

February 2017

NEU Faculty of Pharmacy Policies and Regulations

1. Every semester students can register for courses **with a minimum of 15 credits and maximum of 22 credits** with the approval of their academic advisor appointed by the Faculty of Pharmacy. In case of graduation, **at 8th and 9th semesters,** students can take **maximum of 25 credits** with the approval of their advisor and executive committee.

2. Students **have to register the courses they failed (FF) from the previous year first** and then enroll courses from the current semester (up to 22 credits and with the approval of the advisor).

The credits of the below given courses are NOT INCLUDED in the maximum 22 total credit count BUT included in GPA calculations.

NEPHAR 100 English Language I
NEPHAR 115 English Language II
NEPHAR 200 English Language III
NEPHAR 218 English Language IV
NEPHAR 106 Turkish Language I
NEPHAR 112 Turkish Language II
NEPHAR 206 History I
NEPHAR 214 History II
NEPHAR 290 Pharmacy Practice I
NEPHAR 390 Pharmacy Practice II
NEPHAR 490 Pharmacy Practice III
NEPHAR 491 Pharmacy Practice IV

3. Elective courses start at spring term of 2nd year (4th semester). Every student should take 5 elective courses of which **at least one of them is 600 coded** till the end of the 9th semester (end of fall term of 5th year). One elective can be registered per semester. However in the case of graduation, more than one elective course can be registered with the approval of advisor. If a student fails from an elective, the student should select another elective from the same code group (600 or 700 coded). 2nd year students **cannot register Group II (700 coded) electives.**

4. Apart from the five electives that are mandatory at Faculty of Pharmacy program, there are other electives offered by the university that can be taken for general knowledge and interest (such as foreign language, sports, performing arts etc...) with the approval of the academic advisor. These electives do not replace the electives offered by the faculty of pharmacy. Students get a pass or fail grade from these non-technical electives. Credits of these courses

are not included to total credit count like History, Turkish Language, English, Pharmacy Practice I and IV)

5. Every student must **register their courses online** from Near East University student portal (<http://sis.neu.edu.tr>) by the dates announced by the university according to the academic calendar (or sometimes by Faculty of Pharmacy). Late registration will affect the attendance of students. Registration dates for each semester will be announced at the end of the previous semester.

If student accounting is not suitable at the start of the semester, the student should submit a written copy of their courses to their advisor before registration deadline and attend both theoretical and practical courses.

Every student should **register online before midterm examinations** in order to be eligible to take their exam entrance paper for midterm and final exams from student portal. Students are **not allowed to exam rooms without exam entrance paper and their identity cards.**

6. Students should get **at least DD (60/100)** in order to be successful from that course. In addition students have to get a minimum of 50 points out of 100 in the final exam to be considered successful in a course. The letter grades are calculated based on the student's midterm and final exam grades (If the student is responsible from any quiz, report, presentation, homework etc. grades are also included in the overall grade calculation).

7. Students are allowed to repeat a course to improve their CGPA's as long as they register the course in the semester it is offered. The latest grade obtained will be valid.

8. Electives and pharmacy practices are organized by faculty members appointed by the executive committee.

9. Students do **not have to re-attend** to a laboratory course if they failed from it (unless they failed from attendance). However, the instructor of the laboratory course should be informed with a written notice.

10. Students are expected to attend the lectures, laboratory courses and examinations. It is compulsory **to attend the 70% of theoretical courses and 85% of laboratory courses.**

Otherwise students will fail with NA (not attended) grade from those courses and will have to **repeat them with mandatory attendance in the semester** they are offered. Students who fail from the course but not from attendance do not have to attend the course when they repeat. It is the students' responsibility to know their attendance to each course.

11. First year students are not allowed to take courses from upper classes. Students can apply for exemptions of courses they took and passed from their previous universities with a petition that includes **all courses, that cover five year education program**, they would like to be exempt from and submit to Education Commission with a transcript and course descriptions when they first start the program. After their exemptions are decided students register for courses with the guidance of their advisor.

12. It is the students' responsibility to know and follow the deadlines for registrations for practical and theoretical courses, exam dates, homework submission etc.

13. Students and their advisors together are responsible to monitor and ask for correction of transcripts if necessary.

14. All international students are exempt from the courses listed below. Other exemptions are evaluated by the education commission.

NEPHAR 106 Turkish Language I

NEPHAR 112 Turkish Language II

NEPHAR 206 History I

NEPHAR 214 History II

15. Students need to have minimum Cumulative Grade Point Average of **(CGPA) 2.00 to be eligible for graduation.**

16. Each student at Faculty of Pharmacy is appointed an academic advisor. Advisors are responsible to help students with course registrations, general rules, exemptions and such. Advisor's approval is required for course registration every semester. In addition to advisors, faculty coordinators are also available for each year to give detailed information about faculty and university rules and regulations. Coordinators are appointed by the Dean's office every

year. Near East University's general rules and regulations can be found from this link: <https://neu.edu.tr/administration/regulations/>

17. Make-up exams are offered **only for midterm exams**. There is no make-up exam for finals and re-sit exams. For a health report to be acceptable for a makeup exam it should be:

- from a **state hospital or Near East University Hospital**,
- submitted to Dean's office within those 7 days, along with a written letter explaining their requisition. Students can not take any exams on the dates indicated on the health report. Late submissions will not be accepted.

It is the students' responsibility to inquire, review, understand and accept make-up exam dates and times. **There is no make-up for make-up exams.**

Health reports are **not accepted for absenteeism**.

18. Students have the right to object to their exam results by submitting a petition to Dean's office within 2 weeks of the announcement of grades. If the student is overseas, they can contact the Dean's office via e-mail or fax. Objections made via **only Einstein Student System or Social Media will not be taken into consideration**. The objection will be evaluated by head of the relevant department and corrections will be made if necessary. Objections submitted after two weeks period will not be taken into consideration.

19. Students who are eligible for graduation but have a **CGPA less than 2.00 or has failed maximum of 3 courses** have the right to take the Graduation Exam. This exam is offered after successful completion of NEPHAR 590 Pharmacy Practice V.

Students who have failed more than 3 courses will **have to register the following fall semester** and have the right to take the exams of all the courses (including both fall and spring term courses) they have failed.

20. **Cheating or any attempt to cheating is UNACCEPTABLE**. Students with suspicious materials, who are violating exam rules, cheating or attempting to cheat will be **dispatched to Disciplinary Commission of the Faculty**. Punishment will be decided based on the Faculty and University regulations. Regardless of the punishment, student will get a zero from that exam.

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- Elective Courses Coordinator is Assoc. Prof.Dr. Dudu Özkum Yavuz
 - Pharmacy Practice Coordinator is Prof. Dr. Şahan Saygı.

** 2015-2016 Education Year Coordinators:

1. Year Coordinator: Asst. Prof.Dr. Banu Keşanlı
2. Year Coordinator: Prof. Dr. Filiz Meriçli
3. Year Coordinator: Asst. Prof.Dr. Eda Becer
4. Year Coordinator: Asst. Prof.Dr. Yusuf Mülazim
5. Year Coordinator: Assoc. Prof. Dudu Özkum Yavuz