NEAR EAST UNIVERSITY

ENGLISH PREPRATORY SCHOOL

Student Mentor Program – Guidelines

General Information

The Student Mentor Program is a position open to undergraduate English Preparatory School students and includes the following roles and responsibilities:

a) Assisting new students in adapting to the education system, including guidance on the school systems like Pearson and Uzebim, access to materials, and navigating the campus;

b) Recording and tracking student complaints and feedback, and sharing them regularly in departmental meetings;

c) Acting as a bridge between student experiences and departmental expectations;

d) Supporting teachers in reaching students and monitoring their progress;

e) Supporting the department in organizing academic and social events.

Student mentors are selected through an application process according to the methods and criteria described below, and they are appointed for one academic semester. The names of selected mentors will be published on the department/faculty website. Students who have served as mentors for one semester may reapply to continue the role during their active student period. If reselected, they may serve for an additional semester. At the end of the academic year, mentors will receive a certificate recognizing their contribution.

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

Eligibility

Applicants for the Student Mentor Program must meet the following criteria:

• Must have completed the previous module as an active student (shouldn’t have too much absenteeism).

• Must demonstrate overall academic success in the previous module (should have high grades).

• Must not have received any disciplinary or academic warnings within the department or faculty.

• Should have knowledge of the following:

i. The university’s campus, history and vision

ii. The English Preparatory School’s background and recent changes

iii. Regulations relevant to prep school students (e.g., academic regulations, summer school rules etc.)

Application and Selection Process

Each academic year, the administration announces the application deadline for the Student Mentor Program. Students submit their application forms to the head/program coordinator via their university email (name.surname@std.neu.edu.tr) by the specified deadline.

Applicants must complete the form, clearly state their reasons for applying, and attach a current CV.

All applications are reviewed by the departmental board. If there are more than ten applicants, the department head will review all applications and select the top ten to be evaluated by the board. Candidates are then interviewed by the departmental board, and the final decision is made. Each level may select only one student mentor per academic semester; however, the number may be increased for levels with a high number of students, based on a decision by the English Preparatory School's Administrative Board. Selected candidates are notified and guided by the level coordinator and class teacher to begin their duties.

End of Appointment

The student mentor role is a one-year appointment and ends automatically at the conclusion of the academic semester. If a mentor is found to misuse their position or engage in unethical behaviour, the board may terminate the appointment immediately.