

NEAR EAST UNIVERSITY

STUDENT MENTORSHIP GUIDELINES

General Information

Student mentorship is a position with the following duties and responsibilities for undergraduate students to apply:

- a) to support new students to orient themselves to the educational institutions they are enrolled, course selection, access to materials, and other subjects like navigating on the campus;
- b) to support academic supervisors to reach students and to follow their improvements;
- c) to bridge between student's experiences and expectations of the department;
- d) to follow and record student's complaints/feedbacks, and submit them for consideration at regular department meetings;
- e) to support department in organizing academic and social activities.

Student mentors are selected among the applicants according to the following methods and criteria, and appointed for one academic year.

The names of student mentors are announced at the website of the department/faculty and a desk is provided for them to work.

Mentors can apply for reappointment, and if selected, they may continue to work for another year.

Mentors who have completed their term are issued a certificate at the end of the academic year.

It is very important for mentors to obey ethical concerns during their term of office. Secrecy principle must be followed and the common goal of all mentors must be the welfare of the students they serve.

Who Can Apply?

Applicants for student mentorship must fulfil the following criteria:

- a) Student must have completed first year of education and must be active.
- b) Grades point average must be *min.* 2.5/4.00.
- c) ECTS the student has to score for graduation must not exceed 180.
- d) Student must not have received a warning letter for academic misbehaviour or misconduct.
- e) Student must be aware of
 - i. University's history and vision

- ii. Background of the department and recent developments
- iii. Required conditions and competences to graduate from the program
- iv. Regulations concerning undergraduates (*e.g.*, academic regulations for undergraduate or associate degree programs, summer school regulations, regulation related to dormitories).

Submission and Decision Periods

Submission date for student mentorship application is announced by the Rectorate at the beginning of each academic year. Students can apply by using the number@neu.edu.tr address and sending electronically the application form to department head/program officer before the deadline. Applicant students must fill out the application form and indicate the reasons for applying clearly. In addition, to the application form, they should also attach their recent curriculum vitae which should also include information on two references.

All the applications are evaluated by departmental boards. In case of more than ten (10) applications, all the applicants are evaluated by the department head and 10 applicants are submitted to the board for consideration. Applicant are interviewed by the board and a decision is reached. Each department can appoint only one (1) student mentor. However, in overcrowded programs, University Board may increase the number of mentors. Appointed mentors are informed and may start their duties under the guidance of the department head.

Termination of Duty

Mentorship is a one-year duty and terminated automatically at the end of the academic year. Department Board may terminate the duty upon misconduct or unethical behaviour of the mentor.

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APPLICATION FORM FOR STUDENT MENTORSHIP

Applicant's name, surname			
Student number			
Department/Program			
Class/year of Education		Application period	
Department Head / Program Officer			
Reasons for Application / Letter of Intent			
<i>Please indicate clearly why do you want to be a student mentor in the department</i>			
OFFICIAL USE ONLY			
Decision of the Department Board	Accepted <input type="checkbox"/>	Rejected <input type="checkbox"/>	
Board Members	1. _____		
	2. _____		
	3. _____		
Date			