

Student Mentorship – Implementation Principles

General Information

Student Mentorship is a position open to undergraduate students and includes the following duties and responsibilities:

- a) Supporting new students in adapting to their program of study in areas such as course registration, access to course materials, and finding specific locations on campus;
- b) Assisting academic advisors in reaching students and monitoring their progress;
- c) Serving as a bridge between student experiences and departmental expectations;
- d) Following up on and recording student complaints/feedback and sharing them regularly with the department during departmental meetings;
- e) Supporting the department in the organisation of academic and social activities.

Student Mentors will be selected through an application process in accordance with the methods and criteria described below and will be appointed for one academic year. The names of selected Student Mentors will be published on the relevant department/faculty website, and they will be provided with a desk in the department where they can work. Students who have served as a Student Mentor for one year may reapply while they remain active students and, if selected again, may continue in the role for one further year. Students who complete the role will receive a certificate at the end of the academic year confirming that they served as a Student Mentor.

Ethical conduct is essential throughout the period of service. Student Mentors must act in accordance with the principle of confidentiality, and their primary focus should be the well-being of the students they mentor.

Who can apply?

Applicants for Student Mentorship must meet all of the following criteria:

- a) The student must have completed the first year of the undergraduate program in which they are enrolled and must be an active student.
- b) The student must have a minimum cumulative GPA of 2.50/4.00.
- c) The number of ECTS credits the student still needs to complete for graduation must not exceed 180.
- d) The student must not have received any academic or behavioural warning letter within the department/faculty.
- e) The student must have knowledge of the following:
 - i. The history and vision of the University;
 - ii. The history of the relevant department and recent changes made within the department;
 - iii. The requirements and qualifications necessary to graduate from the program;
 - iv. Regulations concerning undergraduate students (e.g., academic regulations for undergraduate and associate degree programs, summer school regulations, residence hall regulations, etc.).

Application and Decision-Making Processes

At the beginning of each academic year, the Rectorate determines and announces a deadline for Student Mentorship applications. Students apply by sending the application form, no later than the announced deadline, from their student email address with the @std.neu.edu.tr domain to the Head of the relevant Department / Program Coordinator. Students wishing to apply must complete the designated application form and clearly state their reasons for applying. In addition to the application form, they must attach an up-to-date CV containing the details of two references.

All applications are evaluated by the relevant departmental administrative board. Where more than ten (10) applications are received, the applications are first reviewed by the Head of Department, and the applications of the top 10 candidates are submitted to the departmental administrative board for evaluation. Candidates are then evaluated through an oral interview conducted by the departmental administrative board, after which a decision is made. Each department may select only one (1) Student Mentor per academic year. However, for programs with a large number of students, this number may be increased according to need by a decision of the University Executive Board. Selected candidates are informed of the decision and may begin their duties under the direction of the Head of Department.

Termination of the Appointment

The Student Mentorship appointment is granted for one year and ends automatically at the end of the academic year. If any misuse of the role or unethical behaviour is observed during the period of service, the Student Mentorship appointment will be terminated immediately by the Department Board.