rights of students who cannot fulfil any of the conditions of registration, attendance, application and examination within the scope of justified and valid reasons determined by the senate shall be reserved by the decision of the Faculty Board and these students continue their education from where they left by the reason of an excuse. Students may request a maximum of two years or four semesters during their legal education period.

DISMISSAL

Article 24: A student can be dismissed from the University by a decision of the Faculty Board in the following cases:

- a) If the student cannot complete his/her education within the period determined by the

Higher Education Law numbered 2547,

- b) The student has not fulfilled the requirement of continuing the courses he/she failed at the end of the legal education period,
- c) The student is decided to be dismissed in accordance with Higher Education Student Discipline Regulation,
- d) Cancelling their registration of their own accord,
- e) It is documented by the Health Board that the student cannot continue his/her education due to health reasons and the report has been accepted by the Faculty Administrative Board.

LATERAL TRANSFER

Article 25: The lateral transfers to the Near East University Faculty of Dentistry are regulated based on the “Implementing Regulation on the principles of lateral transfer of undergraduate students among Higher Education Institutions”.

REGISTRATION REQUIREMENTS

Article 26: (i) All applications for entry to Near East University and registrations are processed by the registrar's office of student enrolment. The application period is announced by the university. The students have to renew their registration at the beginning of the school year.

(ii) Turkish students' registration is determined according to the results of the Higher Education entrance examination held by YÖK every year, whereas Turkish Cypriots and international students can register to the university via special examinations organized by the university. The education at Near East University is paid education. The annual educational fees are determined by the university at the beginning of the academic year.

(iii) Applicants who are eligible for registration must complete the registration process within the designated period. Candidates who do not apply or have not completed their registration within this period will lose their registration rights. Documentation required for registration:

1. Document of YÖK Higher education entrance examination results.
2. The original high school diploma or new dated certificate of graduation.
3. Copy of ID card.
4. Certificate of residence
5. Documentation of military service status.
6. 12 passport photographs
7. Other documentation required by the university before the registration.

(iv) The following qualifications are required for registration in the Near East University Faculty of Dentistry:

- a) Graduation from a high school or an equivalent vocational school (the equivalence of diplomas taken from foreign high schools must be approved by the Ministry of National Education)
- b) Having the right to register at the Near East University Faculty of Dentistry during that academic year as a result of the higher education entrance examination conducted by YÖK
- c) Having the right to register at the Near East University Faculty of Dentistry as a result of passing the exam conducted by NEU

NONCURRENT RECORDS

Article 27: (i) The records of those who use fake or altered documents for registration or those that are found to have committed fraud in the ÖSYM exams are cancelled and legal action will be taken against them.

(ii) Students are responsible for choosing their courses/committees during the first 2 weeks of the academic calendar and get them approved by their advisor. Otherwise, their registration for the related course and committee will be considered invalid.

EXEMPTION

Article 28: The students transferred to the faculty from different higher education institutions can apply within one month at the latest following the beginning of the semester to be exempted from the common compulsory courses and elective courses. The exemption requests are evaluated and resolved by the Faculty Board within seven working days.

REGISTRATION RENEWAL

Article 29: At the dates announced by the University, students must renew their registrations at the beginning of the fall semester by paying any applicable fees. The registration of the students who have not paid the necessary contribution is not renewed. Students who cannot renew their registration without a valid reason are considered to be unsuccessful in the courses they must pass. Students who do not renew their registration do not receive any student certificate within that semester.

DIPLOMA AND DEGREES

Article 30: The diploma given by the Near East University Faculty of Dentistry is a master's degree in Dentistry with five years of education. The titles that the graduates are entitled to use are indicated in their diplomas.

The issues related to the regulation of the diploma appendix corresponding to the European Credit Transfer System (ECTSDE -ECTSDS) credits are determined in a directive.

GRADUATION

Article 31: (i) Students are eligible for graduation by fulfilling the requirements set forth in this Regulation and the obligations for education and training programs. Students who complete 300 credits along with common compulsory courses and whose cGPA is above 2.00 are entitled to graduate.

(ii) The graduation date of the diploma and graduation documents is the date on which the student completes the program of study.

GRADUATION DOCUMENTS AND DIPLOMA ARRANGEMENT

Article 32: (i) Until the diplomas are prepared, the students are awarded a certificate of graduation for the purpose of receiving their diploma. The graduation certificate includes the student's name, surname, nationality, place of birth and date, the name of the program he/she has completed, the diploma and title to which he/she is entitled and a photo of the student. The graduation documents are signed and sealed by the Dean of the faculty.

(ii) The diplomas issued by the Near East University Faculty of Dentistry are prepared according to the joint principles of the “Diploma directives”. A diploma is given one time only. In the event that a student loses their diploma, a document which substitutes the diploma is prepared.

(iii) In order to receive the graduation documents and diploma, the students must pay any outstanding fees and similar payments and return their student IDs. Otherwise, they cannot receive their graduation documents/diplomas.

ADDRESS SUBMISSION

Article 33: (i) Any notification shall be deemed to have been completed in writing to the address of the student at the time of enrolment in the higher education institution or by the announcement of the notification in the relevant higher education institution.

(ii) When registering with the higher education institutions, students who have not notified the institution of a change of address or who have given incorrect or incomplete addresses, cannot claim that they have not received correspondence from the higher education institution if it is sent to the address on file for that student.

COUNSELLING

Article 34: (i) The Faculty Administration Board and/or the Dean's Office are required to appoint a faculty member as an advisor for each active student within the faculty. The advisor is

responsible for conducting the academic activities concerning the students. It also follows the student's academic success and guides the student. It provides guidance to the students in selecting the committees and courses to be taken for the year. The student's course records will not be finalized unless the advisor gives consent.

(ii) To receive counselling services, students are distributed among advisors in a balanced manner. The faculty member who cannot conduct the consultancy service is obliged to present this situation to the Faculty Administrative Board and/or the Dean. Where appropriate, a new advisor may be appointed to the student in accordance with the decision of the Board or Dean.

ADAPTATION

Article 35: In the cases regulated by the abolished regulations, the adaptation procedures to be made in accordance with this regulation and in cases where there are no provisions in this regulation, the “Lateral/Vertical Transfer and Integration Board” is authorized to decide in accordance with the legislation established by international agreements such as the Higher Education Law numbered 2547.

VALIDITY

Article 36: This regulation becomes valid after it is approved by the Near East University Senate and published on the official web site.

ENFORCEMENT

Article 37: This regulation is carried out by the Near East University Rectorate.