

In the event of absence of mutual agreement between two parties regarding the English version of these regulations, the Turkish version regulations are valid and will be applied.

EASTERN MEDITERRANEAN UNIVERSITY REGULATIONS FOR GRADUATE PROGRAMS, REGISTRATION AND ADMISSION

EASTERN MEDITERRANEAN UNIVERSITY INSTITUTE OF GRADUATE STUDIES AND RESEARCH ESTABLISHMENT, OPERATIONS AND WORKING PRINCIPLES BY-LAW

(By-law Under Article 7)

With the approval of the Senate, Eastern Mediterranean University Rector's Office prepared the following regulations in accordance with Article 7 of the "By-law for the Establishment, Operations and Working Principles of the Institute of Graduate Studies and Research".

I. GENERAL PROVISIONS

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| Brief Name | 1. Eastern Mediterranean University Regulations for Graduate Programs, Registration and Admission. |
| SEN 30.06.1989
89/48-2, SEN
24.07.1992 92/94-2
EK 1, SEN 02.09.1994
94/128-5 EK 4, SEN
28.09.1994 94/130-6
EK 4,
SEN 12.07.2004
04/226-15 EK 7a,
SEN 25.05.2005
05/240-6, SEN
03.06.2009 09/304-1
EK 1,
SEN 22.09.2010
10/327-2,3,4 SEN
02.05.2012 12/346-
3, SEN 26.06.2013
13/361-4 EK 3 VYK
27.09.2017 17-
18/1(b)-38 EK 28 | |
| Scope | 2. These Regulations determine the conditions under which students can apply and be admitted to graduate programs. |
| Definitions | 3. In these regulations,

(a) Institute: refers to the Institute of Graduate Studies and Research,
(b) ALES: refers to Academic Personnel and Graduate Education Entrance Exam,
(c) GMAT: refers to the Graduate Management Admission Test,
(d) GRE: refers to the Graduate Record Examination,
(e) TOEFL: refers to the Test of English as a Foreign Language,
(f) TÖMER: refers to the Turkish and Foreign Languages Research and Application Centre. |

II. MAIN PROVISIONS

- Announcement of the Student Admissions**
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4. (1) Every semester, master's and PhD programs admitting new students as well as conditions for application, application deadline, required documents and all other relevant issues are announced by the Institute.
- (2) Graduate program quotas are calculated with a consideration of the number of faculty members who can undertake duties in graduate programs and the number of students per current faculty members. This calculation is carried out in a way allowing a maximum of 14 students per thesis advisor for master's and doctorate programs with thesis, and maximum 16 students for master's programs without thesis, excluding master's and doctorate programs with thesis. However, this quota can be increased up to 50% for graduate programs carried out within the framework of university-industry cooperation.
- Applications to Postgraduate Programs**
5. (1) (a) In order to be eligible to apply for a master's program, candidates must have graduated from an undergraduate program and are expected to meet the admission requirements of the applied program.
- (b) Citizens of the Turkish Republic applying for master's programs with thesis requirement must possess a minimum score of 55 from ALES or an equivalent score from other exams like GMAT or GRE as specified by the Senate.
- (c) ALES is not required for master's programs without thesis requirement.
- (2) (a) Applicants for PhD programs must possess a master's or bachelor's degree.
- (b) Citizens of the Turkish Republic applying for PhD programs must possess a master's diploma with thesis (excluding candidates who registered for a non-thesis master's program prior to 06.02.2013 and holding a master's diploma without a thesis) and a minimum score of 55 from ALES or an equivalent score from exams like GMAT or GRE as specified by the Senate.
- (c) Admission of non-Turkish citizens holding a master's diploma without thesis will be determined by the relevant Department Board.
- (d) Graduates of faculty of medicine, dentistry, veterinary medicine and pharmacy, and candidates who possess a bachelor's degree after having completed a program consisting of a minimum of ten semesters (excluding semesters spent in preparatory studies) or those candidates who have gained expertise in a laboratory field in line with the principles specified by the Ministry of Health are eligible to apply for a PhD program.

- (e) Candidates applying with an undergraduate diploma must possess a graduation average of minimum 3.00 out of 4.00 or an equivalent score. Citizens of the Turkish Republic are expected to possess a score of minimum 80 from ALES or an equivalent score from exams like GMAT or GRE as specified by the Senate.
- (3) A document considered valid at the start of the graduate program application period of the relevant semester is also found suitable for the registration procedures.
- (4) Candidates who are/may be in the process of graduation can apply for graduate programs.
- (5) Students already registered in a graduate program at another university can apply to be transferred horizontally to one of the graduate programs of the Eastern Mediterranean University.
- (6) Applicants are expected to submit their applications and supporting documents to the Registrar's Office within the specified period.

**Admissions to
Graduate
Programs**

- 6. (1) Graduate Study Committees in every department/program evaluate applications taking into consideration previously set criteria and principles. Based on the submitted documents, the committees decide whether the applications will be accepted or rejected without an exam, or with a written and/or spoken exam and/or an interview and inform the Institute, accordingly. The admissions of the candidates are finalized by the approval of the Institute Directorate. The Registrar's Office informs candidates whose applications have been approved.
- (2) (a) In the evaluation of applications for horizontal transfers, a candidate's current program and the applied program should be equivalent, and the applicants should have successfully completed at least one semester in their current programs.
- (b) Regarding students gaining exemption to the graduate programs through horizontal transfer, any exemptions to be granted and the period within which the student is expected to complete the program are determined by Graduate Study Committee in line with Article 10 of these regulations. The Institute Directorate is notified, accordingly.
- (c) Those who have been admitted to graduate programs in Eastern Mediterranean University through horizontal transfers are expected to study in Eastern Mediterranean University for the minimum study period specified in Articles 7(1) and 13 of the "Regulations for Graduate Studies and Examinations".
- (3) (a) Candidates who have been admitted into the English medium master's and all PhD programs should obtain the minimum score from internationally recognized proficiency exams such as TOEFL or submit a document with a score from an equivalent English language test specified by the Institute Council.

- (b) Validity of any English language test certificated is determined by the Institute Directorate in consultation with Foreign Languages and English Preparatory School.
- (c) Applicants who do not possess documents to be exempted from the English Preparatory program take the English Language Test administered by the Foreign Languages and English Preparatory School. Those who obtain the minimum grade (or above) specified by the Institute Council are eligible to start their graduate studies.
- (d) Applicants not meeting the English language requirements can start their studies at graduate programs on the condition that they sit for the English Language Test administered by the Foreign Languages and English Preparatory School and register for the English Support Program corresponding with their level of English.
- (e) Candidates who have graduated from an Eastern Mediterranean University English medium graduate program and who apply for another English medium graduate or PhD program are exempted from the English Language Exam requirement on the condition that they apply within two years following their graduation.
- (f) No English language test requirement is sought for applicants who have been re-admitted to graduate programs, on the condition that they were registered to a graduate program in Eastern Mediterranean University within the last two years from their application date to the program and that they submit a document certifying that they possess the minimum score specified for the semester of application to the graduate program of re-admission.
- (g) No English language test requirement is sought for applicants who are citizens of countries whose official language is English, and, at the same time, who have obtained their undergraduate or master's degrees from an English-medium institution of higher education.
- (h) No English language test requirement is sought for applicants who are citizens of countries whose official language is not English but who have obtained their master's degrees from an English-medium institution of higher education in a country whose official language is English, on the condition that they apply within two years following their graduation.
- (i) No English language test requirement is sought for applicants who are citizens of countries whose official language is not English but who have obtained their undergraduate degrees from an English-medium institution of higher education in a country whose official language is English.

- (4) (a) Applicants whose official language is not Turkish but applied for Turkish-medium graduate programs are expected to have obtained the minimum score from TÖMER exam or other equivalent Turkish language exams approved by the Institute Council or to submit an equivalent document certifying their Turkish language proficiency level.
- (b) Validity of any Turkish language test certificated is determined by the Foreign Languages and English Preparatory School.
- (c) Applicants failing to submit a valid Turkish language test document sit for the Turkish Language Exam administered by the Foreign Languages and English Preparatory School. Applicants who have obtained the minimum score specified by the Institute Council gain the right to start their studies in graduate programs.
- (d) Applicants failing to fulfil the Turkish language requirements may start their graduate studies on the condition that they register for the Turkish Support Program corresponding with their level determined by the Foreign Languages and English Preparatory School in line with their score obtained from the Turkish Language Exam.
- (e) Candidates who have graduated from a Turkish medium master's program of Eastern Mediterranean University and who, also, apply for another Turkish medium master's or PhD program in Eastern Mediterranean University are exempted from the Turkish Language Exam requirement on the condition that they apply within two years following their graduation.
- (f) No Turkish language test requirement is sought for applicants who have been re-admitted to graduate programs, on the condition that they were registered to a graduate program in Eastern Mediterranean University within the last two years from their application date to the program and that they submit a document certifying that they possess the minimum score specified for the semester of application to the graduate program of readmission.
- (g) No Turkish language test requirement is sought for applicants who are citizens of countries whose official language is not Turkish and at the same time, who obtained their master's degrees from a Turkish-medium institution of higher education in a country with Turkish as the official language, on the condition that they apply within two years following their graduation.
- (h) No Turkish language test requirement is sought for applicants who are citizens of countries whose official language is not Turkish but who obtained their undergraduate degrees from a Turkish-medium institution of higher education in a country with Turkish as an official language.

- Registration**
7. (1) Preliminary registration of students admitted to the graduate programs is carried out by the Registrar's Office. During registration, original diplomas, transcripts and language proficiency certificates must be submitted.
 - (2) Course and thesis registrations of graduate students are carried out by their respective academic unit at the beginning of each semester.
 - (3) Students can concurrently study in more than one non-thesis master's program. Students studying in a master's program with thesis or a PhD program are not eligible to register for another graduate program.
- Opening New Graduate Programs**
8. If the number of applicants provisionally registered for a newly opened graduate program in any semester is less than 5, the program may not admit any students based on the recommendation of the department/program head and the approval of the Institute Director.
- Student Status**
9. Graduate students are admitted to the program may have the following status:
 - (1) A student satisfying all conditions for admission in a graduate program is given the right to register for the applied program. However, students who have undergraduate or master's degrees in fields other than the graduate program for which they are applying, or who are considered by the department to be inadequate with regards to scientific proficiency can be accepted on the condition that they successfully complete the scientific preparation program. Such students are called "Conditional Students". Transfer of such students to the normal program takes place upon the completion of the Scientific Preparation Program.
- Sen20/467-06**
- (2) (a) Students enrolled in a master's or doctorate program in other institutions of higher education can be admitted under the title of a "special student" with the approval of the Directorate / Chair of the Institute where they are enrolled in Eastern Mediterranean University's graduate courses. The exemption procedures of the students who have been admitted to and successfully completed graduate courses under the private student status are carried out by the Institute Directorate / Chair at which they are registered. Special students are the graduates or students of an institution of higher education who are granted permission to attend some courses under the conditions specified by departments/programs and approved by the Institute Directorate. Such students are not issued a diploma, or a title and special student status cannot be longer than 2 semesters. Students who take courses with "special student" status cannot benefit from student rights. In the admission of special students, there is no entrance exam or a requirement for a specific grade level. Like other students, special students are required to fulfil their obligations towards university and meet the conditions specified for the courses they follow.

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- (b) In the event of a student gaining the right for registration at a graduate program at the Eastern Mediterranean University, the exemption procedure may be carried out for the courses taken by the student in special student status from another institution of higher education in line with Article 10 (1) - (3) of the present regulation and subject to the recommendation of the graduate studies committee and the approval of the Institute Directorate.

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- (3)
- (4) Status of students who have successfully passed the PhD Qualifying Exam and whose thesis proposals have been approved is specified as “Doctoral Candidate”.
- (5) 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.

Course
Exemptions

- 10. (1) Applications for exemptions are submitted to the relevant Department Chair’s office with the exemption documents until the end of the semester in which the student initially registered for a program course. Requests for exemptions or withdrawing the submitted applications for exemptions during the upcoming semesters/years are not accepted.
- (2) (a) For students who have registered to graduate programs in Eastern Mediterranean University, courses successfully completed at a graduate program at another institution and courses taken from graduate programs as an undergraduate student can be taken into consideration and be exempted, on the condition that these courses have not been assessed towards a diploma and that their equivalences can be proven. Such courses are transferred to the student’s transcript in accordance with a corresponding letter grade applied by Eastern Mediterranean University and are also included in the Cumulative Grade Point Average calculation.
- (b) Previously taken courses that are exempted by the registered program should have “B” as the minimum grade and should be taken within five academic years preceding the semester of the graduate program registration in Eastern Mediterranean University. Exemptions for courses that are taken more than five years ago prior to the application are granted by Faculty Board upon the recommendation of the Department Board.
- (c) Total credits of exempted courses transferred to the registered program can only be equivalent to half of the credits necessary to complete the program. 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, 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.

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- (3) Exemptions for courses which are taken at a certificate program are not given.
- (4) (a) If students who left a graduate program at Eastern Mediterranean University for a reason other than a disciplinary penalty gain admission by re-applying to the University or by transferring between different programs, courses with a minimum “C” grade in postgraduate programs and “B” grade in PhD programs which were taken during the last five academic years (counting backwards from the date of application) can be exempted upon the approval of the Graduate Studies Commission. Exemptions for courses that are taken five or more years prior to the application are granted by Faculty Board upon the recommendation of the Department Board.
 - (b) However, graduate students are required to re-register for the seminar course and thesis study in thesis programs and semester project in non-thesis programs. Similarly, PhD students are required to re-register for the PhD Qualification Exam and thesis study.
- (5) (a) The minimum study period for students who get exemption for certain courses is the minimum study period specified in Articles 7(1) and 13 of the Regulations for Graduate Studies and Examinations together with the period of study in the previous program.

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- (b) The remaining period of study after the course exemption procedure is recalculated by deducting one semester for every three credit courses. However, one extra semester is assigned to students in non-thesis master’s programs, who have completed the required period of study defined in Article 13 of the Regulation for Graduate Studies and Examinations due to the exemption process to complete the requirements of the program after exemption.

**Transfers
between
Programs**

- 11. (1) Students registered to a graduate program in Eastern Mediterranean University can apply for transfers between programs. 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 Cumulative Grade Point Average 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.
- (2) 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.
- (3) An extra 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.

Scientific Preparation Program	<p>12. Out of the students who have gained admission to master’s and PhD programs as specified in article 9(1), those who have obtained their undergraduate or master’s degrees in fields different from the applied master’s or PhD programs or those who have gained their undergraduate or master’s degrees in institutions of higher education other than Eastern Mediterranean University may be subject to the Scientific Preparation Program.</p> <p style="text-align: center;">III. MISCELLANEOUS PROVISIONS</p> <p>13. In the event that documents submitted by students registering for any of the Graduate programs are discovered to be fake, these students will immediately be dismissed from the Institute, regardless of the stage they are in their studies. If such students have already left the University any certificate/diploma or similar documents will be declared void and legal action will be pursued.</p> <p style="text-align: center;">IV. FINAL PROVISIONS</p>
Coming into Force	14. These regulations come into force following their approval by the Eastern Mediterranean University Board of Trustees.
Topics not Covered	15. Relevant provisions of the regulations and by-laws of Eastern Mediterranean University are valid and applicable for matters not explicitly covered in these regulations. Issues not at all covered by the existing regulations or by-laws are subject to the decision of the Institute Council.
Execution	16. These regulations are executed by the Rector of the Eastern Mediterranean University.
Temporary Provision	17. After these regulations take effect, students registered for the program before the Fall Semester of the 2017-18 Academic Year may benefit from the new rights stated in these regulations, on the condition that they apply to relevant Department Chair’s Office until 9 October 2017. Otherwise, they will be subject to the provisions of the former regulations.
Temporary Provision Sen20/467-06	18. Article 4(2) of the present regulation takes effect as of the 2020-21 Academic Year.
Temporary Provision Sen20/467-06	19. In the event of the students admitted to a graduate program with a special student status before the 2020-21 Academic Year gaining the right to enrol in a graduate program, the credits gained from successfully completed graduate courses with a special student status may be accepted by the student’s current program in line with Article 10(4)(a)-(b) and upon the recommendation of the Graduate Study Committee and the approval of the Institute Directorate, on the condition that the number of credits gained from graduate courses taken with a special student status have not exceeded half of the credits of the currently followed program.