



**Eastern
Mediterranean
University**

"Virtue, Knowledge, Advancement"

**Institute of
Graduate Studies
and Research**

Registration
Manual for
Graduate
Students



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■ Preface

Eastern Mediterranean University's wide range of graduate programs are coordinated and implemented by the Institute of Graduate Studies and Research. Graduate programs are carried out by the departments operating under the Faculties of Business and Economics, Engineering, Arts and Science, Law, Architecture, Communication, Education, Tourism and Health Sciences and the School of Computing and Technology.

The Institute of Graduate Studies and Research monitors, puts into operation, and coordinates the admission of students to graduate programs, assistantship, thesis proposals and, thesis supervision and examinations within the framework of regulations and by-laws approved by the University Senate. The mission of the Institute is to ensure the continuity of high-quality graduate education at the Eastern Mediterranean University through the application of universally-accepted academic principles and criteria in graduate programs.

The Registration Manual for Graduate Students contains some important information about the registration procedures of graduate students. While preparing the guide, the regulations approved by the University Senate and published at <http://mevzuat.emu.edu.tr> are taken as reference. This manual only provides summarized information and is not legally binding. In the likely event of any new applications, the latest regulations approved by the Senate must be considered.

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■ Program Durations and Important Registration Periods

Information on the standard education periods of graduate programs, the number of terms of extension, courses, seminar, PhD qualifying examination, thesis work, registration and completion periods is presented in Table 1.

Excluding the period spent in Deficiency and English/Turkish support programs, the academic semesters of graduate students are calculated starting from the first semester during which program courses are given.

Table 1.

Standard education periods of graduate programs, number of semesters of extension, course, seminar, PhD qualifying exam, thesis work, registration and completion periods of postgraduate programs

	Non-thesis Master's	Thesis Master's	PhD
Duration of studies – for students who registered before 2017-18 Academic Year Semester	4	4	10
Duration of studies – for students who registered during and after the 2017-18 Academic Year Semester	3	4	10
Extension – for students who registered before 2017-18 Academic Year semester	2	2	2
Extension – for students who registered during and after the 2017-18 Academic Year semester	-	2 ¹	2
Seminar Latest semester of registration	-	3	4
Course, seminar, project – for students who registered before 2017-18 Academic Year Latest semester of completion	6	6	4
Course, seminar, project – for students who registered during and after the 2017-18 Academic Year Latest semester of completion	3	4	4
Thesis Latest semester of registration	-	3	3
PhD. Qualifying Exam Semester of registration	-	-	First semester after the completion of courses and seminar

¹ For students registered during and after the 2017-18 academic year, extension is only possible for thesis work, as all course requirements must be fulfilled at the end of 4 semesters.

■ Registration for English/Turkish Support Program Courses

Students who have not met the language proficiency exemption conditions are expected to attend and successfully complete the English Support Program in English-medium programs and Turkish Support Program in Turkish-medium programs for a minimum of one semester.

In line with the language proficiency level determined upon entry to the program, students are required to register for the courses in English / Turkish Support Program starting from the first academic semester. If students cannot get exemption according to the results of the Eastern Mediterranean University (EMU) English / Turkish Language Exam, they are required to take courses from the English / Turkish Support Program as illustrated in Tables 2 and 3. Registration procedures for these courses are carried out by the departmental registration advisor.

Table 2.
English Support Program Courses

Course Code	Number of Contact Hours / Week	Registration for the Deficiency Program	Registration for Program Courses
ENGL 509	24 hours	No	No
ENGL 511	24 hours	No	No
ENGL 513	6 hours	Yes	Students can register for maximum 2 program courses in doctoral and master's programs with thesis.
			Students can register for maximum 3 program courses in master's programs with no thesis requirement.
ENGL 515	4 hours	Yes	There are no restrictions for the number of courses

Table 3.
Turkish Support Program Courses

Course Code	Number of Contact Hours / Week	Registration for the Deficiency Program	Registration for Program Courses
TUSL 501	24 hours	No	No
TUSL 503	24 hours	No	No
TUSL 505	8 hours	Yes	Students can register for maximum 2 program courses in doctoral and master's programs with thesis
			Students can register for maximum 3 program courses in master's programs with no thesis requirement.

- Courses offered in the English / Turkish support program are non-credit courses and the student is either graded as Successful (S) or Unsuccessful (U).
- If a student receives two consecutive (U) grades from the aforesaid support program, regardless of the fact that s/he was on leave of absence, s/he will be dismissed from the Institute.
- At the end of each semester, students may move up to the next course by taking the English / Turkish language examination.

- **End of Term English / Turkish Language Test: Stages 1 & 2:** Students wishing to complete the English / Turkish Support Program earlier can take the End of Term English / Turkish Language Tests: Stages 1 & 2. These tests are administered at the end of every term after the final exam. Successful students can 'jump' a course or obtain exemption from the English / Turkish Support Program according to their test results. Students who pass their English / Turkish course, do not repeat it regardless of their End of Term English / Turkish Test: (Stages 1 & 2) results.
- For further details, please refer to: <https://grad.emu.edu.tr/en/admission/english-language-support>

■ Registration for Deficiency Courses

- Students who have gained admission to a program on a conditional basis are required to register first for the Deficiency Program courses in addition to the courses offered as part of the English / Turkish Support Program.
- The maximum period for the completion of the Deficiency Program is two semesters. Summer instruction cannot be included in this duration. This period cannot be extended except for the frozen semester and students, who fail to complete the Deficiency Program successfully within the aforesaid period, are dismissed from the program.
- Unless program courses are taken, time spent in this program cannot be included in the duration of master's or PhD programs.
- In order to be considered as successful, a student must obtain a minimum grade of "C" from the courses taken as part of the Deficiency Program.
- A student who fails the same course twice in the "Deficiency Program" is dismissed from the Institute.
- Courses taken or time spent in the "Deficiency Program" are shown separately on the transcript and are not included in the Cumulative Grade Point Average (CGPA) of the student in the graduate program.
- For further information, please refer to *Article 31 of the Regulations for Graduate Studies and Examinations*.

■ Registration for Program Courses

- As soon as a program course is taken alongside with deficiency courses, the student is considered to be in his/her first academic term. For example, if the student takes one program course in addition to the deficiency courses, that specific semester is considered as his/her first academic semester. Even if the same student takes only deficiency courses during the second semester, that semester is considered as the 2nd semester.
- Replacement of a compulsory course appearing in the program curricula with another course, without showing the similarity of the course with the aforesaid compulsory course and informing the Institute Directorate is not appropriate.
- In a semester, a student is allowed to withdraw from **two registered courses at most**.
 - ◆ A student cannot withdraw from a course that was withdrawn before, a course that is repeated (with the same reference code) or a course that has no credit. A student who withdraws from a course will receive the grade 'W'. This grade is not taken into consideration during the calculation of the CGPA and the GPA but appears on the transcript.
 - ◆ Different elective courses may be taken during the following semester for the place of a withdrawn course.
 - ◆ For further information please refer to *Regulations for Course Registration, Article 15*.

■ Important Registration Issues Table

- Important Registration Issues Table, from which the students can benefit during their registration process each semester, also provides brief information on issues to be considered each semester. Prepared by our Directorate in detail and with great care, the said table is available at <https://grad.emu.edu.tr/en/academic-issues/registration-alerts>

■ Taking Courses from an Undergraduate Program

- Of the program courses to be taken by the student, maximum one course which has not been taken before can be chosen from the undergraduate curriculum.
- For further information, please refer to *Regulations for Graduate Studies and Examinations, Article 8 (4)*.

■ Taking Courses with NI Status

- As well as the designated courses of their current program, students can take additional courses with 'NI' status from the other courses of their program, other graduate programs or undergraduate programs with the understanding that the extra courses will not affect their GPA or CGPA grade calculation.
- Letter grades obtained from the courses with "NI" status are shown on the student transcript. However, such courses are not included in the calculation of the CGPA or GPA of the relevant student in the registered program.
- Courses with "NI" status are not taken into account during the course exemption procedures of the student's registered program.
- Courses with "NI" status do not have to be repeated.

- Status of the “NI” courses cannot be changed within the same program.
- The Institute of Graduate Studies and Research should be informed by the departmental secretary about a course taken with “NI” status through official correspondence and via e-document system.
- *For further information, please refer to Regulations for Course Registration, Article 7.*

■ Taking Courses from another University

- Upon the recommendation of the academic advisor or the thesis supervisor, the consent of the Department/Program Chair and the Graduate Studies committee, and the approval of the Institute Directorate, a maximum of 2 graduate courses offered in the same language of the registered program may be taken at another university. The equivalence of the grades obtained from such courses for exemption purposes is determined in accordance with the cross-institutional agreements, if available, by the Graduate Studies Committee and the Institute Directorate.
- *For further information, please refer to Regulations for Graduate Studies and Examinations, Article 8 (5).*

■ Course, Seminar, Project, Thesis – Letter Grades

Letter grades and information on courses, seminar, project, and thesis work are available in Tables 4-7. For further information, please refer to *Regulations for Graduate Studies and Examinations*.

Table 4.

Minimum letter grades for a student to be considered successful in courses

	Minimum letter grade for a student to be considered successful	
	Master's Program	PhD Program
Deficiency Program Courses	C	
Program Courses	C	B
Exemption (External)	B	
Exemption (Internal)	C	B

Table 5.

Letter grades in Seminar course.

Master's or PhD	
SU	Letter grade assigned to students who are unsuccessful in seminar course at the end of the semester
SS	Letter grade assigned to students who are successful in seminar course at the end of the semester

Table 6.
Letter grades in project work

Master's Program with No Thesis Requirement	
PP ¹	This grade, which indicates that the project is in progress, is assigned to students who have registered for the project work but not yet defended the project at the end of the semester.
PI	This grade is assigned to a student who defended the project and whose project has been found successful subject to modifications
PS	This grade is assigned to a student who defended the project and whose project has been found successful
PU	This grade is assigned to a student who defended the project and whose project has been found unsuccessful

¹ Students who cannot complete the project work or defend the project before a jury can be assigned a "PP" grade, only for one semester. If the student's period of studies does not end, the student who has been assigned a PP letter grade is required to re-register for the next semester's project course.



Table 7.
Letter grades in thesis work

	Master's or PhD	Registration Conditions
TP	Grade assigned to students whose thesis work has been found satisfactory at the end of the semester	Right to register for thesis within the maximum duration of studies in the program
TU	Grade assigned to students whose thesis work has been found unsatisfactory at the end of the semester	Right to register for thesis within the maximum duration of studies in the program If a student receives two consecutive TU (unsatisfactory) grades from the thesis work or if s/he becomes unsuccessful three times intermittently, s/he will be dismissed from the Institute.
TI	Grade assigned to students whose thesis defense has been found satisfactory subject to modifications	Master's: Required modifications have to be made latest within one month PhD: Required modifications have to be made latest within three months Unless the required changes are made and graduation procedures are carried out until the registration period of the following semester, the student in question is expected to register for the new semester
TR	Grade assigned to students who attended the thesis defense but whose thesis defense needs to be renewed	Master's: Defense has to be repeated latest within three months PhD: Defense has to be repeated latest within six months Students are expected to carry out all defense related procedures again and defend the thesis preferably before the same jury Unless the thesis defense is repeated until the registration period of the following semester, the student in question is expected to register for the new semester
TJ	Grade assigned to students who attended the thesis defense but whose defense has been rejected	The student in question is dismissed from the Institute
TS	Grade assigned to students who attended the thesis defense and whose thesis work has been found satisfactory	The student's graduation procedures may be started

■ Important Information on 'Registration for Thesis Work', 'Appointment of a Supervisor' and 'Specification of a Thesis Topic'

Current information on registration for thesis work, appointment of a supervisor and specification of a thesis topic is provided in Table 8.

For further information, please refer to *Regulations for Graduate Studies and Examinations*.

Table 8.

Semesters for registration for thesis work, appointment of a thesis supervisor and specification of a thesis topic

	Master's	PhD
Appointment of a thesis supervisor and informing the Institute ¹	Latest by the end of the first semester	Latest by the end of the second semester
Specification of a thesis topic and informing the Institute	Latest by the end of the second semester	
Registration for thesis	Latest by the third semester	

¹ A thesis supervisor from the academic staff of the university is appointed for each student. Academic staff is required to have successfully completed the supervision of minimum one master's program thesis in order to supervise thesis at PhD programs. Additionally, a co-supervisor, with the minimum qualification of a PhD. degree, either from the academic staff of the university or from an external institution can be appointed to contribute towards the supervision of the thesis. For more detailed information, please refer to EMU's *Regulations for Graduate Studies and Examinations*, Articles 9 and 20.

■ Thesis Format

The Institute for Graduate Studies and Examinations' website contains a thesis writing guide, videos and templates with detailed instructions on the thesis format to be adopted by students. For thesis writing guidelines and further details, please visit <https://grad.emu.edu.tr/en/academic-issues/theses>

■ Leave of Absence (Freezing Registration)

- A student can be granted 4 (four) semesters of leave of absence at most for the duration of study. Under compelling circumstances this period can be extended with the decision of the University Executive Board.
- Students may submit their applications for a leave of absence, with a valid reason attached, via the "Student Portal" until the end of the application period indicated on the Academic Calendar.
- After the end of the aforesaid period specified in the Academic Calendar for application, only students with health reasons documented with an official Health Board Report or compelling special reasons can apply for leave of absence. In graduate programs, view of the Departmental Board, recommendation of the Institute Director upon the consent of the Institute Board and the approval of the Rector's Office are sought. Students under the said circumstances are expected to fill in the "Application Form for Leave of Absence" available at the webpage of the Institute of Graduate Studies and Research and submit their application through their departmental secretaries via the e-document system.
- Unregistered students (students with "Awaiting" status) are expected to fill in the "Application Form for Leave of Absence" available at the webpage of the Institute of Graduate Studies and Research and submit their application through their departmental secretaries via the e-document system.
- For further information, please refer to *By-law for Education, Examination and Success*, Article 27

■ Transfers between Programs

- Students registered at a graduate program in EMU can apply for transfers between programs. After having filled in the "Program Change Form" available at <https://grad.emu.edu.tr/en/academic-issues/forms>, applications should be submitted to the Institute through departmental secretaries via e-document system.
- Students, who wish to transfer from a non-thesis master's program to a master's program with thesis, must satisfy the application requirements of the master's program with thesis, successfully complete minimum 3 courses in the non-thesis program and finally obtain minimum a CGPA of 3.00 out of 4.00.
- Such conditions are not sought for students wishing to transfer from a thesis program to non-thesis program or from a program with thesis requirements to another thesis program.



- Regarding students who transfer between thesis and non-thesis programs with identical titles within the University, all credit courses already taken in the previous program, including the failed ones, appearing on the student transcript are transferred to the new program, regardless of the obtained grades.
- An additional semester is granted to students who transfer from a thesis program to a non-thesis program in order to fulfil the requirements of the non-thesis program as specified in Article 13 of the Regulations for Graduate Studies and Examinations.
- For further information, please refer to *Regulations for Registration and Admission to Graduate Programs*.

■ Course Exemptions

Exemptions for courses which are taken at a certificate program are not given. In accordance with Articles 10(4)(a)-(b) of these regulations, exemptions may be granted for courses which are taken at EMU with a special student status. Important issues regarding course exemptions are summarized in Table 9 below. Further information regarding exemptions may be obtained from *Regulations for Registration and Admission to Graduate Programs, Article 10*.

Table 9.
Information on Course Exemption Procedures

	Internal Exemption	External Exemption
When to apply?	Applications for exemption should be submitted until the end of the semester during which the student registers for the first program course	
What are the conditions for exemption?	<p>The courses for which the student applied for exemption should not have been assessed towards a diploma (the student should prove that s/he left his/her former program)</p> <p>The courses should be taken within five academic years preceding the semester of the graduate program registration in EMU</p> <p>Exemptions for courses that have been taken more than five years ago prior to the application are granted by Faculty Board upon the recommendation of the Department Board.</p>	
What should be the minimum grade for exemption?	C	B
How many courses can be exempted?	No limitations	Total credits of exempted courses transferred to the registered program can only be equivalent to half of the credits necessary to complete the program.
Which courses cannot be exempted?	Seminar, thesis, semester project	Seminar, qualifying exam, thesis
How to determine the actual semester of a student based on exempted courses?	Out of the previously taken credit courses that are transferred to the new program a semester is deducted from the student's total study period for every three exempted credit courses with three credits, on the condition that the total period of study is not less than the minimum study period specified in Regulations for Graduate Studies and Examinations.	

■ Student Status

Full-time Student: A student satisfying all conditions for admission in a graduate program is called a "Full-time Student".

Part-time Student: A student who has completed his/her registration by fulfilling the admission requirements of a graduate program but who, at the same time, has a longer education period is called a "Part Time Student". This status has been abolished effective from the 2017-2018 Academic Year.

Awaiting Publication: After having completed all program conditions except for the publication requirement and submitted the thesis to the Institute, a doctoral candidate is given the "Awaiting Publication" status for a maximum period of 5 years.

Whilst students enrolled before the 2017-18 Academic Year must complete at least the 10th semester in order to qualify for this status, students who registered during and after the 2017-2018 Academic Year may apply for this status at the end of the 12th semester.

Special Student: Special students are the graduates or students of an institution of higher education wishing to increase their knowledge on a specific subject and are granted permission to attend some courses under the conditions specified by departments/programs and approved by the Institute Directorate. Students who have been accepted as special students in this context and do not present ALES score in thesis programs are assigned a student number starting with "L". Such students may register for the program for a maximum period of one year, on the condition that the number of credits gained from graduate courses taken with a special student status do not exceed half of the credits of the currently followed program.

Visiting Student: Students who are registered at a graduate program at another institution and who are allowed to take certain number of courses in EMU graduate programs upon the approval of their institution are called "Visiting Students".

■ Graduation CGPA Condition

- In order for a student to graduate from a graduate program, all program conditions should be successfully fulfilled and the student should attain a minimum CGPA of 3.00.
- Out of the students who registered a graduate program during and after the Academic Year 2017-18, those have completed their courses, but failed to attain a CGPA of 3.00, can take four more courses at most to improve their CGPA until the end of the third semester in non-thesis master's programs. This period in master's programs with thesis requirements and doctoral programs is until the end of the fourth semester. The duration allocated for students who registered for the graduate program before the 2017-18 Academic Year is until the end of the 6th semester. These extra courses may be chosen from previously taken courses or may be new courses. Students who still remain below a CGPA of 3.00 after having completed the aforesaid extra courses are dismissed from the Institute.
- *For further information, please refer to the Regulations for Graduate Studies and Examinations.*

■ Academic Dismissal

■ Master's Programs

- Receiving two consecutive unsatisfactory grades from an English / Turkish Support Program course.
- Not completing the deficiency courses in two semesters at most (summer term is not included in this period),
- Receiving two consecutive unsatisfactory grades from a deficiency course with the same reference number (minimum passing grade in master's programs is "C"),
- Receiving two consecutive unsatisfactory grades from a credit course with the same reference number,
- Failing a course taken for the place of a formerly failed program course (with the same reference code),
- Failing a total of three program courses taken any time during studies,
- Receiving two unsatisfactory grades in the project work in a master's program without thesis requirement (students who are unable to complete their project work may be assigned a "PP" grade (project in progress) only for a semester.),
- In the event of the course and project work not being completed at the end of the third academic term in a master's program without thesis requirement,
- In the event of all courses and seminar course not being successfully completed in four semesters in a master's program with thesis requirement (valid for students who registered during and after the 2017-18 Academic Year),
- In the event of receiving two consecutive "SU" grades from the seminar course in a master's program with thesis requirement,
- In a master's program with thesis requirement, in the event of receiving two consecutive "TU" grades from the thesis work or receiving the same grade three times intermittently,
- In a master's program with thesis requirement, in the event of the thesis work being rejected with a "TJ" grade at the end of the thesis defense.
- In the event of not graduating at the end of the sixth semester in a master's program with thesis requirement.

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■ PhD. Programs

- Receiving two consecutive unsatisfactory grades from an English / Turkish Support Program course.
- Not completing the deficiency courses in two semesters at most (summer term is not included in this period),
- Receiving two consecutive unsatisfactory grades from a deficiency course with the same reference number (minimum passing grade in master's programs is "C"),
- Receiving two consecutive unsatisfactory grades from a credit course with the same reference number,
- Failing a course taken for the place of a formerly failed program course (with the same reference code),
- Failing a total of two program courses taken any time during studies,
- Not successfully completing credit courses and the seminar course within 4 semesters,
- Receiving two unsatisfactory grades "SU" from the seminar course,
- In the event of receiving two consecutive "TU" grades from the thesis work or receiving the same grade three times intermittently
- Failing twice from PhD Qualifying Exam,
- In the event of thesis being rejected "TJ" at the end of the thesis jury,
- Not graduating or transferring to the awaiting publication status at the end of the 12th academic term,
- Not being able to fulfill the publication condition in the "Awaiting Publication" status at the end of five years.

■ Most Common Registration Errors

The Institute for Graduate Studies and Research, in collaboration with EMU Computer Center, is working to improve the course registration program. For example, the registration program prioritizes students' registration for thesis work before their courses at the beginning of the third semester of their studies. Yet, some technical problems are encountered from time to time. For example, the program may grant the right for registration to a student with academic dismissal status. Hence, it is highly important that staff becomes well-aware of all registration issues during registration. Please find below the most frequently observed problems in registration:

- Student not registering for a failed deficiency course during the next semester (a student who fails to successfully complete all deficiency courses within two semesters is dismissed from the Institute. If, the same course is not going to be offered during the following semester, another equivalent course may be offered or the student is asked to re-register to the university and take the same course, accordingly),
- Registering a student for the following semester despite the student has failed to successfully complete the deficiency program within two semesters and, thus, is in an "academic dismissal" status,
- The student gaining the right for registration (access) but not being registered for any course,
- Not registering the student for the thesis despite the fact that the student is in his/her third semester,
- Not carrying out the course registration of graduating students with a CGPA lower than 3.00,
- Not registering students for PhD Qualifying Exam despite the fact that they have successfully completed all relevant courses in their PhD program.

■ Regulations for Graduate Studies

Regulations pertaining to graduate studies are available at <https://grad.emu.edu.tr/en/policies>. Each student should be advised to go through the following two regulations for preliminary information and a problem-free registration process.

- Regulation for Graduate Programs Registration and Admission
- Regulation for Graduate Studies and Examinations



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