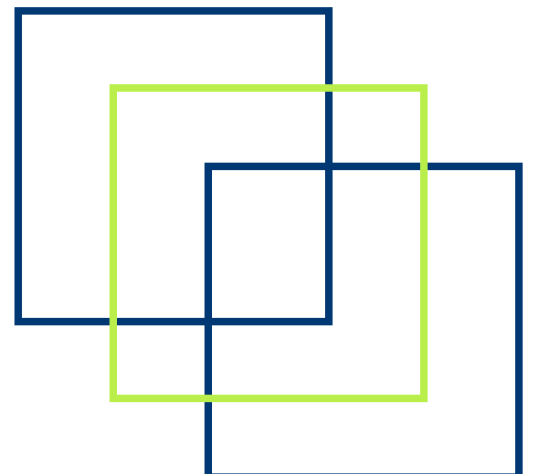


EASTERN MEDITERRANEAN
UNIVERSITY

STUDENT HANDBOOK



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1. Registrar's Office

Registrar's Office is responsible for carrying out all the procedures concerning student registrations, document requests (student certificate, transcript, etc.), academic affairs and military service deferral procedures, at the university. The Student Services Office operating under the Registrar's Office, handles all procedures related to graduation..

2. Student Portal

All procedures related to academic calendar, grades, course selection and exam results are followed up on Student Portal. Students can carry out procedures online by accessing their student portal account with their student number and password.

3. Academic Units

Academic units of the university consists of the faculties, institutes and schools. Each academic unit has its own curriculum and advisory system.

4. Academic Consultancy

Each student is appointed with an advisor within the department they are enrolled in. You must be in regular contact with your advisors concerning course selection and academic issues. At the beginning of each semester, a face-to-face meeting should be held with the advisor and the students should get their course approved by their advisor. Course registrations are carried out in line with the “Regulations for Course Registration”.

https://mevzuat.emu.edu.tr/5-1-5-Rules-Course_Registration.htm

5. Student Permit (Residence Permit)

Student Permit procedures, obligatory for international students, enables students to legally reside in the country. All procedures are carried online via <https://permissions.gov.ct.tr/login> web-address. dir.

6. Course Credits

Each course holds a credit value which is determined in accordance with the weekly hours and load of the relevant course. You must meet the total credit condition sought for graduation.

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7. Taking Extra Courses

Students seeking to improve their grades or wishing to graduate early, may take extra courses. This can be done with the approval of their academic advisor and department.

In accordance with the Article 6 of the “Regulations for Course Registration”, the course load per semester for a student is as follows:

- (1) A maximum of two courses can be reduced from the normal course load of that semester. In this case, the student must register for the untaken courses at the first semester the courses are being offered.
- (2) In accordance with the standard course load of the relevant semester and the academic achievement status of the student, semester course load can be increased by two courses at most. In order to do this, the students must hold a Cumulative Grade Point Average (CGPA) minimum of 2.00.
 - (A) Students whose Cumulative Grade Point Average (CGPA) is within 2.00-3.49, can only increase their semester course load by one course at most.
 - (B) Student who are listed within the “High Honour” category as of the end of the previous academic semester, may increase the course load of that semester by two courses at most.

High Honour students may receive only one of their courses free-of-charge. Students make additional payments based on the per-credit fees to be applied for the summer semester at the end of the respective academic year, in addition to the tuition fee they are obligated to pay for each extra course they take during that semester. You can obtain information on summer semester per-credit fees by asking.

8. Add-Drop and Changing Groups

Following the course selection period, add-drop procedures may be carried out within the specified time frame and with the approval of their academic advisor, depending on course availability. Transferring to a different group of the same course is also possible during this period. Dates designated for add-drop procedures are specified in the Academic Calendar.

9. Withdrawing from a Course

Students reserve the right to withdraw from a course that they have enrolled in, under certain conditions, until the deadline specified in the Academic Calendar.

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Withdrawing procedure is carried out through student portal by submitting a request. The withdrawing procedure is finalized when the request is approved by the Academic Advisor/Department Head. In this regard, keeping track of the request submitted via the portal is important.

10. Course Attendance

Students' attendance in courses is a fundamental requirement for academic success. Therefore, percentages set for course attendance in line with the board decisions of Faculty, Department and Schools are valid. Students failing to meet the set course attendance condition, receive unsuccessful (NG) grade and are required to repeat that course. Students who get an NG grade are not eligible to take re-sit exam or graduation make-up exam.

11. Exams Assessing Knowledge and Skills

Midterm exams during the semester and, final and re-sit exams at the end of each academic semester are held with the aim of assessing the academic competencies of the students. Furthermore, projects, presentations or practical studies may be included within the evaluation and assessment process of some courses. Exam calendar is announced via student information system.

12. Improving GPA

Student may improve their General Grade Point (GPA) by re-taking the courses in which they were previously unsuccessful or wish to achieve a higher grade. The most recent grade taken in the repeated courses is taken into consideration.

13. Foreign Language Preparatory Program

Foreign language preparatory program is compulsory for some undergraduate programs. Students who successfully complete the preparatory program or pass the exemption exam, may begin their undergraduate studies at their relevant departments.

14. Credit Transfer and Equivalency Procedures

Credit transfer procedure may be applied with the intention of transferring the credits of courses taken successfully at different higher education institutions. These procedures are finalized upon the evaluation of an "Equivalency Commission" established by relevant

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academic units. The Commission operates in accordance with the “Regulations for Exemptions and Equivalency”.

<https://mevzuat.emu.edu.tr/5-1-13-Regulation-ExemptionandEquivalencPrinciples.htm>

15. Student Services Fund and Tuition Fee

At the beginning of each academic year, a Student Services Fund is collected to support the social, academic, health, and transportation services available to students during their studies.

<https://mevzuat.emu.edu.tr/5-1-10-Regulations-RegulationsforTutionFees.htm>

16. Procedures for Excused Absence

In cases such as health problems, family-related reasons or official duties that prevent students from attending classes or exams, the students must apply to their relevant department and academic advisors by submitting their documents. Excuses related to exams must be submitted within 3 working days following the exam date.

17. Leave of Absence and Registration Freezing Procedures

In compulsory cases (health, military duty, economic reasons, etc.), students may request for a registration freezing for a specified period of time, by submitting document relevant to their situation. The duration of registration freezing is limited to certain semesters within the duration of the program and is subject to the decisions of the Senate. A student may be granted a maximum of four (4) semesters of leave during their studies. In exceptional circumstances, this period may be extended by a decision of the University Executive Board. The registration freeze procedure is subject to a fee, which is calculated based on the percentage of the tuition fee applicable for the semester in question.

<https://mevzuat.emu.edu.tr/5-1-10-Regulations-RegulationsforTutionFees.htm>

18. Summer School

Apart from the regular academic calendar, during the summer semester, students may re-take failed courses, take new courses, or improve their GPA within the scope of the summer school. The summer school fee is determined each year based on the per-credit

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fees. For the exact per-credit fee information, you can contact the Accounting Office Directorate.

19. Maximum Durations

Students must complete all graduation requirements within the maximum duration specified for each program. Those who fail to meet the necessary qualifications by the end of the specified duration may have their enrolment at the university terminated.

20. Internships

Some departments have compulsory internship practices. Duration, scope and reporting procedures of the internships are determined by the internship commission of the relevant department. Students are required to complete their internships in line with the specified calendar and context.

21. Double Major Program (DMP)

Students who achieve a certain level of academic success may enrol in a second undergraduate program in addition to their current program, thereby earning the right to receive two diplomas. The conditions for application and participation are determined in accordance with the “Regulations for Registration, Admission, and Implementation of Double Major Programs”.

<https://mevzuat.emu.edu.tr/5-1-7-Rules-Doublemajorprgs.htm>

22. Minor Program

Students who achieve relevant criteria for success may take a limited number of courses from another program, apart from their current program, thereby earning the right to receive a minor program certificate. The program aims to support the academic development of the students.

<https://mevzuat.emu.edu.tr/5-1-8-Rules-Minorbylaw.htm>

23. Interinstitutional Lateral Transfer

Students may transfer to another higher education institution within the framework of academic success and quota requirements. Applications are accepted during specific periods each academic year.

24. Lateral Transfer with Central Placement Score

Students may transfer to another higher education institution based on their central placement score from ÖSYM (Student Selection and Placement Center). The score and achievement ranking

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corresponding the initial year of student's placement is taken into consideration in lateral transfer applications.

25. Higher Education Information System (YÖKSİS)

YÖKSİS developed by the Council of Higher Education (YÖK) is a digital system jointly used by all higher education institutions, where they can verify the academic information and diplomas of students.

26. Help Desk

Help Desk is an online system that provides solutions to the administrative and technical problems students may encounter. Through the Help Desk, students can submit support requests to communicate their issues

27. International Student Admission (Foreign Students)

International students may be admitted to higher education programs by submitting specific documents, including their language exam results, language proficiency certificates, and other required application materials. Admission requirements are governed by the relevant university's international student regulations.

28. Scholarships and Refunding Procedures

Various types of scholarships are offered to students based on success, needs or special talents.

The termination of a scholarship or discount granted under the Regulation, unless otherwise specified, is subject to the conditions outlined in the relevant regulation. In addition to any specific conditions required for the continuation of each scholarship or discount, termination may occur under the following general conditions:

- The conditions required for the type of scholarship or discount provided are no longer met,
- Student's enrolment at the university is terminated for any reason.

https://mevzuat.emu.edu.tr/5-1-2-Rules-Scholarship_regulations.htm

29. Graduation Procedures

Associate and undergraduate program students who successfully complete all their courses and hold a minimum GPA of 2.00 and, postgraduate students who hold a minimum GPA of 3.00 are entitled to graduate. Graduation procedures are carried out by the Student Services Unit.

The graduation process consists of stages, including; preparation for

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the graduation ceremony, diploma approval process, registration termination procedures and submission of diploma.

30. Master's and Doctoral Program Students

Thesis studies, semester projects, publication requirements and other academic obligations of students enrolled in postgraduate programs are governed by relevant institutes. Procedures concerning application, registration, appointing an advisor, and graduation are

carried out line with the instructions stipulated by the relevant institutes.

31. EMU Pass

With **EMU Pass** mobile application, students and personnel members of Eastern Mediterranean University can easily access various information in regards to campus life. Application enables you to track down your courses, social activities, university announcements and current news within one platform.

Key features of EMU Pass App:

- **Digital ID Card:** You can securely use your digital student ID for identity verification, as well as for access to buildings and facilities across the campus.
- **Balance and Rewards Points:** Available wallet balance and rewards points can be viewed. This service work integrated with KoopBank.
- **Balance Transactions:** Expenses and balance transactions can be tracked.
- **Notifications:** Announcements and important information are listed on this page
- **Course Timetable:** Daily or weekly timetable can easily be viewed.
- **University News:** Latest in-campus news and events are shared.
- **Campus Map:** Buildings and important places in the campus can easily be found through the map.
- **Money Transfer with QR Code:** Quick and secure money transfers from available balance by using a QR Code.