

# A Quick Guide for Incoming Graduate Students

Institute of Graduate Studies and Research

*Dear Student,*

*We welcome you to Eastern Mediterranean University (EMU), 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**

*"Virtue, Knowledge, Advancement"*



## 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. Please bring your admission letter and requested documents with you. If you have a valid English language qualification that gives you exemption from the English Support Program, please present the original copy at this stage.
  - If the necessary payment has already been made, the Registrar's Office will complete your registration.
  - If the payment has not been made, go to the bank to make your payment indicating your student number. Then, return to the Registrar's Office with your payment receipt to complete your registration.
2. Once you have registered, you will be given access either to sit the EMU English Language Test: Stage I (Placement Test) or to take courses from the department.
3. Students who have taken the English test and placed into an English course are expected to visit their respective departments to complete their registration.



## 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 inconvenience. If there is a problem, go to the accounting office.

## English Language Support Course Registration Requirements

Test Type	English Support Program Courses	Programs that are taught in English	PhD Programs that are taught in Turkish
EMU English Language Test: Stage I (Placement Test)	<b>ENGL509*</b> Basic Intensive English for Postgraduate Students Compulsory 24 hour a week course.	EMU English Language Test: Stage I (Placement Test) : A1/A2 Deficiency/Program Course Registration is not allowed	EMU English Language Test: Stage I (Placement Test) : A1/A2 Deficiency/Program Course Registration is not allowed
	<b>ENGL511*</b> Intensive English for Postgraduate Students Compulsory 24 hour a week course.	EMU English Language Test: Stage I (Placement Test) : A2+/B1 Deficiency/Program Course Registration is not allowed	EMU English Language Test: Stage I (Placement Test) : A2+/B1 Deficiency/Program Course Registration is not allowed
EMU English Language Test: Stage 2	<b>ENGL513</b> Academic English for Postgraduate Students Compulsory 6 hour a week course.	EMU English Language Test: Stage 2 ≤ 59 YDS/YÖKDİL : 38 - 49 TOEFL IBT : 46 - 59 PTE-A : 42 - 49 IELTS** : 5.5 Registration to maximum 2 program courses for thesis and 3 for non thesis programs are allowed. Each department determines the number of deficiency courses their students can register for.	EMU English Language Test: Stage 2 ≤ 59 YDS/YÖKDİL : 38 - 49 TOEFL IBT : 46 - 59 PTE-A : 42 - 49 IELTS** : 5.5 Registration to maximum 2 program courses is allowed. Each department determines the number of deficiency courses their students can register for.
	<b>ENGL515</b> Advanced Academic English for Postgraduate Students Compulsory 4 hour a week course.	EMU English Language Test: Stage 2 : 60 - 74 YDS/YÖKDİL : 50 - 65 TOEFL IBT : 60 - 78 PTE-A : 50 - 57 IELTS** : 6.0 Each department determines the number of program/deficiency courses their students can register for.	EMU English Language Test: Stage 2 : 60 - 69 YDS/YÖKDİL : 50 - 59 TOEFL IBT : 60 - 71 PTE-A : 50 - 54 IELTS** : 6.0 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.

\*\* According to a decision taken by the Student Selection and Placement Centre (ÖSYM) on 14.02.2014, IELTS test scores cannot be used for exemption by Turkish citizens.

## English Language Requirement

For master's programs that are taught in English and all PhD programs (in English and Turkish), evidence of English language ability is required. If you do not have a valid English language qualification that meets the EMU requirements, your level will be assessed by examination at EMU.

If you have a valid and recognized English language qualification that is not high enough for exemption, you may still use it to register directly to the relevant English course without taking the EMU English Language Tests. For this purpose please visit the Institute of Graduate Studies and Research.

For details about the English language requirements and information about exemption from English language courses, please visit <http://grad.emu.edu.tr>

## EMU English Language Tests

The tests are conducted by the English Preparatory School. Please visit [fleps.emu.edu.tr](http://fleps.emu.edu.tr) and **enter your student number in order to find out the test date, time and exam room**. You may also find sample tests there to study beforehand.

### English Language Test: Stage I (Placement Test)

The test consists of 100 multiple choice questions and has four parts; listening, language in use, reading and conversation skills. Each part has four levels; beginner, elementary, pre-intermediate, intermediate.

**English Language Test: Stage I Result: A1/A2** - Students who fail to answer correctly at least 60% of beginners and 60% of elementary questions are placed into **ENGL509** Basic Intensive English for Postgraduate Students.

**English Language Test: Stage I Result: A2+/B1** - Students who answer correctly only 60% of beginners and 60% of elementary questions are placed into **ENGL511** Intensive English for Postgraduate Students.

### English Language Test: Stage 2

In order to take the English Language Test: Stage 2, students must answer correctly at least 60% of beginners, 60% of elementary, 60% of pre-intermediate and 60% of intermediate questions in the English Language Test: Stage I (Placement Test).

The test has four parts; listening, reading, writing and speaking. The reading and listening parts have multiple choice and short answer questions. In the writing part, students write an academic composition. In the speaking part, students attend a face-to-face interview.

### English Medium Programs

- 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 Language Test. Students are advised to contact the ELT Department for specific rules and regulations.
- Students who score between 60 - 74, are placed into ENGL515.
- Students who score less than 60 are placed into ENGL513.

### Turkish Medium PhD Programs

- Students who score 70 and above are exempt from English Support Program courses.
- Students who score between 60 - 69, are placed into ENGL515.
- Students who score less than 60 are placed into ENGL513.



## Turkish Language Requirement

For master's and PhD programs that are taught in Turkish, evidence of Turkish language ability is required from international applicants. If you do not have a valid Turkish language qualification that meets the EMU requirements, your level will be assessed by examination at EMU. Based on the result, students may need to follow the Turkish Language Support program. In addition, English Language is required from all students who will register for Turkish taught PhD programs. For more details, please visit <http://grad.emu.edu.tr>.

## First Semester Registration

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

### Graduate Studies (Master's with/without Thesis and PhD Programs)

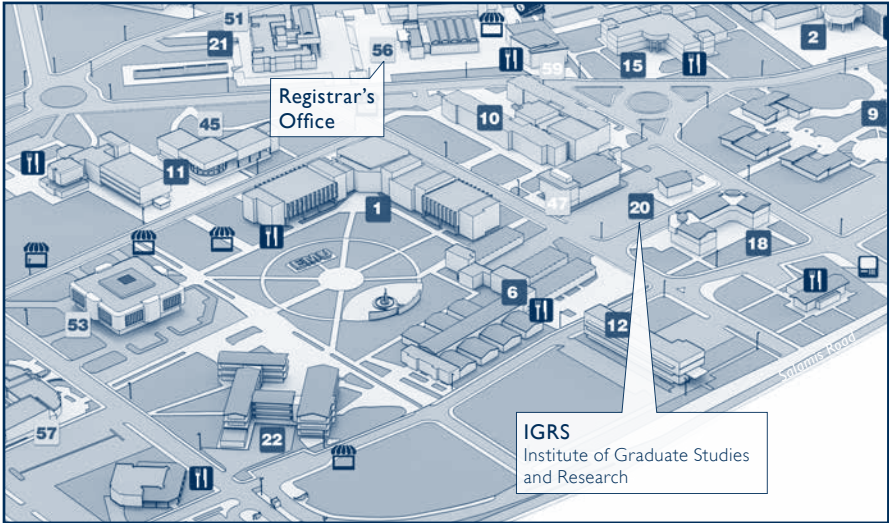
<b>Semester I</b>	<p>Course registration Deficiency / English/Turkish Support Program courses are given priority over all other courses.</p> <p>The semesters in which students take <b>only</b> deficiency and English/Turkish Support Program courses, are not included in the maximum duration allowed to complete the given graduate program.</p> <p>The deficiency courses <b>must be completed in one academic year.</b></p>
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*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>*

## Elective Courses for English Language

Students wishing to improve their English Language level may also register for elective courses during their studies. Elective courses offered are 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.
ENGL 528	Legal English and TOLES	Elective course on Legal English and TOLES. TOLES, is an internationally-recognized exam testing legal English skills.



A section of the University campus map. For the full map please view [emu.edu.tr](http://emu.edu.tr)

- |   |   |
|---|---|
| 1 Central Lecture Halls   | 18 Faculty of Tourism                       |
| 2 Department of Civil Engineering                                 | 20 Institute of Graduate Studies & Research |
| 6 Department of Mechanical Engineering                            | 21 Rector's Office                          |
| 9 Faculty of Architecture   | 22 School of Computing & Technology         |
| 10 Faculty of Arts & Sciences                                     | 45 Alumni Comm. & Career Development Office |
| 11 Faculty of Business & Economics - School of Business & Finance | 51 International Office                     |
| 12 Faculty of Communication & Media Studies                       | 53 Library                                  |
| 15 Faculty of Law - School of Justice                             | 56 Registrar's Office                       |
|   | 57 Social & Cultural Activities Center      |