

# Graduate Studies Guide



Eastern  
Mediterranean  
University

*"For Your International Career"*

*Institute of Graduate Studies and Research*





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Mediterranean  
University**

*"For Your International Career"*

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*Institute of Graduate Studies and Research*

<http://grad.emu.edu.tr>

# A Message from the Director

Dear Student,

We are happy to welcome you to the Eastern Mediterranean University.

Graduate studies at Eastern Mediterranean University (EMU) are accomplished in a truly international environment with over 1500 graduate students from the Middle East, Africa, Asia and Europe. Institute of Graduate Studies and Research offers a diverse range of well-structured programs aiming at academic excellence. Master's programs with thesis are designed for further progress in academic career, whereas non-thesis programs are primarily designed for professional development. However, they can also be used for academic career development in many countries. Online programs are mainly intended for executives and lifelong learning.

We are a dynamic and rapidly growing organization following universal trends in graduate education. The programs offered are recognized by Y.O.K (Higher Education Council of Turkey). EMU is a member of many international academic associations such as European University Association, In-

ternational Association of Universities, and the Federation of the Universities of the Islamic World in addition to several others.

More than 2,000 master's and Ph.D. holders from EMU have found career opportunities in academia, public or private sector, all over the world.

Graduate programs at EMU are designed as student oriented programs. We provide the student with continuous and close student-supervisor contact, opportunities to develop graduate research and communication skills. Here at EMU you will be embraced in genuine academic environment and be able to perform original research, publish and present at a high international standard. You will find an opportunity to pursue a competitive yet high level graduate education at globally accepted standards on a safe, warm and friendly island in the Mediterranean.

I hope you will use the period you will spent with us to exploit the best of your potential, be innovative and productive.



**Elvan YILMAZ**

Director,  
*Institute of Graduate Studies and Research*

# Preface

This guide aims at providing the graduate student with useful information about registration procedures, academic policies, rules and regulations, and program fees that are currently in action at Eastern Mediterranean University. You are also informed about the student services and resources of the University.

The academic and administrative team at the Institute of Graduate Studies and Research, the program directors who are in general the Department Heads, the Graduate Committee Heads and the supervisors will help you to solve the problems that you may face.

We welcome you at Eastern Mediterranean University, and wish you all the best and success. Please visit our internet page <http://grad.emu.edu.tr> regularly to keep yourself updated..

Institute of Graduate Studies and Research

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<span style="color: blue;">■</span> Administrative   Yönetmel	 ATM   Bankamatik
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<span style="color: yellow;">■</span> Food Facilities   Yiyecek Mekanları	

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| <p>1 Registrar's Office - Bank</p> <p>2 School of Computing and Technology</p> <p>3 Restaurant</p> <p>4 Administrative / Internal Services</p> <p>5 Student Activity Center</p> <p>6 Library</p> <p>7 Faculty of Education - Post Office</p> <p>8 EMU Student Dormitory I</p> <p>9 Sabancı Student Dormitory</p> <p>10 Distance Education Institute / EMU Coop Ltd.</p> <p>11 12 Faculty of Business and Economics</p> <p>13 School of Applied Disciplines / EMU Alumni Office</p> <p>14 Lala Mustafa Paşa Sports Complex</p> <p>15 School of Foreign Languages &amp; English Preparatory School</p> <p>16 Faculty of Communication and Media Studies / Faculty of Pharmacy</p> <p>17 Eastern Mediterranean Doğa Primary School</p> <p>18 Faculty of Medicine</p> <p>19 Eastern Mediterranean Doğa College</p> <p>20 Open Air Sports Facilities</p> <p>21 Stadium</p> <p>22 Department of Industrial Engineering</p> <p>23 Department of Electrical &amp; Electronic Engineering</p> | <p>23 Department of Visual Arts &amp; Visual Communication Design / Technopark</p> <p>24 Faculty of Health Sciences</p> <p>25 International Center</p> <p>26 Faculty of Law</p> <p>27 Faculty of Arts and Sciences</p> <p>28 Computer Center</p> <p>29 Institute of Graduate Studies &amp; Research</p> <p>30 Faculty of Tourism</p> <p>31 Department of Mechanical Engineering</p> <p>32 Central Lecture Halls - CLA</p> <p>33 Rector's Office</p> <p>34 Restaurant</p> <p>35 Faculty of Architecture</p> <p>36 Department of Civil Engineering</p> <p>37 Department of Computer Engineering</p> <p>38 Health Center</p> <p>39 Restaurant</p> <p>40 Technical Works Office</p> <p>41 Özok Dormitory</p> <p>42 Longson Dormitory</p> <p>43 Marmara Dormitory</p> <p>44 EMU IV Dormitory</p> <p>45 EMU III Dormitory</p> <p>46 Halide Edip &amp; Namık Kemal Dormitory</p> <p>47 Akdeniz Dormitory</p> <p>48 Uğursal Dormitory</p> <p>49 EMU II Dormitory - EMU Dormitories Office</p> <p>50 51 Alfam Dormitory</p> |
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# About Graduate Studies at EMU

A wide range of graduate programs leading to master's and Doctor of Philosophy degrees are offered coordinated and administered by the Institute of Graduate Studies and Research at EMU. These programs are hosted in the Architecture, Arts and Sciences, Business and Economics, Communications, Education, Engineering, Law, Tourism Faculties and in the School of Computing and Technology, and managed by the departments in these faculties and school. The Institute is responsible for overseeing, processing and coordinating matters concerning graduate admissions, assistantships, thesis proposals and defences, supervisions, and examinations, subject to the by-laws of the University and the regulations lay down by the University Senate. The Institute serves to maintain quality in graduate education by adapting universally accepted academic principles and criteria.

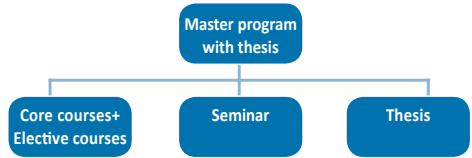
The aim of graduate studies at EMU is to equip the students with a high level academic background as well as necessary skills to be competent in the academic world, industry or the service sector. Graduate studies at EMU are founded on academic freedom and ethical conduct. Our mission is to raise graduates who can follow new developments and trends in their area of specialization, true academicians with developed research, and communication skills capable of contributing to the academic world. The faculty members have a wide range of Faculty Research Interests that allow practice of interdisciplinary research besides classical research areas.

## **Program Structure and Minimum Requirements**

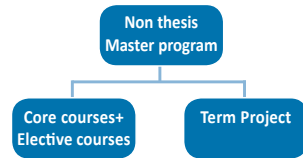
Master's and Ph.D. programs at EMU are well-structured programs that meet the requirements of Y.O.K (Higher Education Council of Turkey) and are up-to-date with the new trends in Europe led by European University Association. A well designed academic supervision system is available that guides the student in every stage of the program. The student finds an opportunity to establish close contact with his/her thesis supervisor, and is directed towards novel ideas and original research topics. Students are encouraged to follow courses that will help develop their graduate research skills and written and oral communication skills.

Master's programs with thesis and non-thesis options are available leading to Master of Science (M.S.), Master of Arts (M.A.), and to several professional degrees, and doctoral programs leading to Doctor of Philosophy (Ph.D.) are available.

Minimum course requirement in master's programs with thesis option is the completion of 21 credits comprising seven 3-credit courses. Some programs may require more than 7 courses. Furthermore, the student is required to successfully complete a non-credit seminar course aimed at training the student to prepare written and oral scientific presentations. The student should also carry out research under the supervision of a faculty member, prepare and orally defend a master's thesis.

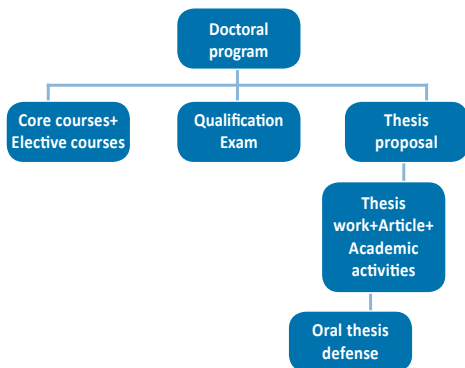


Non-thesis master's programs are designed to furnish the student with necessary academic background for further professional development. A minimum of 10 courses (14 courses in M.B.A. in Business Administration) and a term project should be completed.



Doctoral programs involve a minimum of seven 3-credit courses, a Ph.D. qualification exam, preparation and defence of a Ph.D. thesis proposal which should bring in novelty in the area, research work on the proposal and finally preparation of a dissertation/thesis and oral defence of the work. Some programs may require more than 7 courses. Each student should be registered to the thesis work in each consecutive semester starting with the third semester the latest. It is compulsory to enter the Ph.D. qualification exam when 7 doctoral courses are successfully completed within 4 semesters. In all doctoral programs, publication of a scientific article in a journal indexed by Science Citation Index (SCI), Social Science Citation Index (SSCI), Arts and Humanities Citation Index (AHCI) or any other internationally acknowledged index approved by the related councils of the University is a prerequisite for the approval of a doctoral dissertation defence request.





## Duration of the Programs

Full time students enrolled in a master's degree program study minimum two, maximum four semesters. Part time master's students study minimum three, maximum six semesters. Duration of studies in a Ph.D. program is a minimum of four and a maximum of ten semesters for full time students. Part-time doctoral candidates need to study minimum six, maximum fourteen semesters.

## English Language Requirement

The medium of instruction in all programs except for Law and Turkish Language and Literature is English and all written work is assessed at standard international levels

of academic English. Hence, all applicants for whom English is a second language is required to present a recent TOEFL or IELTS score or to pass a proficiency examination organized by EMU. English Language Tests and their minimum scores accepted by EMU (valid for both masters and doctoral programs) are listed below.

English Language Test		Minimum Score
TOEFL	Paper-based	550
TOEFL	Computer-based	213
TOEFL	Internet-based	80
IELTS		6.5
ÜDS*		75 (master's), 85 (Ph.D.)
KPDS*		75 (master's), 85 (Ph.D.)
EMU Proficiency Test		75

\*Turkish citizens only

The tests should be taken within last two years except for ÜDS which is valid for lifetime and KPDS valid for 5 years.

Those who do not have a recognized English language qualification (IELTS, TOEFL etc.), and who have not scored 75 or above on the EMU English Language Proficiency Test (which tests Reading, Listening, Writing, Speaking skills) are placed in supplementary non-credit English language courses according to their levels. The list of supplementary courses is as given in the table below:

Course Code	Course Title	Description and Registration Criteria	Fee for 2012-2013
ENGL 511	Intensive English for Postgraduate Students	Compulsory 20 hour course EMU-EP: 0-30, IELTS < 5.0, KPDS/ÜDS < 50, TOEFL IBT <50, TOEFL CBT < 130, TOEFL PBT < 450. The student may not register to any program course.	Two graduate course fee of master's programs with thesis.
ENGL 513	Academic English for Postgraduate Students	Compulsory 6 hour course EMU-EP: 31-59, IELTS 5.0/5.5, KPDS/ÜDS 50-64, TOEFL IBT 50-69, TOEFL CBT 130-169, TOEFL PBT 450-479. At most 2 program courses in programs with thesis. At most 3 program courses in non-thesis programs.	½ of one graduate course fee of master's programs with thesis.
ENGL 515	Advanced Academic English for Postgraduate Students	Compulsory 4 hour course EMU-EP: 60-74, IELTS 6.0, KPDS/ÜDS 65-74, TOEFL IBT 70-79, TOEFL CBT 170-212, TOEFL PBT 480-549. The number of program courses to be registered will be decided by the related department.	½ of one graduate course fee of master's programs with thesis.

# Tuition Fees and Financial Support

Tuition fees for international students which will be valid in the 2012-2013 academic year are as follows. Master's programs with thesis tuition fee covering 7 courses; seminar and thesis registration is 9,200 USD. Hence each course is 1,023 USD and the thesis registration is 2,046 USD. This fee is valid for normal program duration of four semesters. As of fifth semester, announced fee per course or thesis registration for that term is paid. An extra course registration fee of 1,023 USD per course is added to the program fee in those programs exceeding 7 courses. In doctoral programs, tuition fees are based on the number of courses registered per semester. Each course or thesis registration costs 1,023 USD in doctoral programs. Additionally Ph.D. qualification exam is charged as 205 USD. English Support and

deficiency program courses if any are subject to additional payment. The fee for Intensive English for Postgraduate Students which is a 20 hour per week course for the lowest level students is 2,046 USD. A higher level course, Academic English for Postgraduate Students is a 6 hour per week course and is worth of 512 USD. The highest level course, Advanced Academic English for Postgraduate Students is 4 hour per week and costs 512 USD on a semester basis. Each deficiency course is charged as 716 USD. In addition to the fees mentioned above a fund including social activities and health insurance is charged as 110 USD per semester.

Every semester each faculty allocates a number of research assistant positions for graduate students according to the faculty budget and the load of work rather than granting scholarships. Students whose undergraduate CGPA is above 3.00 out of 4.00 can apply for a research assistantship. A full-time research assistant is granted exemption from tuition fee and has a salary. Part-time research assistants are exempted from only one module's tuition fee and have a salary. For more information please contact <http://grad.emu.edu.tr> or the related faculty/department. A merit-based scholarship program is also available for master's students (<http://web2009.emu.edu.tr/registrarsoffice/scholarship.aspx>)

For further information please refer to the '**Eastern Mediterranean University Principles for Graduate Program Fee Application**' published on our web site.



# 2012 - 2013 Academic Year International Students Master's and Doctoral Programs Tuition Fees

MASTER'S PROGRAM FEE PAYMENTS (VAT INCLUDED)			
PROGRAMS WITH THESIS		NON-THESIS PROGRAMS	
7 COURSES, SEMINAR, THESIS + FUNDS	\$9,200 + FUNDS	10 COURSES, PROJECT + FUNDS	\$9,200 + FUNDS
REGISTRATION FEE PER COURSE – FIRST FOUR SEMESTERS	\$1,023	REGISTRATION FEE PER COURSE – FIRST FOUR SEMESTERS	\$920
THESIS REGISTRATION FEE – PAID ONLY ONCE WITHIN FOUR SEMESTERS	\$2,046		
REGISTRATION FEE PER COURSE – AS OF FIFTH SEMESTER	TO BE ANNOUNCED FOR THE GIVEN SEMESTER	REGISTRATION FEE PER COURSE – AS OF FIFTH SEMESTER	TO BE ANNOUNCED FOR THE GIVEN SEMESTER
THESIS REGISTRATION FEE – AS OF FIFTH SEMESTERS	TO BE ANNOUNCED FOR THE GIVEN SEMESTER		
COURSE FEE PER ADDITIONAL COURSE	\$1,023	COURSE FEE PER ADDITIONAL COURSE	\$920

FEES FOR DOCTORAL PROGRAMS (VAT INCLUDED)	
REGISTRATION FEE PER COURSE	\$1,023
QUALIFICATION EXAM	\$205
THESIS REGISTRATION	\$1,023

OTHER FEES THAT ARE NOT INCLUDED IN MASTER'S AND DOCTORAL PROGRAMS FEE (VAT INCLUDED)	
DEFICIENCY PROGRAM COURSES	\$716
ENGL 513, ENGL 515, ENGL 521, ENGL 523, ENGL 525 (0 CREDIT)	\$512
ENGL511 (20 HOURS/WEEK)	\$2,046
VISITING, SPECIAL OR PART-TIME STUDENTS REGISTRATION FEE PER COURSE	\$1150

- TAX AND FUNDS IS 110 USD PER SEMESTER.
- THE FEE FOR PROGRAMS WITH THESIS COVERS 7 COURSES, A SEMINAR AND THE THESIS; NON-THESIS PROGRAMS FEE COVERS 10 COURSES AND A PROJECT.
- SEMINAR COURSE AND SEMESTER PROJECTS IN MASTER'S PROGRAMS ARE FREE OF CHARGE. ALL COURSES IN DOCTORAL PROGRAMS INCLUDING SEMINAR COURSES ARE SUBJECT TO PAYMENT.
- IN ORDER TO RECEIVE "CONFIRMATION OF ACCEPTANCE LETTER", MINIMUM 3,000 USD SHOULD BE DEPOSITED BEFORE ARRIVING AT EMU. MONEY TRANSFER RECEIPT SHOULD BE E-MAILED TO **REGISTRAR@EMU.EDU.TR**.
- FOR MORE DETAILS, PLEASE CONTACT REGISTRAR@EMU.EDU.TR OR VISIT **HTTP://REGISTRAR.EMU.EDU.TR/ENGLISH/FEESANDBANKS/FEESANDBANKS.HTM**

Sample Payment Chart for Regular Student for Normal Program*			
Semester	Non thesis Master program	Master program with thesis	PhD program
1	920x5courses=4,600 USD + (Social Activity Fund + Health Insurance)** 3,000 USD paid before arrival	1,023x4courses=4,092 USD + (Social Activity Fund + Health Insurance)** 3,000 USD paid before arrival	1,023x4courses=4,092 USD + (Social Activity Fund + Health Insurance)** 3,000 USD paid before arrival
2	920x5courses=4,600 USD + (Social Activity Fund + Project (no payment)) 1,800 USD paid for access for registration	1000x3courses=3000 USD +100 USD (Social Activity Fund + Health Insurance)** Seminar (no fee) 2000 USD paid for access for registration	1,023x3courses=3,069 USD + (Social Activity Fund + Health Insurance)** 2,000 USD paid for access for registration
3	920xnumber of courses registered (if any) + (Social Activity Fund + Health Insurance)** 1,800 USD paid for access for registration	1,023x3courses=3,069 USD + (Social Activity Fund + Seminar (no fee)) 2,000 USD paid for access for registration	1,023xnumber of courses registered (if any) Thesis registration =1,023 USD + (Social Activity Fund + Health Insurance)**
4	920xnumber of courses registered (if any) + (Social Activity Fund + Health Insurance)** 1,800 USD paid for access for registration	Thesis registration =2,000 USD + 1,023xnumber of courses registered (if any) + (Social Activity Fund + Health Insurance)**	Qualification Exam=205 USD + Thesis registration =1,023 USD + (Social Activity Fund + Health Insurance)**
TOTAL	9,200 USD program fee + all other fees 12,880 USD program fee + all other fees for MBA program	9,200 USD program fee + all other fees 14,315 USD program fee + other fees for MBA program 10,223 USD program fee + all other fees for MA in Marketing and English Language Teaching programs 9,541 USD program fee + all other fees for MS in Industrial Engineering program	9,412 USD program fee + all other fees paid by the end of second year
5	Course registration (if any) and/or project registration (if any) + (Social Activity Fund + Health Insurance)** Fees to be announced	Course registration (if any) and/or thesis registration (if any) + (Social Activity Fund + Health Insurance)** Fees to be announced	Thesis registration = fee to be announced + (Social Activity Fund + Health Insurance)**

Sample Payment Chart for Regular Student for Normal Program* (continued)			
Semester	Non thesis Master program	Master program with thesis	PhD program
6			Thesis registration = fee to be announced + (Social Activity Fund + Health Insurance)**
7			Thesis registration = fee to be announced + (Social Activity Fund + Health Insurance)**
8			Thesis registration = fee to be announced + (Social Activity Fund + Health Insurance)**
9			Thesis registration = fee to be announced + (Social Activity Fund + Health Insurance)**
10			Thesis registration = fee to be announced + (Social Activity Fund + Health Insurance)**

\* This sample chart is based on and accompanies the information given in “2012-2013 Academic Year International Students Master’s and Doctoral Programs Tuition Fees” and assumes that a student in non-thesis master’s programs takes 5 courses in the 1st semester and 5 courses in the 2nd semester and any remaining courses in the 3rd and 4th semesters. In master’s programs with thesis and in doctoral programs it is assumed that 4 courses are taken in the 1st semester and 3 courses in the 2nd semester and any remaining courses in the 3rd and 4th semesters. The number of courses to be taken in a given semester can be changed by the academic advisor of the student resulting in an alternative payment plan.

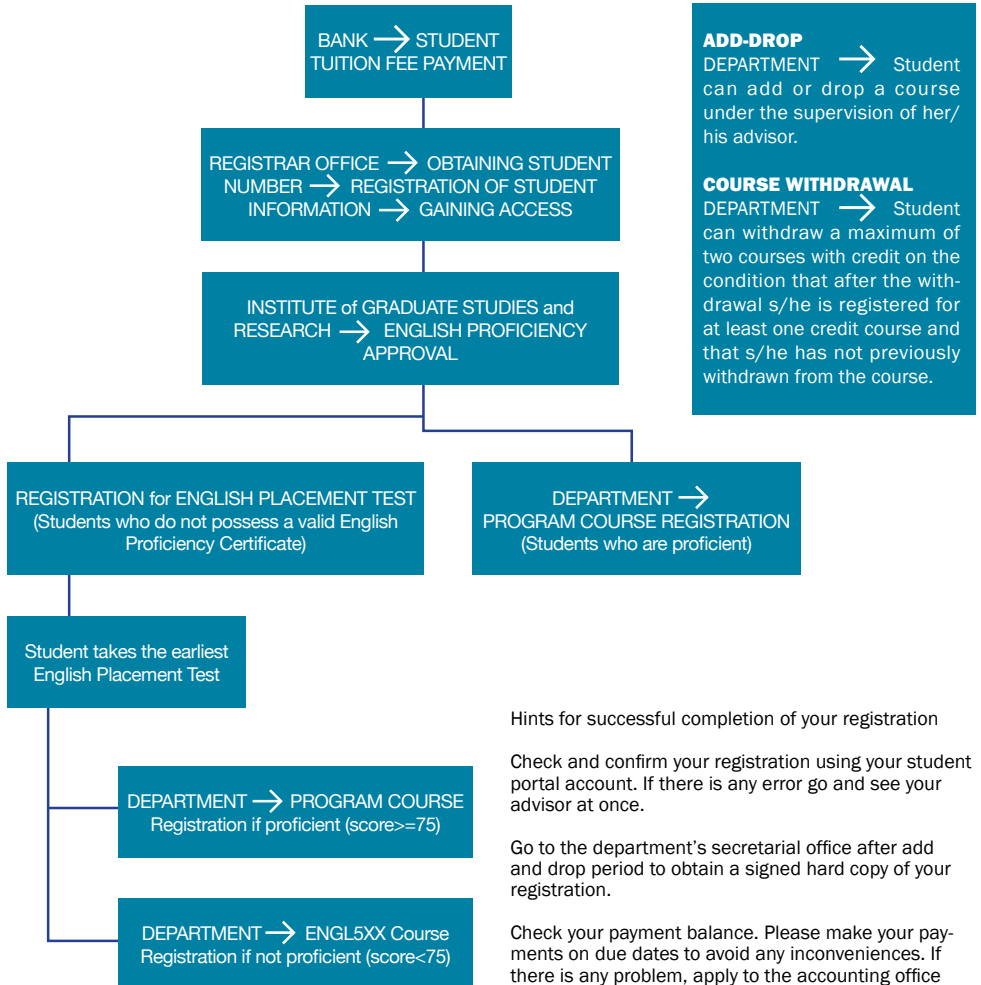
\*\* Social Activity Fund + Health Insurance for the Academic Year 2012-2013 is 110 USD for each semester.

Students who need to follow Postgraduate English Support Program should add the necessary fee **(ENGL 511=2,046 USD; ENGL 513=512 USD; ENGL 515=512 USD)**.

Students who need to follow a DEFICIENCY PROGRAM should add **716 USD/course**.

# How to Register?

## Procedures for New Graduate Student Registration



Hints for successful completion of your registration

Check and confirm your registration using your student portal account. If there is any error go and see your advisor at once.

Go to the department's secretarial office after add and drop period to obtain a signed hard copy of your registration.

Check your payment balance. Please make your payments on due dates to avoid any inconveniences. If there is any problem, apply to the accounting office

## Degree Completion

Please obey the following chart to complete the requirements of the program you are enrolled in within allowed program duration.

For further information please refer to the 'Graduate Studies and Examinations By-Law' published on our web site.

## Eastern Mediterranean University Registration Alerts for Master and PhD. Students

Graduate Studies Programs			
Semester registered in the program	Master without Thesis	Master with Thesis	PhD. Program
<b>Semester 1</b>	<p>Course registration – Regular program or deficiency program. Priority should be given to the deficiency and English Support program courses if available. The deficiency program <b>should be completed in one academic year.</b> Those semesters registered only to deficiency courses are not included in the maximum duration allowed to complete the given graduate program.</p> <p>English Support Program Course Registration (if the student is not proficient) - Student should register to ENGL511, ENGL513 or ENGL515 course depending on her/his English proficiency exam score.</p>	<p>Course registration – Regular program or deficiency program. Priority should be given to the deficiency and English Support program courses if available. The deficiency program <b>should be completed in one academic year.</b> Those semesters registered only to deficiency courses are not included in the maximum duration allowed to complete the given graduate program.</p> <p>English Support Program Course Registration(if the student is not proficient)-Student should register to ENGL511, ENGL513 or ENGL515 course depending on her/his English proficiency exam score.</p>	<p>Course registration – Regular program or deficiency program. Priority should be given to the deficiency and English Support program courses if available. The deficiency program <b>should be completed in one academic year.</b> Those semesters registered only to deficiency courses are not included in the maximum duration allowed to complete the given graduate program.</p> <p>English Support Program Course Registration (if the student is not proficient) – Student should register to ENGL511, ENGL513 or ENGL515 course depending on her/his English proficiency exam score.</p>
<b>Semester 2</b>	<p>Course registration – Regular program or deficiency program.</p> <p>Term project registration.</p> <p>English Support Program Course Registration (if not completed).</p>	<p>Course registration – Regular program or deficiency program.</p> <p><b>Seminar course registration.</b></p> <p>English Support Program Course Registration (if not completed).</p>	<p>Course registration – Regular program or deficiency program.</p> <p>English Support Program Course Registration (if not completed)</p>
<b>Semester 3</b>	<p>Course registration – Deficiency program should have been completed.</p> <p>Term project should be registered if not finished yet.</p>	<p>Course and <b>thesis registration</b> – Deficiency program should have been completed.</p> <p>"Last semester to assign a supervisor and submit the thesis proposal".</p> <p>Student has to register to thesis work.</p> <p>Seminar course must be registered if not yet completed.</p>	<p>Course and thesis registration – Deficiency program should have been completed.</p> <p>"Last semester to assign a supervisor and submit the preliminary thesis proposal".</p> <p>Registration to the Ph.D. qualifying exam if the coursework has already been completed.</p>



### Graduate Studies Programs

Semester registered in the program	Master without Thesis	Master with Thesis	PhD. Program
<b>Semester 4</b>	<p>Course registration – Term project should be registered if not finished yet.</p> <p>Full-time student: All program requirements should normally be completed.</p>	<p>Full-time student: All program requirements should normally be completed.</p>	<p>Course and thesis registration – “This is the last semester to pass all required courses (at least 7 courses)”.</p> <p>Registration to the Ph.D. qualifying exam if the coursework has already been completed.</p>
<b>Semester 5</b>	<p>Full-time students should apply for one semester “Extension” to I.G.S.R., if not graduating.</p>	<p>Full-time students should apply for one semester “Extension” to I.G.S.R., if not graduating.</p>	<p>Qualifying exam and thesis registration – Last semester to register to the qualifying exam.</p>
<b>Semester 6</b>	<p>Full-time students should apply for one semester “Extension” to I.G.S.R., to graduate. This is the last extension allowed.</p> <p>Full time student: the last semester to pass the required courses and submit a project.</p>	<p>Full-time students should apply for one semester “Extension” to I.G.S.R., to graduate. This is the last extension allowed.</p> <p>Full time student: the last semester to pass the required courses (at least 7 courses) and submit a thesis.</p>	<p>Thesis registration – If the student passed the qualifying exam, the thesis monitoring committee should be assigned.</p> <p>The thesis proposal should be submitted to the Department at least one month after assignment of the monitoring committee.</p>
<b>Semester 7</b>	<p>Part-time students should apply for one semester “Extension” to I.G.S.R., if not graduating.</p>	<p>Part-time students should apply for one semester “Extension” to I.G.S.R., if not graduating.</p>	<p>Thesis registration.</p>
<b>Semester 8</b>	<p>Part-time students should apply for one semester “Extension” to I.G.S.R. to graduate. This is the last extension allowed.</p> <p>Part-time student: the last semester to pass the required courses and submit the term project.</p>	<p>Part-time students should apply for one semester “Extension” to I.G.S.R. to graduate. This is the last extension allowed.</p> <p>Part-time student: the last semester to pass the required courses and submit the term project.</p>	<p>Thesis registration.</p>
<b>Semester 9</b>	-	-	<p>Thesis registration-</p>
<b>Semester 10</b>	-	-	<p>Thesis registration.</p> <p>Full-time student: All program requirements should normally be completed.</p>





<b>Graduate Studies Programs</b>			
<b>Semester registered in the program</b>	<b>Master without Thesis</b>	<b>Master with Thesis</b>	<b>PhD. Program</b>
<b>Semester 11</b>	-	-	Full-time students should apply for one semester "Extension" to I.G.S.R., if not graduating.
<b>Semester 12</b>	-	-	Full-time students should apply for one semester "Extension" to I.G.S.R., to graduate. This is the last extension allowed.  Full-time student: the last semester to pass the required courses, submit a thesis and submit the proof of acceptance of an article in an appropriate scientific journal.
<b>Semester 13</b>	-	-	Part-time student: Thesis registration.
<b>Semester 14</b>	-	-	Part-time student: Thesis registration. All program requirements should normally be completed.
<b>Semester 15</b>	-	-	Part-time students should apply for one semester "Extension" to I.G.S.R., if not graduating.
<b>Semester 16</b>	-	-	Part-time students should apply for one semester "Extension" to I.G.S.R. This is the last extension allowed.  Part-time student: the last semester to pass the required courses, submit a thesis and submit the proof of acceptance of an article in an appropriate scientific journal.

# Campus Life



## Accommodation

Dormitories at Eastern Mediterranean University are all designed to meet the needs of the students in the best possible way. Every detail has been considered to create a silent and peaceful studying environment. Students can choose from 14 different types of on – campus dormitories that can accommodate up to 3,350 students. Please go on to the web site <http://dormitories.emu.edu.tr> for more information on dormitories. New students have priority to be placed in dormitories. Students can also rent flats or rooms in private hostels in Gazimağusa (Famagusta).

## Social Activities

Life at EMU is in general pleasant and comfortable. Students have the opportunity to participate in a variety of extracurricular activities and may join a broad range of social and cultural events in the university. There are numerous student clubs and societies at EMU for a wide range of activities including tennis, basketball, volleyball, football, handball, cricket, climbing, chess, ceramics, journalism, art, science and culture, literature, folklore, drama and animation, music, cinema, and photography. Also, every year EMU organizes an International ‘Spring Festival’ which includes all sort of social, cultural and sport activities for ten days. The EMU Radio and TV station are also operated by students, and broadcasts musical and cultural programs.

The campus is also very lively with lots of green and recreation areas where the Mediterranean climate offers warm and sunny weather almost nine months in a year.



### **Canteens & Cafeterias**

Nearly 45 canteen, cafeteria and restaurants are available on campus that is under strict control of the University Administration to sustain reliable pricing policies and hygiene.

### **University Facilities**

The modern library, 25 research centers, 80 student computer laboratories with free access to Internet, 50 student clubs, sport teams in 16 different sport activities, outdoor and indoor sport complexes (<http://spor.emu.edu.tr>), cafeterias, book store, post office, bank and ATMs of some banks, internet café, fully equipped Medical Centre, the Psychological Counseling Guidance and Research Centre and in the dormitories area barber & coiffure, laundry, shops, bike renting service offer students an excellent studying and living environment in addition to social enrichment. The kinder garden, primary school and high school are at the service of academic staff as well as senior graduate students for their children's care and education.

### **Job Opportunities**

Unfortunately, students are not allowed to work in North Cyprus. However, students are welcomed to apply for part time jobs in the University administration. Students can work in the following departments within University campus: Registrar's Office, Dormitories, Library, Computer Centre, Security Office, Public Relations, Promotion Office, Canteens & Cafeterias, etc. On the other hand, it is possible to find job outside the campus.

### **International Center**

The International Centre was established to meet the demands and needs of international students from 68 different countries. One of the aims of the center is to give students a high level of support to ensure that their time here will be as rewarding and problem-free as possible. Please visit their web site for more information at <http://ic.emu.edu.tr>.

# Frequently Asked Questions

## **1. What are the English proficiency requirements? (For more information please see “Post Graduate English Support Program”)**

Students who do not submit 550 TOEFL, 6.5 IELTS or any other equivalent English Proficiency Document shall take the EMU English Proficiency Examination. Those who do not have a recognized English language qualifying (IELTS, TOEFL etc.), and who have not scored 75 or above on the EMU English Language Proficiency Test are required to take an English Proficiency Exam and are placed in supplementary non-credit English language courses according to their levels. These courses are as follows:

Level 1: ENGL 511: Intensive English for Postgraduate Students (20 hours/week)

Level 2: ENGL 513: Academic English for Postgraduate Students (6 hours/week)

Level 3: ENGL 515: Advanced Academic English for Postgraduate Students (4 hours/week)

Those who successfully complete Level 1 or Level 2 proceed to Level 3.

Students at Level 2 and level 3 may register to the graduate programs' courses under the condition that they follow the English Support program at the same time.

## **2. What is the registration procedure? (For more information please see “Procedures for Graduate Student Registration”)**

A thesis supervisor is appointed to the student in the first semester of registration (GS-SV-02 Supervisor Co-supervisor Appointment Form). In case that the student

could not choose a supervisor in his/her first semester then, an academic advisor is appointed (GS-SV-01 Advisor Appointment Form). The form is then submitted to the Institute. The student selects the courses of registration after speaking with his/her academic advisor or thesis supervisor. The registration is then printed out and signed by the student, advisor/supervisor and the department chair. The registries must be signed before the end of add and drop period. Otherwise, it is not possible to fix probable mistakes. Students who are late may register to their courses using the GS-R-02 “Add and Drop Form”.

## **3. May I apply to EMU graduate programs if I do not possess a valid ‘ALES’ certificate? (For Turkish citizens only)**

Yes, this is possible. An applicant who does not possess the ‘ALES’ certificate may register as a special student. No diplomas are issued for special students. However such students receive a document issued by Registrar’s Office specifying courses taken and grades obtained. At most half of the credits necessary to complete the program can be transferred from the program registered as a special student to the current program of study when the student applies as a regular student.

## **4. What is special student status?**

Special students are the ones who are allowed to follow some of the courses under the conditions set by departments. No diploma or title is conferred upon such students. The Registrar’s Office may issue a document showing the courses and grades

achieved from the relevant Program. Special students cannot benefit from the rights granted for those on regular student status. During the admission of special students, no performance grades or entrance exam is required. Like regular students, special students are required to fulfill their responsibilities towards the University and, at the same time, comply with the requirements of the courses they observe.

In case of special students obtaining the right to register for a postgraduate program and transferring to the regular student status no later than four semesters, credits gained from successfully passed postgraduate courses during the special student status can be transferred to their current program of study upon the recommendation of the Postgraduate Study Committee and the approval of the Institute Board, on the condition that the credits do not exceed half of the credits necessary to complete the program.

### **5. How to Add and Drop Courses and Withdraw from a course?**

Applications for Add/Drop (Form GS-R-02) and Withdrawal (online via student portals) can be made during the time period announced by the Senate. Please see the Academic Calendar for appropriate dates.

It is possible to withdraw from maximum two credit courses as long as the student is registered at least to one course after the withdrawal (W) procedure. It is not possible to withdraw a course twice.

### **6. What are the success requirements for the Scientific Deficiency Program? What is the duration?**

Students, who have to follow the scientific deficiency program, have to register to the scientific deficiency courses prior to registering to the graduate courses. The scientific deficiency program must be completed in one academic year. The lowest grade of success for the student is C. Those who fail to be successful from the same course or a substitute course (having the same reference code) twice will be dismissed from the Institute. Deficiency courses are shown separately on the transcript and will not be included in the graduate CGPA. Whenever any credit course from the graduate program is taken together with the deficiency courses, that semester is counted as part of the graduate study period.

### **7. Is it possible to change from part time to full time status or vice versa?**

It is possible to transfer among part-time and full-time categories. However, the remaining time for graduate study is calculated according to the following formula. It is not allowed to shift from full time to part time or vice versa during the last semester of graduate study. Status change application is made using FormGS-S-01 "Status Change Form".

$$\text{RNS in the new status} = \frac{\text{TNS in the applied status}}{\text{TNS in the present status}} * \text{RNS in the present status}$$

RNS: Remaining Number of Semesters

TNS: Total Number of Semesters

## **8. Is it possible to transfer between programs?**

It is possible to make a transfer between thesis and non-thesis options of the same program or transfer from one program to another.

## **9. What are the course exemption conditions for students transferring from another university?**

Transfer students from another university could get exemptions according to the following conditions:

After the student is registered to a graduate program in Eastern Mediterranean University, exemption could be given for graduate courses passed during graduate study in another university's graduate program, or graduate courses taken during an undergraduate program as long as they have not been used for any diploma and by submitting course equivalence. These courses are inscribed to the student's transcript; however they are not used in CGPA calculation.

Courses to be exempted should be taken within the last four semesters and completed with at least grade 'B' prior to the registration to any graduate program. The total credit of the courses transferred to the student's graduate transcript by means of exemption cannot be higher than half of the total credits required to complete the program. For the minimum of three courses transferred to the student's transcript by the means of exemption, one semester is subtracted from the maximum duration allowed, provided that the student spends at least the minimum duration of studies at EMU. There are no exemptions for courses taken in certificate programs. The courses equivalent to those which the student has passed and used for getting another diploma, will not be exempted in the student's new program. The student must register to the courses selected by

the Graduate Studies Committee of their department and complete the minimum credit requirement.

## **10. What are the course exemption conditions for students who left EMU or dismissed from EMU?**

Students who have been dismissed or left EMU due to any reason except disciplinary matters may reapply and reregister to the same program, if there is no decision of the related Faculty or the department against readmitting dismissed students. If re-accepted and re-registered these students may be granted exemptions for all courses they had passed with at least grade C for master's students and grade B for doctoral students within last four semesters from the date of application.

However, these students must re-register the following courses; Seminar and Thesis for master's; Seminar, Thesis and Qualifying Exam for Doctoral students.

For the minimum of three courses transferred to the student's transcript by the means of exemption, one semester is subtracted from the maximum duration allowed, provided that the student spends at least the minimum duration of studies at EMU.

## **11. What are the course exemption rules when transferred among graduate programs of EMU?**

When transferred among thesis and non-thesis options of the same program, the duration of study is not recalculated.

When transferred among thesis and non-thesis options of the master's program with the same name, all courses with a letter grade of 'C' or above are transferred as they are in the new status of the student. However, the grades for all courses that the

student has been unsuccessful in the previous program are transferred to the new program if the same course exists in the new program. The student may be subject to dismissal in case of being unsuccessful from the same course one more time in the new program.

When transferred from a master's program of EMU to another one with a different name all courses with a letter grade of 'C' or above are transferred, if approved by the related Graduate Studies Committee. The minimum acceptable grade is 'B' in the doctoral programs.

### **12. When to register to the Seminar course?**

It is obligatory for graduate students to register and pass the seminar course in the first four semesters of registration. It is advised strongly to register to the seminar course during the second semester of registration.

### **13. How to register to the Project/Thesis and appoint a Thesis Supervisor in a master's program?**

In programs with thesis option, a thesis supervisor is appointed to the student within first three semesters, preferably at the first semester (Form GS-SV-02 "Supervisor Co-supervisor Appointment Form"). The thesis subject should also be proposed (Form GS-T-01 "Master Thesis Proposal Form") simultaneously. The thesis supervisor is appointed among full-time faculty holding at least a Dr. title.

Masters students enrolled to a program with thesis must register to the thesis in the third semester, the latest. When registering to thesis, the Thesis Proposal form (GS-T-01 "Master Thesis Proposal Form") must be filled in and submitted to the Institute.

Project for non-thesis graduate programs is a one-semester study. However, if the project may not be completed due to an excuse, the study may be extended one more semester. Students may also register for the project course in the summer semester if they have finished all course work.

### **14. May I finish my master studies in one year?**

Yes, this is possible. Please note that, the students who wish to complete their master studies in one academic year must register to thesis and have a thesis supervisor appointed and a thesis proposal submitted at the beginning of the first semester. The thesis supervisor appointment form (Form GS-SV-02 "Supervisor Co-Supervisor Appointment Form") and Thesis proposal form (Form GS-T-01 "Master Thesis Proposal Form") must be submitted to the institute in the first semester. Graduation is not possible without registering to Thesis for at least one semester.

### **15. How to register to the Thesis and appoint a Thesis Supervisor in a Ph.D. program?**

The doctoral thesis advisor is appointed at most during the students third semester (Form GS-SV-02 "Supervisor Co-supervisor Appointment Form"). By the end of the same semester, the thesis proposal form/preliminary thesis proposal form (Form GS-T-03 "Thesis Proposal Form" or GS-T-02 "Preliminary Ph.D. Thesis Proposal Form") is also submitted to the Institute. Until the thesis monitoring committee is formed; the thesis work of the student is evaluated by the supervisor. Thesis grade at the end of the semester is given by the supervisor according to this evaluation. The student registers to thesis every semester following the first registration.

The doctoral thesis supervisor is selected from at least Asst. Prof. Dr. status full-time academic personnel. The thesis supervisor is expected to have articles published in journals cited by international indices.

#### **16. How to change the Thesis supervisor/Thesis Subject?**

Thesis supervisor change is made using Form GS-SV-03 “Supervisor/Co-Supervisor Change Form”. Similarly, thesis subject is changed using Form GS-T-04 “Thesis Subject Change Form”. If the thesis supervisor leaves the university; the student and supervisor may choose to cooperate as they are. However, an instructor from EMU is appointed as the student’s academic advisor using Form GS-SV-01 “Advisor Appointment Form”. The academic advisor is responsible of all formal correspondences and signatures in cooperation with the thesis supervisor Form GS-SV-03 “Supervisor/Co-Supervisor Change Form”.

#### **17. What is Ph.D. Qualifying Exam?**

The Ph.D. qualifying exam aims at measuring the student’s knowledge and ability and research capability on fundamental subjects as well as in his/her research area. The exam consists of two parts; namely written and oral. Form GS-JA-02 “Authorization Request to Schedule a Ph.D. Qualifying Exam” is filled out and submitted to the Institute at least 15 days prior to the examination.

The jury decides whether the student is qualified to be “satisfactory” or “unsatisfactory” by absolute majority. The jury may propose the student to register to courses even if the obligatory courses are completed by the student.

#### **18. What are the rules regarding the Thesis Proposal and appointment of a Thesis Monitoring Committee?**

A thesis proposal defense is made in the semester following satisfactory completion of the Ph.D. Qualifying Exam. Form GS-JA-04 “Authorization Request to Schedule a Ph.D. Thesis/Dissertation Defense Form” is submitted to the Institute. The student defends his/her thesis orally in front of the thesis monitoring committee. The thesis monitoring committee decides whether the students defense is satisfactory on unsatisfactory.

#### **19. What is the correct Thesis Format?**

The student submits his/her thesis written according to the thesis format of EMU published on the Institute’s web site with Form GS-T-06 “Thesis Format Evaluation Form” to the Institute 15 (for masters) /30 (for Ph.D.) days before the thesis defense. The thesis format must not be changed throughout the revision process after the thesis defense. It is advised that the thesis is then submitted to the Institute once more for a final check before binding. Theses which are not in accordance with the University format are not accepted by the Institute

#### **20. How should I apply for my Thesis Defense?**

Master’s applications for master thesis defense are made at least 15 days before the defense date. Applications for thesis defense and jury appointment are made to the Institute using the following forms:

- Form GS-JA-01 “Authorization Request to Schedule a Master’s Thesis Defense Form”
- Form GS-G-01 “Form For Tracking Graduate Students’ Graduation Procedures”
- Form GS-T-06 “Thesis Format Evaluation Form”



- Form GS-T-07 “Thesis/Dissertation Duplication and Publication Approval Form”
- “Notice of Master’s/Ph.D. Thesis Delivery” form (for all jury members + substitute member)
- First page of Turnitin Originality report attached to an official letter written by the head of the department

Ph.D. applications for doctoral thesis defense are made 30 days before the defense date. The following forms must be completed prior to application for thesis defense.

- Form GS-JA-01 “Authorization Request to Schedule a Ph.D. Thesis Defense Form”
- Form GS-G-01 “Form For Tracking Graduate Students’ Graduation Procedures”
- Form GS-T-06 “Thesis Format Evaluation Form”
- Form GS-T-07 “Thesis/Dissertation Duplication and Publication Approval Form”
- “Notice of Master’s/Ph.D. Thesis Delivery” form (for all jury members + substitute member)
- First page of Turnitin Originality report attached to an official letter written by the head of the department

All forms are available on the web site of the Institute.

**Please check specific deadlines for each semester form the web site.**

**Publication Condition:**

A Ph.D. candidate with at least one article published or accepted for publication in a journal cited by internationally acknowledged indices may apply for a thesis defense. Applications for doctoral thesis defense and jury appointment are made to

the Institute using Form GS-JA-04 “Authorization Request to Schedule a Ph.D. Thesis Defense”. Copies of each document listed in the form are also submitted. Documents showing the academic evaluation classes of publications are submitted. Acceptance letters for accepted but not published papers should be submitted. Evaluation is made according to the submitted documents.

Sciences and Engineering doctoral students require at least 16 points from scientific activities performed during Ph.D. studies. To achieve this score, 15 points from 1.1.1.01 type publications and at least 1 point from another scientific activity or, 12 points from 1.1.1.02 type publications and at least 4 points from other scientific activities is required.

Social Sciences, Educational Sciences and Architecture doctoral students require at least 21 points from scientific activities in a Ph.D. program. To achieve this score, 20 points from 1.1.1.01 type publications and at least 1 point from other scientific activity or, 15 points from 1.1.1.03 or 1.1.1.04 type publications and at least 6 points from other scientific activities is required.

**21. Jury appointments and qualities of jury members?**

**Master’s Thesis Defense Jury**

Thesis Jury consists of 3/5 members and one substitute member with holding a Ph.D. degree. There is no requirement for an external jury member.

**Ph.D. Thesis Monitoring Committee**

The thesis monitoring committee consists of three members with at least Assist. Prof. Dr. title who are experienced in the subject of research of the student. Co-Supervisor of the thesis may also join meetings of

the committee but do not have the right to vote. The committee may have members outside EMU. The expenses of external members are not paid by the university.

### **Qualifying Exam Jury**

The qualifying exam jury consists of five members of at least Assist. Prof. Dr. status who are preferably experienced on the subject of research. The jury consists of 5 members in the case of having a Co-Supervisor. The Qualifying Exam Jury may have external members. External Member expenses are not paid by the university. In the case of central Qualifying exams, the Graduate Studies Committee of the related department may act as the Qualifying Exam Committee. The committee may propose examination juries to prepare apply and evaluate exams in different subjects by informing the Institute. The related form is filled and submitted to the Institute.

### **Ph.D. Thesis Defense Jury**

Thesis defense jury consists of five members of at least Assist. Prof. Dr. status who are experienced in the subject of the thesis under examination. It is obligatory to have an external member in the thesis defense jury. The travel and accommodation expenses of the external member are paid by the university.

## **22. What are criteria for graduation?**

**Master's Thesis Program:** Having completed the course requirement of the program (at least 7 courses), seminar and thesis work within at most the longest term of study.

**Master's Non-Thesis Program:** Having completed the courses required for the program and term project within at most the longest term of study.

CGPA $\geq$ 3.00 both in thesis and non-thesis programs. Please make sure that your

CGPA has been calculated correctly. For example, deficiency courses not included!

**PhD Program:** Having completed the course requirement of the program (at least 7 courses), qualifying exam, thesis work and the publication condition mentioned above with a CGPA  $\geq$ 3.00. Please make sure that your CGPA has been calculated correctly. For example, deficiency courses not included!

## **23. What are the Dismiss Criteria?**

### **Study Duration Criteria**

- Not completing the deficiency program within one academic year.
- CGPA $<$ 3.00 at the end of program duration.
- Not completing the requirements of a master's or Ph.D. program at the end of program duration.

### **Course Failure Criteria**

- Failing three courses in the master's program with a grade less than C.
- Failing two courses in the doctoral program with a grade less than B.
- Failing twice from the same course or different courses with the same reference code. This criterion is also applied in the deficiency program.
- Failure in English Support Program in two consequent semesters (U+U in the related ENGL5XX course).

### **Doctoral Qualifying Exam Failure Criterion**

- Failing the qualifying exam twice (QU+QU).

### **Thesis/Seminar/Project Failure Criteria**

- Failure in thesis work in two consequent semesters (TU+TU) or failure in thesis work three times with intervals.
- Failure in seminar work in two consequent semesters (SU+SU).
- Failure in project work in two consequent semesters (PU+PU).
- Failure in thesis jury (TJ).





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