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A Quick Guide for Incoming
Graduate Students

Institute of Graduate Studies and Research

Dear Student,

We welcome you to Eastern Mediterranean University, and wish you all the best and success in your studies.

The Institute of Graduate Studies and Research (IGSR) is responsible for overseeing, processing and coordinating matters concerning graduate admissions, supervisions, examinations, thesis proposals and thesis defenses, and assistantships. You will be guided by the department head and the faculty members in your department throughout your graduate studies.

We prepared this leaflet to provide you with useful information in your first days at EMU and to introduce you to the regulations and procedures for graduate students.

Eastern Mediterranean University
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REGISTRATION

Please follow the steps given below to complete your registration.

1. Go to the Registrar's Office to get your student number and your payment slip. If you have an English language qualification that gives you exemption from the English Support Program, please present the original copy at this stage.

2. If the necessary payment has already been made, the Registrar's Office will complete your registration and will give access for course registration.

3. If the payment has not been made, go to the bank to make your payment indicating your student number. Then, bring the payment receipt back to Registrar's Office to get your access.

4. After you gain access for course registration, and you have a recognized English lan-

guage qualification (i.e. IELTS 6.5 etc.), go to your department for course registration.

5. If you do not have a recognized English language qualification, you have to take the EMU English Placement Test. The tests are conducted by the English Preparatory School. Please visit *http://sfl.emu.edu.tr* and enter your student number in order to find out the test date, time and exam room.

6. If you do not wish to take the English Placement Test and would like to use your current recognised English language qualification in order to be placed into an appropriate English Support Program course, please visit IGSR.

Hints for successful completion of your registration

• Check and confirm your registration using your student portal account at *http://stdportal.emu.edu.tr*. If there are any problems, please see your advisor immediately.

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

English Language Requirement

Those who do not have a recognized English language qualification (IELTS=6.5, paperbased TOEFL=548 or internet based TOEFL =79 or equivalent) need to take the EMU English Placement Test.

The English Placement Test

The English Placement Test focuses on listening, language in use, reading and conversation skills. It consists of 100 multiple choice questions and is divided into four sections. Each section is more difficult than the previous one.

Students who answer correctly 60% and above of the questions in both section 1 & 2 (A2 level), are placed into ENGL 511, and those who do not (A1 Level), are placed into ENGL 509.

Test Type	Exams Recognized by EMU	English Support Program Courses	Deficiency/Program Course Registration
English Placement Test	EMU Placement Test: A1 IELTS ≤ 4 TOEFL IBT ≤ 31 TOEFL CBT ≤ 96 TOEFL PBT ≤ 399 YDS/ KPDS/ÜDS ≤ 26	ENGL509* Basic Intensive English for Postgraduate Students Compulsory 25 hour course	Not allowed
	EMU Placement Test: A2 IELTS: 4.5 TOEFL IBT: 32 - 34 TOEFL CBT: 97 - 106 TOEFL PBT: 400 - 416 YDS/ KPDS/ÜDS: 27 - 28	ENGL511* Intensive English for Postgraduate Students Compulsory 25 hour course	Not allowed
English Proficiency Test	EMU Proficiency Test ≤ 59 IELTS: 5.0 / 5.5 TOEFL IBT: 35 - 59 TOEFL CBT: 107 - 169 TOEFL PBT: 417 - 496 YDS/ KPDS/ÜDS: 29 - 49	ENGL513 Academic English for Postgraduate Students Compulsory 6 hour course	Maximum 2 program courses for thesis and 3 for non thesis programs. Each department determines the number of deficiency courses their students can register for.
	EMU Proficiency Test: 60 – 74 IELTS: 6.0 TOEFL IBT: 60 - 78 TOEFL CBT: 170 - 210 TOEFL PBT: 497 - 547 YDS/ KPDS/ÜDS: 50 - 65	ENGL515 Advanced Academic English for Postgraduate Students Compulsory 4 hour course	Each department determines the number of program/deficiency courses their students can register for.

* If the number of students registered for ENGL509 and ENGL 511 is low, students may register to another equivalent English course such as EPS 101 / EPS 103.

The English Proficiency Test

Students who answer correctly 60% and above of the questions in all four sections of the English Placement Test (B1 Level), will have the right to take the English Proficiency Test.

The English Proficiency Test assesses listening, reading, writing and speaking. The reading and listening sections include multiple choice questions. For the writing part students write an academic composition and for the speaking part, students attend a face-to-face interview.

• Students who score 75% and above are exempt from English Support Program courses. The Department of English Language Teaching (ELT) applies different scales regarding the EMU Proficiency Test. The candidates/students are advised to contact the ELT Department for specific rules and regulations.

• Students who score between 60% - 74%, are placed into ENGL 515.

• Students who score less than 60% are placed into ENGL 513.

Please check the English Preparatory School website http://sfl.emu.edu.tr for English Placement and Proficiency Test samples.

The list of English Support Program courses is given in the table on the left. Students wishing to improve their English Language level may also register for elective courses listed below.

Elective Courses for English Language

ENGL 521	Advanced English for IELTS	Elective course for students who want to take the IELTS exam.
ENGL 523	Thesis Writing for Postgraduate Students	Elective course on thesis writing for 2nd year and PhD students
ENGL 525	Advanced Presentation Skills for Postgraduate Students	Elective Course on presentation skills, including thesis defense for 2nd year and PhD students

First Semester Registration

The following table is intended as a guide for your first semester registration. Further details can be found on our graduate studies web page at *http://grad.emu.edu.tr/*

Graduate Studies (Master's with/without Thesis and Ph.D Programs)

Semester 1	Course registration Deficiency / English Support Program courses are given priority over all other courses. The semesters in which students take **only** deficiency and English Support Program courses (ENGL509/511/513/515), are not included in the maximum duration allowed to complete the given graduate program. The deficiency courses **must be completed in one academic year**.

Information regarding academic policies, rules and regulations, program fees, calendars, deadlines, degree completion, thesis format and ethical issues can be found on our IGSR web page at http://grad.emu.edu.tr