

NEAR EAST UNIVERSITY

FACULTY OF ARTS AND SCIENCES

BA PROGRAM in TRANSLATION AND INTERPRETATION

COURSE CATALOGUE

2021-22 FALL

➤ **QUALIFICATION AWARDED**

The students who successfully complete the program are awarded the degree of Bachelor of Arts in Translation and Interpretation.

➤ **LEVEL OF QUALIFICATION**

This is a First Cycle (Bachelor's Degree) program

➤ **SPECIFIC ADMISSION REQUIREMENTS**

In the framework of the regulations set by Higher Education Council of Turkey (YÖK), student admission for this undergraduate program is made through a university entrance examination called ÖSYS. Following the submission of students' academic program preferences, Student Selection and Placement Center (ÖSYM) places the students to the relevant program according to the score they get from ÖSYS.

International students are accepted to this undergraduate program according to the score of one of the international exams they take such as SAT, ACT and so on, or according to their high school diploma score.

Exchange student admission is made according to the requirements determined by bilateral agreements signed by NEU and the partner university.

Visiting students can enroll for the courses offered in this program upon the confirmation of the related academic unit. Additionally, they need to prove their English language level since the medium of instruction of the program is English.

➤ **QUALIFICATION REQUIREMENTS AND REGULATIONS**

The students studying in this undergraduate program are required to have a Cumulative Grade Points Average (Cum. GPA) of not less than 2.00/4.00 and have completed all the courses with at least a letter grade of DD/S in the program in order to graduate. The minimum number of ECTS credits required for graduation is 240. It is also mandatory for the students to complete their compulsory internship in a specified duration and quality.

➤ **RECOGNITION OF PRIOR LEARNING**

At Near East University, full-time students can be exempted from some courses within the framework of the related bylaws. If the content of the course previously taken in another institution is equivalent to the course offered at NEU, then the student can be exempted from this course with the approval of the related faculty/graduate school after the evaluation of the course content.

➤ **PROFILE OF THE PROGRAM**

The program's goal is to train its graduates in intercultural communication and to equip them with the theoretical and practical skills which will enable them to perform translations from English to Turkish and Turkish to English. In addition to the skills in the aforementioned languages, additional foreign-language, cultural-scientific and translational skills, the competences required for professional activity in the field of transcultural communication are also offered to the students within the framework of this program. The program also aims to equip its graduates with the necessary skills in translation technologies in line with the technological improvements. Upon graduation, students should be equipped to pursue a career as professional translators or, if they so wish, to pursue further academic studies. The graduates will be professionals who can be flexible and integrate in a relatively short time into a wide-range of different sectors of the industry.

➤ **PROGRAM OUTCOMES**

Program Outcomes	
1	To acquire proficiency in language and culture at a high level
2	To develop and understanding of theories of and approaches to a variety of translation and interpreting fields
3	To understand the theoretical principles of translation and interpretation and utilize translation tools effectively
4	To acquire expertise across a broad range of subjects
5	To develop necessary skills which are necessary in the effective use of electronic research tools
6	To develop critical skills; adopting an attitude of detachment, or 'stepping back' in order to resolve problems in a source text
7	To be able to detect the socio-cultural components of an oral or written text
8	To demonstrate enough cultural competence of both source language and target language to see the equivalence
9	To assess and analyze their own competencies for interpreting in relation to a variety of interpreting settings and in relation to a variety of participants in interpreted interactions
10	To develop new strategic approaches to solve unexpected problems encountered in translation practice and research
11	To use language creatively and precisely for a range of purposes and audiences.
12	To work independently to reinforce, consolidate and update their language and translation skills
13	To learn a third language (Language C) and to be able to express themselves fluently and spontaneously.

➤ **COURSE & PROGRAM OUTCOMES MATRIX**

Course Code	Course Name	Program Outcomes												
		1	2	3	4	5	6	7	8	9	10	11	12	13
1st Year - 1st Semester														
DEL111	Introduction to Translation	3	5	2	-	-	4	-	5	-	2	-	-	-
DEL115	Integrated Language Skills I	2	-	-	-	-	4	-	2	-	3	4	-	-
FLA101	Foreign Language I (FRE101/GRE101/GER101/RUS101)	2	-	-	-	-	-	-	-	-	-	1	1	2
COM101	Information Technologies	5	-	-	-	-	-	-	-	-	-	-	-	-
DEL117	Critical Thinking	-	-	-	-	-	-	-	-	-	-	-	-	-
CAM100	Campus Orientation	-	-	-	-	-	-	-	-	-	-	-	-	-
ETI101	Elective	2	-	-	-	-	-	5	-	-	-	1	-	-
TUR101	Turkish Language I	-	-	-	-	-	-	-	-	-	-	4	-	-
CHC101	Cyprus History of Culture	-	-	-	-	-	-	5	-	-	-	-	-	-
1st Year - 2nd Semester														
ETI102	Specific Language Usage	-	-	-	3	-	2	-	-	2	-	-	4	-
DEL110	English Syntax	-	-	2	1	-	2	-	-	-	2	2	4	-
TUR102	Turkish Language II	-	-	-	-	-	-	-	-	-	-	-	-	-
FLA102	Foreign Language II (FRE102/GRE102/GER102/RUS102)	-	-	-	-	-	-	-	-	-	-	2	-	3
DEL116	Integrated Language Skills II	2	-	-	-	-	5	-	2	-	3	5	1	-
DEL118	Digital Literacies and Ethics	-	-	-	-	-	-	-	-	-	-	-	-	-
CAR100	Career Planning	-	2	-	-	-	-	-	-	-	-	-	-	-
ETI104	Elective	-	-	-	-	-	-	-	-	-	-	-	-	-
2nd Year - 1st Semester														
AIT 101	Atatürk's Prin. and History of Turkish Rev. I	-	-	-	-	-	-	-	-	-	-	-	-	-
ETI205	Note Taking and Consecutive Translation I	-	-	-	5	-	3	1	-	-	-	5	3	-
ETI207	Community Interpretation	-	-	-	5	-	4	2	-	-	-	5	3	-
ETI209	Comparative Turkish-English Grammar	-	-	-	-	-	-	-	-	-	1	1	5	-
FLA201	Foreign Language III (FRE201/GRE201/GER201/RUS201)	-	-	-	-	-	-	-	-	-	-	3	-	3
DEL205	Linguistics	-	-	-	4	-	-	-	-	-	-	1	3	-
DEL207	Culture and Society I	-	-	-	2	-	-	5	-	-	-	-	-	-
ETI211	Elective	-	-	-	-	-	-	-	-	-	-	-	-	-
DEL203	Discourse Analysis	1	-	-	-	-	-	-	-	-	-	3	1	-
2nd Year - 2nd Semester														

AIT102	Atatürk's Prin. and Hist. of Turkish Rev. II	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ETI206	Note Taking and Consecutive Translation II	-	-	-	5	-	3	1	-	-	-	5	-	-	-
ETI208	Sight Interpretation	-	-	-	5	-	3	1	-	-	-	5	-	-	-
DEL202	Translation Theory and Criticism	-	-	4	-	4	-	-	5	-	4	-	-	-	-
DEL208	Culture and Society II	-	-	-	3	-	-	5	-	-	-	-	-	-	-
FLA202	Foreign Language II (FRE202/GRE202/GER202/RUS202)	-	-	-	-	-	-	-	-	-	-	3	-	3	-
ETI210	Elective	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3rd Year - 1st Semester															
ETI301	Simultaneous Interpretation I	-	-	2	5	-	-	-	4	4	-	4	-	-	-
ETI303	Translation of Law Texts	-	-	3	5	-	4	2	-	-	-	3	-	-	-
ETI307	Machine Supported Translation and AI	-	-	5	-	3	-	-	-	-	-	-	-	-	-
ETI305	Publishing and Editing	-	-	-	2	-	5	1	-	2	4	-	-	-	-
ETI309	Literary Translation	-	-	3	5	-	4	2	-	-	-	3	-	-	-
FLA301	Foreign Language V (FRE301/GRE301/GER301/RUS301)	-	-	-	-	-	-	-	-	-	-	3	2	4	-
ETI311	Elective	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3rd Year - 2nd Semester															
ETI302	Simultaneous Interpretation II	-	-	2	5	-	-	-	4	4	-	4	-	-	-
ETI304	Translation of Medical Texts	-	-	3	5	-	4	2	-	-	-	3	-	-	-
ETI306	Translation of Scientific & Technical Texts	-	-	3	5	-	4	2	-	-	-	3	-	-	-
ETI308	Translation of Economy & Trade Articles	-	-	3	5	-	4	2	-	-	-	3	-	-	-
ETI310	Translation of Press & Media	-	-	3	5	-	4	2	-	-	-	3	-	-	-
FLA302	Foreign Language VI (FRE302/GRE302/GER302/RUS302)	-	-	-	-	-	-	-	-	-	-	3	3	4	-
ETI312	Elective	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4th Year - 1st Semester															
ETI401	Translation of Subtitle & Films	-	-	5	2	4	2	-	-	-	2	2	-	-	-
ETI403	EU Culture & Treaty Texts	-	-	-	-	-	-	4	-	2	-	-	-	-	-
ETI405	Translation Project I	4	-	-	-	-	5	-	4	-	-	5	-	-	-
ETI407	Translation Practicum I	-	5	-	5	-	-	-	-	-	-	-	-	-	-
ETI409*	Elective	-	-	-	3	-	-	-	-	-	-	2	4	5	-
ETI411	Elective	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4th Year - 2nd Semester															
ETI412	Research in Translation Studies	-	3	5	5	2	-	-	-	5	-	4	-	-	-
ETI402	Conference Interpretation	-	-	-	5	1	-	-	2	5	-	4	-	-	-

ETI406	Translation Project II	4	-	-	-	-	5	-	4	-	-	5	-	-
ETI408	Translation Practicum II	-	5	-	5	-	-	-	-	-	-	-	-	-
ETI410**	Elective	-	-	-	3	-	-	-	-	-	-	2	5	5
ETI404	Elective	-	-	-	-	-	-	-	-	-	-	-	-	-
Field-Related Elective Courses														
	World Englishes and Culture	2	3	-	4	-	-	-	-	-	-	-	-	-
	English in Mass Media	4	3	-	3	-	2	-	-	-	-	-	-	-
	Phonology and Phonetics	2	2	3	2	2	4	-	1	-	-	-	-	2
	Gender Studies in Literature	4	4	4	5	4	3	-	-	-	-	-	-	-
ETI213	Gender and Translation	3	3	3	3	3	-	-	-	-	-	-	-	-
	21 st Century British Literature	-	-	-	-	5	4	1	-	2	2	2	-	-
	Applied Linguistics	3	3	3	4	3	-	-	-	-	-	-	-	-
	Entrepreneurship	4	4	4	4	4	-	2	-	-	-	-	-	-
ETI315	Contemporary Turkish Literature	3	4	4	4	4	2	-	-	-	-	2	-	-
	Shakespeare: Histories and Comedies	1	1	1	1	-	-	3	3	4	4	4	-	4

Area of Competence		Sub-Competencies					
Competencies in the Field of Translation and Interpretation	A. Textual Competence	A1. Recognising and establishing the structure of the source and target texts	A2. Recognising the texture of the source text and organising that of the target text (selection of lexical items, syntactic organisation, cohesion)	A3. Gaining a thorough understanding of the text forms of particular genres	A4. Developing reformulation strategies such as: paraphrasing, summarising and avoiding calques	A5. Producing appropriate texts in the TL	A6. Appreciating the overall conceptual and rhetorical structure of oral or written discourse
	B. Subject Competence	B1. Acquiring a basic knowledge of the disciplines that the genres belong to	B2. Gaining insight to acquire the characteristics of TT	B3. Composing a written text in accordance with the conventions of the genre and rhetorical standards	B4. Demonstrating the theoretical approaches in translation studies	B5. Criticising a translated work based on parameters	
	C. Cultural Competence	C1. Recognising social conventions and cultural identity in source language/texts and target language/texts	C2. Demonstrating enough cultural competence of both source language and target language to see the equivalence	C3. Being able to implement various strategies to overcome cultural untranslatability	C4. Understanding and identifying cultural non-equivalence and equivalence	C5 gaining knowledge of different cultural practices and world views and developing positive attitudes towards cultural differences	C6 developing skills for communication and interaction across cultures
	D. Transfer Competence	D1. Demonstrating enough linguistic and non-linguistic knowledge, especially that which is relevant to the text content being translated	D2. Acquiring strategies to overcome transfer pitfalls which arise from idiomatic expressions, proverbial sayings and culture specific language formations	D3. Generating a series of target texts (TT1, TT2 ...TTn) for a relevant source text (ST) and selecting only one viable text from this series	D4. Proof reading and editing their own work, the work of their peers and works that have been translated and published	D5. Producing TTs/ TL that satisfy the Scopus/requirements of the translation task	D6. Grasping the structure and style of an articulated piece and transferring it simultaneously and consecutively
	E. Language Competence	E1. Using English language effectively and correctly in all language skills	E2. Gaining and demonstrating awareness of the differences in the grammatical structures of Turkish and English	E3. Developing sensitivity to changes in language and developments in languages	E4. Using Turkish and English correctly within the classroom.	E5. Using complex L2 structures at C1 level	E6. Using a foreign language at B1 level
F. Competence in Learning	F1. Allocating efficient effort to orientation, drafting and revision phases — balanced cognitive rhythms and meta-reflection leading to successful problem-solving and decision-making	F2. Being aware of deadlines and adhering to them	F3. Being aware of the scope, research tools and resources for translation research	F4. Having positive attitude towards life-long learning	F5. Being competent in using information technologies and machine and computer assisted translation	F6. Reflecting and thinking critically about his/her professional development and projecting these onto his practice	
G. General Knowledge	G1. Being aware of and respectful to copyright laws	G2. Being sensitive to and following the innovations and developments in his/her society and in the world	G3. Being open to learning about other cultures	G4. Acting professionally and ethically	G5. Implementing ideas that are supported by academic knowledge in real life contexts	G6. Reflecting universal values such as democracy, protecting the environment and human rights in his/her profession	
H. Technological Competence	H1. Awareness of various digital technologies	H2. Critical awareness and literacies with regard to digital communication tools	H3. Awareness in digital ethics	H4. Using information technologies competently	H5. Implementing various technological skills in the translation processes		
I. Professional Development	I1. Identifying professional competencies and needs in Translation	I2. Developing personal and professional competencies in Translation	I3. Making use of scientific methods and techniques in developing professionally	I4. Projecting his/her research in relation to professional development onto his/her practice	I5. Reflecting and thinking critically about his/her professional development and projecting these onto his/her practice		

➤ **OCCUPATIONAL PROFILES OF GRADUATES**

Graduates of Translation and Interpretation program may work in various ministries, at international organisations such as the European Commission, and United Nations, international companies, state offices, media and tourism sectors, banks, universities, import-export sectors. This degree also gives access to both freelancing and in-house opportunities.

➤ **ACCESS TO FURTHER STUDIES**

The students graduating from this program may apply to graduate programs.

➤ **PROGRAM STRUCTURE**

The undergraduate program in Computer Engineering consists of 59 courses with 240 ECTS credits in total.

There are at least 6 courses in each semester, excluding common compulsory courses and elective courses.

In each program, there are common compulsory courses identified by the Higher Education Council of Turkey (YÖK) and other common courses determined by the University Senate.

37% of the elective courses are taken from other faculties.

There are at least 10 elective courses in each undergraduate program.

COURSES OFFERED THROUGHOUT THE UNIVERSITY		
Common University Courses	Campus Orientation	The students are registered to this course at the beginning of the first semester of the freshman year to familiarize them with the campus life at NEU.
	Career Planning	The students are registered to this course at the beginning of their second semester of the freshman year to help them prepare for work life after graduation.
	Cyprus History and Culture	This course is taken by students in their freshmen year and it aims to help them to familiarize them with the local history and culture.
Common Compulsory Courses (YÖK Courses)	Turkish Language I-II (Turkish for Foreigners I & II to replace this course for international students) Principles of Atatürk and History of Revolution I-II	These are the compulsory courses which are required to be offered in all of the associate and undergraduate programs in Turkey according to the Higher Education Legislation.
	Information Technologies	This course is anticipated in all the associate and undergraduate programs in Turkey in order to make the students gain the qualifications related to basic information technologies.

➤ **Course Structure Diagram with Credits**

To see the course details (such as objectives, learning outcomes, content, assessment and ECTS workload), click the relevant Course Code given in the table below.

1 st Year Fall Semester						
Course Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
DEL111		Introduction to Translation	2	0	2	3
DEL115		Integrated Language Skills I	2	0	2	3
FLA101		Foreign Language I (FRE101/GRE101/GER101/RUS101)	3	0	3	3
COM101		Information Technologies	3	0	3	4
DEL117		Critical Thinking	2	0	2	6
CAM100		Campus Orientation	2	0	0	2
ETI101		Elective	2	0	2	2
CHC100		Cyprus History and Culture	2	0	2	2
Total						30

1 st Year Spring Semester						
Course Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
ETI102		Specific Language Usage	3	0	3	4
DEL110		English Syntax	2	0	2	5
TUR102		Turkish Language Skills II	2	0	2	2
FLA102		Foreign Language II (FRE102/GRE102/GER102/RUS102)	3	0	3	3
DEL116		Integrated Language Skills II	4	0	4	7
DEL118		Digital Literacies and Ethics	2	2	3	4
CAR100		Career Planning	2	0	2	3
ETI104		Elective	2	0	2	3
Total						30

2 nd Year Fall Semester						
Course Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS

AIT101		Atatürk's Prin. and History of Turkish Rev. I	2	0	2	2
ETI205		Note Taking and Consecutive Translation I	2	2	3	5
ETI207		Community Interpretation	2	2	3	5
ETI209		Comparative Turkish-English Grammar	3	0	2	4
FLA201		Foreign Language III (FRE201/GRE201/GER201/RUS201)	3	0	3	3
DEL205		Linguistics	2	0	2	3
DEL207		Culture and Society I	3	0	3	5
ETI211		Elective	2	0	2	3
Total						30

2nd Year Spring Semester

Course Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
AIT102		Atatürk's Prin. and Hist. of Turkish Rev. II	2	0	2	2
ETI206		Note Taking and Consecutive Translation II	2	2	3	4
ETI208		Sight Interpretation	2	2	3	4
DEL202		Translation Theory and Criticism	2	2	3	4
DEL208		Culture and Society II	3	0	3	5
FLA202		Foreign Language II (FRE202/GRE202/GER202/RUS202)	3	0	3	3
ETI210		Elective	2	2	2	4
DEL203		Discourse Analysis	3	0	3	4
Total						30

3rd Year Fall Semester

Course Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
ETI301		Simultaneous Interpretation I	2	2	3	6
ETI303		Translation of Law Texts	2	2	3	4

ETI307		Machine Supported Translation and AI	2	2	3	4
ETI305		Publishing and Editing	2	2	3	4
ETI309		Literary Translation	2	2	3	4
FLA301		Foreign Language V (FRE301/GRE301/GER301/RUS301)	3	0	3	3
ETI311		Elective	3	0	2	5
Total						30

3rd Year Spring Semester

Course Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
ETI302		Simultaneous Interpretation II	2	2	3	6
ETI304		Translation of Medical Texts	2	2	3	4
ETI306		Translation of Scientific & Technical Texts	2	2	3	4
ETI308		Translation of Economy & Trade Articles	2	2	3	4
ETI310		Translation of Press & Media	2	2	3	4
FLA302		Foreign Language VI (FRE302/GRE302/GER302/RUS302)	3	0	3	3
ETI312		Elective	2	0	2	5
Total						30

4th Year Fall Semester

Course Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
ETI401		Translation of Subtitle & Films	2	2	3	6
ETI403		EU Culture & Treaty Texts	2	2	3	6
ETI405		Translation Project I	1	8	5	6
ETI407		Translation Practicum I	1	6	4	6
ETI409*		Elective	3	0	3	3
ETI411		Elective	3	0	2	3
Total						30

4 th Year Spring Semester						
Course Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
ETI412		Research in Translation Studies	1	2	2	6
ETI402		Conference Interpretation	2	2	3	5
ETI406		Translation Project II	1	8	5	6
ETI408		Translation Practicum II	1	6	4	6
ETI410**		Elective	3	0	3	3
ETI404		Elective	3	0	2	4
Total						30

Elective Courses						
Code	Pre.	Course Name	Theory	Application/ Laboratory	Local Credits	ECTS
GEC151		World Englishes and Culture	2	0	2	4
GEC205		English in Mass Media	2	0	2	4
FLT120		Phonology and Phonetics	2	0	2	4
GEC297		Gender Studies in Literature	2	0	2	4
ETI213		Gender and Translation	2	0	2	4
ENL402		21 st Century British Literature	2	0	2	4
DEL210		Applied Linguistics	2	0	2	4
FLT432		Entrepreneurship	2	0	2	4
ETI315		Contemporary Turkish Literature	2	0	2	4
ENL307		Shakespeare: Histories and Comedies	2	0	2	4

Additional Notes

A total of 240 ECTS credits of courses are required to graduate. The Computer Engineering students must complete technical and non-technical elective courses to provide a total of 240 ECTS credits. Otherwise they will not be deemed to fulfil the conditions to graduate from the program.

Important Information about the Elective Courses

The students of Translation and Interpretation department must take 5 field related elective courses to graduate.

These courses must be selected from the Technical Elective Courses list. Courses that are not in this list cannot be accepted as technical electives.

ECTS credits of elective courses should be equal or greater than the credits specified in the curriculum.

Important Information about the Non-technical Electives

The students of Computer Engineering department must take 3 non-technical elective courses to graduate. These can be selected from the General Elective Courses (courses with GEC codes) or Generated Common Elective (courses with GCE codes), which are offered by the Common Courses Coordination Unit (odk.neu.edu.tr). The list of these courses are updated every semester.

ECTS credits of GEC/GCE courses should be equal or greater than the credits specified in the curriculum.

* Students of the Translation and Interpretation Department must ensure that while selecting a new technical, GEC or GCE elective course, it should not be the same, similar or less comprehensive as any course you have previously taken in their curriculum or any compulsory course in their curriculum that you have not taken yet. In this case, the courses they have taken will not be counted as any elective courses and will not fulfill any qualifications in the curriculum.

If you need support for these courses due to your disability, please refer to Disability Support Unit. Contact; engelsiz@neu.edu.tr

Exam Regulations & Assessment & Grading

Exam Regulations and, Assessment, and Grading

For each course taken at NEU, the student is given one of the letter grades below by the instructor as the semester course grade. Each grade has also its ECTS grade equivalent

The table below provides the detailed information about the local letter grades, coefficients and ECTS grade equivalents.

SCORE	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 and below	FF	0.0	F

*for these ones, the higher grade is applied

In order to be successful in a course, short cycle (associate degree) and first cycle (bachelor's degree) students have to get a grade of at least DD, second cycle (master's degree) students have to get a grade of at least CC, and third cycle (Ph.D.) students have to get a grade of at least CB to pass a course. For courses which are not included in the cumulative GPA, students need to get a grade of S.

Apart from that, each local grade has its equivalent ECTS grade which makes it easier to transfer the grades of mobility periods of students. The chart above shows the ECTS grading system at NEU.

Also, among the Letter Grades;

I	Incomplete
S	Satisfactory Completion
U	Unsatisfactory
P	Successful Progress
NP	Not Successful Progress
EX	Exempt
NI	Not included
W	Withdrawal
NA	Non-Attendance

Grade of I (Incomplete), is given to students who are not able to meet all the course requirements at the end of the semester or summer school due to a valid justification accepted by the instructor. Students who receive a letter grade "I" must complete their missing course requirements and receive a letter grade within one week following the date the end of semester grades or summer school grades submitted. However, in the event of special cases, this period can be extended until two weeks before the beginning of registration for the next semester, upon the recommendation of the respective Graduate School department head and the decision of that academic unit's administrative board. Otherwise, grade of "I" will automatically become grade of FF, or grade of U.

Grade of S (Satisfactory) is given to students who are successful in non-credited courses.

Grade of U (Unsatisfactory) is given to students who are unsuccessful in non-credited courses.

Grade of P (Successful Progress) is given to students, who continue to the courses that are not included in the GPA that has a period exceeding one semester, and regularly performs the academic studies for the respective semester.

Grade of NP (Not Successful Progress) is given to students, who do not regularly perform the academic studies for the respective semester for courses that are not included in the GPA and have a period exceeding one semester.

Grade of EX (Exempt), is given to students who are exempt from some of the courses in the curriculum.

Grade of NI (Not included) is issued to identify the courses taken by the student in the program or programs which are not included in the GPA of the student. This grade is reported in the students'

transcripts with the respective letter grade. Such courses are not counted as the courses in the program that the student is registered to.

Grade of W (Withdrawal) is used for the courses that the student withdraws from in the first ten weeks of the semester following the add/drop period, upon the recommendation of his/ her advisor and the permission of the instructor that teaches the course. A student is not allowed to withdraw from courses during the first two semesters of his/ her associate/undergraduate degree program and from those courses he/she has to repeat and received grade “W” before, which are not included in the grade average. A student is allowed to withdraw from two courses at the most during his/ her associate degree study, and four courses during his/her undergraduate study upon the recommendation of the advisor and the permission of the instructor that teaches the course. A student has to take the course that he/she withdrew from, the first semester in which it is offered.

Grade “NA” (Non-Attendance) is issued by the instructor for students who fail to fulfil the attendance and/or requirements of the course and/or who lose their right to take the end of semester exam because they failed to take any of the exams administered throughout the semester. Grade “NA” is not considered in the average calculations.

Both the ECTS grades and the local grades of the students are displayed on the official transcript of the students.

➤ **GRADUATION REQUIREMENTS**

In order to graduate from this undergraduate program, the students are required; to succeed in all of the courses listed in the curriculum of the program by getting the grade of at least DD/S with a minimum of 240 ECTS to have a Cumulative Grade Point Average (CGPA) of 2.00 out of 4.00 to complete their compulsory internship in a specified duration and quality.

➤ **MODE OF STUDY**

This is a full time program.

➤ **PROGRAM DIRECTOR (OR EQUIVALENT)**

Prof. Dr. Mustafa Kurt, Head of Department, Faculty of Arts and Sciences, Near East University

Pembe Coşkuner, Program Coordinator, Faculty of Arts and Sciences, Near East University

➤ **EVALUATION QUESTIONNAIRES**

Evaluation Survey

Graduation Survey

Satisfaction Survey