

Eastern Mediterranean University

Faculty of Arts & Sciences

Departments of Physics and Chemistry

BS STUDENT HANDBOOK

## A quick guide to Undergraduate Education System for new graduate students

### Important websites:

- EMU Registration Office: <https://registrar.emu.edu.tr/en>
  - **All rules and regulations for undergraduate students**
  - [Academic calendar for undergraduate students etc.,](#)
  - <https://www.emu.edu.tr/en/campus/student-services-office/718>
  - <https://www.emu.edu.tr/healthcenter>
  - <https://www.emu.edu.tr/campus-life>
  - <https://www.emu.edu.tr/campusmap>
  - <https://www.emu.edu.tr/en/campus/social-and-cultural-activities/723>
  - <https://www.emu.edu.tr/dormitories>
  - <https://www.emu.edu.tr/en/campus/transportation/66>
  - <https://www.emu.edu.tr/postoffice>
  - <https://www.emu.edu.tr/en/campus/banks-and-atms/679>
  - <https://www.emu.edu.tr/en/campus/beach-club/1256>
  - <https://www.emu.edu.tr/congresscenter>
  - <https://www.emu.edu.tr/en/campus/psychological-counseling-guidance-research-center-pdram/719>
  - <https://www.emu.edu.tr/en/campus/international-promotion-office/714>
  - <https://www.emu.edu.tr/en/campus/banks-and-atms/679>
  - <https://www.emu.edu.tr/announcements>
  - <https://www.emu.edu.tr/en/services/1190>
  - <https://www.emu.edu.tr/sportscomplex>
  - <https://registrar.emu.edu.tr/en/graduation-procedures>
  -
- **Your department web page:**
    - Departments' announcements
    - Important Departmental or Committee Board decisions
    - Labs: <https://physics.emu.edu.tr/en/laboratories>

<https://physics.emu.edu.tr/en> (Physics) & <https://chemistry.emu.edu.tr/en> (Chemistry)

Facebook: <https://www.facebook.com/EMUPHYSHEM>

Youtube: <https://www.youtube.com/channel/UCV6nZ3nDeLclSkgU75uqURw>

Faculty of Arts and Sciences: <https://fas.emu.edu.tr/>

- **Library (for literature search):**

<https://library.emu.edu.tr/en>

- **Your student portal**

<https://stdportal.emu.edu.tr>

Account name: Your student number

Password: Your passport number (for International students)

Your national id card (kimlik no) (students of Turkey and TRNC)

- Announcements by
  - The university administration
  - Registrar's Office
  - Your department
- Exam dates
- Exam marks etc.,

- **Your student mail account**

Account name: (Your student number)@ emu.edu.tr

Example: 12345678@ emu.edu.tr

Password: Your passport number (for International students)

Your national id card (kimlik no) (students fro Turkey and TRNC)

- Messages from
  - Your department chair
  - Your department secretary
  - Registrar's Office
  - Your instructors, etc,
- Link this account to your mail browser (Outlook org mail or whatever) in order not to miss any messages
- Or check regularly

### **Most important persons you will need to contact frequently:**

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- *Your department chair:*
  - Prof. Dr. İzzet Sakallı (for both Departments of Physics & Chemistry)
  - Phone: 1314 e-mail: [izzet.sakalli@emu.edu.tr](mailto:izzet.sakalli@emu.edu.tr)
- *Your department's vice chair:*
  1. Prof. Dr. Habib MAZHARIMOUSAVI (Physics)

Phone: 1067 e-mail: [habib.mazhari@emu.edu.tr](mailto:habib.mazhari@emu.edu.tr)

2. Prof. Dr. Mustafa GAZİ (Chemistry)

Phone: 1110 e-mail: [mustafa.gazi@emu.edu.tr](mailto:mustafa.gazi@emu.edu.tr)

- Your **department secretary**:

Çilem AYDINTAN

Phone: 1314 email: [cilem.aydintan@emu.edu.tr](mailto:cilem.aydintan@emu.edu.tr)

- Your *Department technicians*:

Reşat AKOĞLU (Physics)

Phone: 1274 e-mail: [resat.agoglu@emu.edu.tr](mailto:resat.agoglu@emu.edu.tr)

Sezgin Aydın (Chemistry)

Phone: 1339 e-mail: [sezgin.aydin@emu.edu.tr](mailto:sezgin.aydin@emu.edu.tr)

## **Most important rules and regulations:**

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All rules and regulations shown below can be downloaded from:

- <http://mevzuat.emu.edu.tr/content-en.htm>

**Read them carefully. In case of conflict, the student -usually- has no right to say “I didn’t know”!!!**

For full list of the courses, see:

(Physics) <https://physics.emu.edu.tr/en/bs-programs/bs-in-physics>

(Chemistry) <https://physics.emu.edu.tr/en/bs-programs/bs-in-chemistry>

Use your OFFICE365 account for your courses which can be found as follows:

**MOODLE:** <https://lms.emu.edu.tr/>

**TEAMS:** <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/group-chat-software>

**Ideally students should take the courses in the order listed in the curriculum.**

Curriculum of BS Physics: <https://physics.emu.edu.tr/en/bs-programs/bs-in-physics>

Curriculum of BS Chemistry: <https://chemistry.emu.edu.tr/en/bs-programs/bs-in-chemistry>

If you feel you cannot cope with the predefined courses either in terms of quantity or content, you can consult your advisor and design an alternative path toward graduation. Successful students who wish to graduate sooner than eight semesters may take one additional course every semester as long as either last semester's GPA (Grade Point Average) or the overall CGPA (Cumulative Grade Point Average) is greater than 3.00/4.00.

For every semester, the number of specified credit courses of a registered program makes up the semester course load. Non-credit courses are not taken into account in the computation of the course load. However, upon the recommendation of the student's academic advisor and the approval of the chairman:

**1)** a maximum of two courses can be reduced from the normal course load of a semester. In this case, the student must register for the untaken courses at the nearest next semester the courses are offered.

**2)** a student's semester course load can be increased by one course at most. In order to do this,  
**i.** the student's CGPA should not be below 3.00, or  
**ii.** the student has to be designated a 'High Honor' or an 'Honor' at the end of the previous academic term.

Even though the students are advised to take the courses as shown on the curriculum, it is possible for a student to choose different courses in any semester subject to approval of the advisor and chairman.

Nevertheless, the maximum course load must be within the limits shown in the curriculum.

When taking courses, you must realize that some courses are **pre-requisites** to others, and therefore, you must take some courses earlier in your academic program.

See the Curricula:

BS Physics: <https://physics.emu.edu.tr/en/bs-programs/bs-in-physics>

BS Chemistry: <https://chemistry.emu.edu.tr/en/bs-programs/bs-in-chemistry>

In the first two years, the focus is on introducing you to basics of Physics and Chemistry and laying out a foundation for specialization. **Therefore, most prerequisite chains start in the first and second years.**

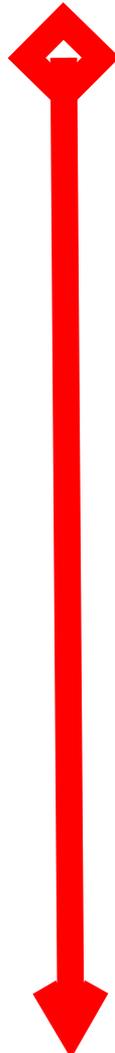
**Required Area Core Courses** The Physics/Chemistry major also requires that students must complete core courses to provide a sufficiently broad exposure to the key areas of Physics/Chemistry. These courses approximately form 66% of each curriculum in terms of EMU credits.

**Required Support Courses** The Physics/Chemistry major requires the following support courses to provide the students with communication skills, mathematics and Physics /Chemistry background as well as social and humanities knowledge deemed appropriate for Physics/Chemistry graduates. These courses approximately form 11% of each curriculum in terms of EMU credits. The following are the required support courses: ENGL191 Communication in English I, ENGL192 Communication in English II, MATHXXX and COMPXXX, and (BIOL124, ECON101 for only Chemistry Majors) & (EENG223 for only Physics Majors)

**General Knowledge Courses** Apart from the required support and area core courses, approximately 10% of each curriculum includes 3 university elective courses and the two courses listed below: TUSL181-Turkish as a Foreign Language / HIST280-History of Turkish Reforms.

**Area Elective Courses** The remaining of each curriculum is made up of the 4 Area Elective courses.

**GO TO THE NEXT PAGE PLEASE**



## **Adding new course/Dropping a registered course or Withdrawing from Courses**

From the first day of the commencement of the classes until the deadline specified on the academic calendar, students are allowed to change their course schedule by adding a new course or dropping a registered course. Changing groups of a multi-group course is also performed by first dropping the current course group and adding the new course group.

In a semester, a student is allowed to withdraw from two registered courses at most, provided that the student does not get into part-time status. Course withdrawal should be done between the set dates specified on the academic calendar. 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. A student cannot withdraw from

- a course that was withdrawn before,
- a course that is repeated (a different course with the same reference code) or
- a course that has no credit.
- any course if he or she is in the "Part-Time" student status.

Both add/drop and withdrawal operations must be initiated by the student using the student portal. Consequently, the academic advisor of the student receives a notification and confirms or rejects the requested change.

## **Other Course Registration issues**

It is possible to take courses outside the registered program in addition to the courses required by the curriculum. These courses are not counted toward the graduation of the student. For further information see the rules and regulations for students at [mevzuat.emu.edu.tr/Content-en.htm](http://mevzuat.emu.edu.tr/Content-en.htm).

A student may be exempted from courses if equivalent coursework has been completed at other institutions approved by the registration office. The decision on the equivalency and competency is made by the transfer committee. Applications for exemptions should be made to the Department Chair. The maximum amount of exemptions is half of the total load in EMU.

## **Rules to take into account when registering for courses**

The course registration system implements all the rules specified in the regulations and thus in many cases it is difficult to break the rules (accidentally or intentionally!) but you must be aware of the following rules when choosing your courses.

## **Prerequisite Courses**

In the IT curriculum, there are some courses that you must pass before you take other courses. In such cases the course that you must take before taking another course is called pre-requisite course.

1) In order to register for a course that has a pre-requisite, a student must have obtained at least a D- grade from the related pre-requisite course.

2) Graduating students are allowed to register for courses with pre-requisites even if they score an 'F' grade from the pre-requisite course.

3) At all semesters (including the graduation semester), a prerequisite course and the course following it cannot be taken within the same semester if the prerequisite course has never been taken before or if the student obtained an (NG) or a (W) grade from it.

4) The School Council has the authority to take decisions concerning the requirements for prerequisite courses.

## **Repeating Courses**

In some cases, a student may choose to or may be required to take courses that he or she has taken before. The following provisions are applied in repeating a course:

1) A student who obtains a (D-), (F), (NG) or (U) grade from a course must register for the course at the next available opportunity.

2) If the course to be repeated is an elective or has been excluded from the program, the student is required to take another appropriate course specified by the Department.

3) If a student wishes to improve his/her previously obtained grades, s/he can repeat a course in which he previously passed.

The grade obtained from the repeated course takes the place of the previous grade. However, the first grade still appears on the transcript.

## **Course Selection**

Even though ideally, the students are expected to take the courses in the order they appear in the official IT curriculum, during the registration process, there will be a number of courses that can be chosen. Priorities in course selection are as follows:

1) Courses with (F), (NG), (U) or (D-) grades.

2) Courses of previous semesters that have not been taken yet.

3) Courses of the current semester that have not been registered yet.

4) Other appropriate courses.

## **Registration of Students on Probation or Students with Academic Warnings**

1) Registration of Students with the First Academic Warning or Students on Probation

Students who receive the first academic warning or who are on probation are obliged to repeat failed courses before registering for the new ones. These students are allowed to register for two new courses at most, on the condition that they do not exceed normal course load. (Students who wish to register in summer school or who have the part-time status are allowed to register only for one new course). A student who receives the first academic warning is not allowed to register for a new course if the number of offered previously taken courses with (D-), (F) or (NG) grades fulfill his/her load. Previously registered courses with (W) grades are considered as new courses.

2) Registration of Unsuccessful Students or Students with the Second, Third and 'Final' Warning.

These students will not be allowed to register for a new course. During registration, these students must first register in the courses from which they received the grades: F, NG or D-. However, in the case that the courses from which (F), (NG) or (D-) grades were obtained are not offered, or the student's course load being under the specified limit, the student can repeat courses from which a (D), (D+) or (C-) grade was obtained until the normal course load is met. Courses with (W) grades are considered as new and cannot be registered.

## Late Registration

Late registration is possible during the period specified in the academic calendar. Late registration fees are determined by the Rectors' office in accordance with the principles set concerning this issue.

# ACADEMIC EVALUATION

## Examinations

For each course, a minimum of one midterm examination, a final examination, and any number of quizzes/tests are held. The detailed outlines of each course which also include information on the grading system and the relative weights of the examinations are posted at <http://lms.emu.edu.tr/>. Final examinations are held at least three days after termination of classes.

The Registrar of the University prepares and announces a schedule of examinations, for both final and midterm exams, well before the examination period designated for each term. To the greatest extent possible, the number of students with multiple examinations on a single day is reduced to the lowest figure. Individual conflicts that may arise from the schedule should be reconciled with the assistance of the course instructor. An alternative to an examination may be employed for certain courses with the approval of the Department Chair.

## End-of-Course Grades and Grade-Points

Twelve categories of scholastic achievement, ranging from "superior" to "failure" (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F), are recognized as *valid end-of-course grades*. These grades are indexed on a scale of "0.00-4.00" and termed *Grade-Points*. Five other symbols, (W, I, NG, S, U) are used.

A grade of "W" is used to indicate official withdrawal from a course not later than the eleventh week in a regular semester. A "W" grade has no effect on scholastic computations. A student's eligibility for a "W" grade is forfeited if, at the time of intended withdrawal, his/her unexcused absences exceeded one fifth of the total lecture or laboratory meetings to date. "W" (withdrawn), indicates withdrawal from a course before the end of a term.

The "I" grade is a temporary reporting symbol, indicating that the student is authorized additional time to submit or complete work. The student must have presented an academically acceptable explanation to his/her instructor stating why the work was not completed within the time limit specified by the instructor. The symbol

"I" (incomplete) is employed temporarily in lieu of an academic grade until a formal grade is reported. If the "I" grade is not changed by the course instructor before the deadline announced on the academic calendar, it is converted to F.

Achievement in a non-credit-hour course is indicated by the symbols "S" (satisfactory) or "U" (unsatisfactory).

The "NG" grade is given if students do not participate in coursework. A student is considered not participating in class work if he/she has high absenteeism during lecture and/or tutorial (lab) hours or he/she habitually do not submit the classworks and/or homework assigned by his/her lecturer. At the beginning of each semester, every lecturer will make clear the conditions that may cause a student to receive an NG grade in his/her particular course. In addition to special rules announced by the course instructor at the beginning of the term, in the IT department more than 40% absenteeism or missing all exams results in the "NG" grade.

A course is said to have been *successfully* completed if a student in any scholastic status, except dismiss, obtains a grade of A, A-, B+, B, B-, C+, C, C-, D+, D or S. A course in which a student receives a grade of D-, F, NG or U is not considered to have been satisfactorily completed, and the student is required to *repeat* such a course in the next semester that it is offered.

In the case of repeated coursework, the last grade earned is considered the official course grade.

The letter grades are indexed to Grade-Points equivalents as shown in Table 1 below.

### End-of-Course Grades and Grade-Points

A	4.0	Superior Pass in a credit-course
A-	3.7	Very Good Pass in a credit-course
B+	3.3	Good Pass in a credit-course
B	3.0	Good Pass in a credit-course
B-	2.7	Pass in a credit-course
C+	2.3	Pass in a credit-course
C	2.0	Pass in a credit-course
C-	1.7	Conditional Pass in a credit-course
D+	1.3	Conditional Pass in a credit-course
D	1.0	Conditional Pass in a credit-course
D-	0.7	Failure in a credit-course
F	0.0	Failure in a credit-course
NG	0.0	Failure in a credit-course due to disinterest of the student
S	*	Satisfactory (Pass in a non-credit-course)
U	*	Unsatisfactory (Failure in a non-credit-course)
W	*	Withdrawal from a course
I	*	Incomplete (work with excuse, grade to be given later)

\* No grade-point equivalent is assessed for the notations I, W, S, and U.

## Credit Earned

A student earns a credit based on the level of his/her achievement in a course. The *credit earned* is the product obtained by multiplication of the "Credit-Hour" and the "Grade-Point" obtained from a course.

## The Grade-Point Average (GPA) and Cumulative Grade-Point Average (CGPA)

A student's academic achievement for each **term** is expressed numerically by an index referred to as the *Grade Point Average* (GPA). The GPA is obtained by:

- 1) calculating credit earned for each course;
- 2) adding these results for all courses in the term to obtain the total credits;
- 3) dividing the total credits by the total credit-hours attempted.

The GPA so obtained can range from 0.00 to a maximum of 4.00. A student's GPA is calculated and reported to two decimal places.

A student's overall academic achievement is expressed numerically by an index referred to as the *Cumulative Grade-Point Average* (CGPA). The CGPA is obtained by:

- 1) adding credits earned in each term completed;
- 2) adding credit-hours attempted in each term completed;
- 3) dividing the total credits earned by the total credit-hours attempted.

When a course is repeated, the last credit earned and, if changed, the new credit-hour, are substituted in place of the previous values.

### Example:

A first year, **for example**, an IT student gets the following grades during his/her first semester:

<u>Ref. Code</u>	<u>Course Code</u>	<u>Credit Hour</u>	<u>Course Grade</u>	<u>Grade Point</u>	<u>Credit Earned</u>
35711	ENGL191	3	A-	3.7	11.1
35712	ITEC103	3	B	3.0	9.0
35713	ITEC161(*)	3	D-	0.7	2.1
35714	ITEC113(*)	4	F	0.0	0.0
35715	MATH133	+ 3	C+	2.3	+ 6.9
		16			29.1

Note that the courses marked with (\*) must be repeated in the next semester since it has not been satisfactorily completed.

The Grade point average is calculated as follows:

$$\text{GPA} = 29.1/16 = 1.81$$

This GPA is classified as Unsatisfactory as it is below 2.00/4.00. Since it is the first semester of the students, GPA and CGPA are the same. Unsatisfactory GPAs may require students to repeat courses according to the rules specified below.

Now, in the second term in the university, the student will be repeating ITEC161 and ITEC113 and registers to 3 other courses. Assume the student gets the following grades at the end of the second semester:

<u>Ref. Code</u>	<u>Course Code</u>	<u>Credit Hour</u>	<u>Course Grade</u>	<u>Grade Point</u>	<u>Credit Earned</u>
35713	ITEC161	3	D-	0.7	2.1
35714	ITEC113	4	C	2.0	8.0
35721	ENGL192	3	A	4.0	12.0
35722	MATH134	4	A-	3.7	14.8
35725	ITEC122	+ 3	A	4.0	+ 12.0
		17			48.9

At the end of the second semester GPA calculation is as the previous case. The summation of all credits earned is divided by the summation of all credit hours. Therefore for the second semester the GPA calculation is as follows:

$$\text{GPA} = 48.9/17 = 2.87$$

The CGPA calculation is a little bit more complicated. All courses taking by the student upto the said semester must be taken into account. But for the repeat courses, only the last grade should be used. The formula for CGPA calculation is:

$$\text{CGPA} = \text{Total Credits Earned} / \text{Total Credit-hours Attempted} = 75.9/33 = 2.30$$

where the Total Credits Earned is calculated as:

$$\begin{aligned} \text{Total Credit-hours Attempted} = \\ \text{Total Credit-hours Attempted in the First and Second Semester} \\ - \\ \text{Total Credit-hours of Repeated Courses in the Last Semester} = 33 \end{aligned}$$

and the Total Credit-hours Attempted are determined as:

$$\begin{aligned} \text{Total Credits Earned} = \\ \text{Total Credits Earned in the First and Second Semesters} \\ - \\ \text{Previous Total Credits Earned from Repeated Courses} = 75.9 \end{aligned}$$

This example also points out the importance of re-registering as soon as possible to courses from which student has failed, as the sooner he/she improves those grades the sooner he/she will improve his/her CGPA by nullifying the effect of the failing grades on CGPA and thus stay out of trouble.

### Correction of Grades

A student who feels strongly that he/she has received an in-term grade that is improper may file a formal appeal if the problem cannot be resolved by the course instructor.

The student must discuss the matter with the instructor of the course within three days of the announcement of grades. If, following discussion with the instructor,

the student still feels that the grade is improper or unfair, he/she may, within the following three days, present the case to the Department chair in writing. The appeal is considered by a committee appointed by the Department chair, and a decision is reached within one week of receipt of the appeal; this decision is final.

If end-of-course grades are in question, then the time limit for a student to discuss the matter with his/her instructor is extended until the last day of registration for the following semester. Once recorded in the Office of the Registrar, grades may be corrected only if a written statement is submitted to the Registrar by the instructor and approved by the Department concerned, certifying that the first reported grade is in error.

## Scholastic Status

Success rate in undergraduate for students who register in 2020-21 academic year and after is as follows:

- 1) Every student's success status is determined at the end of each semester, by calculating their GPA and CGPA. GPA and CGPA is calculated each semester according to the University rules, where each letter grade has a coefficient value, with two (2) decimal places (e.g. 2.33).
- 2) **The student is counted successful, if his GPA and CPGA is 2.00 or above.**
- 3) "Honor" degree is granted to a student, with a normal course load, whose GPA is in between 3.00-3.49 while "High Honors" degree is granted to a student, with a normal course load, whose GPA is in between 3.50 and above.
- 4) "Active Academic Term" refers to each fall and spring semester program which the student is registered in, except for the period the student is registered in the English Preparatory School.

End of Active Academic Term (EAT)	Successful Student	Students on Probation	Unsuccessful Student
2 <sup>nd</sup> EAT	CGPA $\geq$ 1.50	1.00 $\leq$ CGPA<1.50	CGPA<1.00
3 <sup>rd</sup> EAT	CGPA $\geq$ 1.50	1.00 $\leq$ CGPA<1.50	CGPA<1.00
4 <sup>th</sup> EAT	CGPA $\geq$ 1.50	1.00 $\leq$ CGPA<1.50	***
5 <sup>th</sup> EAT	CGPA $\geq$ 1.80	1.50 $\leq$ CGPA<1.80	CGPA<1.50
6 <sup>th</sup> EAT	CGPA $\geq$ 1.80	1.50 $\leq$ CGPA<1.80	CGPA<1.50
7 <sup>th</sup> EAT	CGPA $\geq$ 1.80	1.50 $\leq$ CGPA<1.80	CGPA<1.50
8 <sup>th</sup> EAT	CGPA $\geq$ 2.00	1.80 $\leq$ CGPA<2.00	CGPA<1.80
*** Students who complete, at least, their first 4 academic terms (in terms of the 4 <sup>th</sup> academic term being a spring term, end of summer session) with the cumulative grade point average (CGPA) below 1.00, they will be dismissed from their present program.			

- 5) Students, registered to an undergraduate program, whose CGPA lies between the limits in the above table, will be respected as "Successful", "On Probation" or "Unsuccessful" student.
  - a. A student "on probation" will receive a special attention and be treated as follows: The semester following the "on probation" status, a student may take at the most two new courses. The student, therefore will also be asked to repeat the courses which he/she had already taken in the

previous semesters and received the grades F, NG, D- and/or if necessary, the ones with the grades D, D+ or C-.

- b. A student whose status is "Unsuccessful" will receive a special attention and be treated as follows: The semester following the "unsuccessful" status, the student will be asked to repeat courses already taken in the previous semesters, only. These students are not allowed to register for any new courses. The courses with F, NG, and D- grades are to be repeated first. The student may also be asked to repeat courses which he/she already completed with D, D+, and C- grades.
- 6) If a student is transferring from another University to EMU or from another program within EMU, the transferring term will count as the student's Academic term. However, they will be treated as a satisfactory student at the end of the first Academic term in the new program.
- 7) Each term the student is away from the University counts as an academic term, according to the student exchange program.
- 8) The student's upcoming semester courses are revised by the Course Registration Regulations, depending on the student's current success rate.
- 9) According to the Law and Regulations, each student studying in a 4-year program must complete their education within 8 years. Leave of absence period does not count towards the education duration. In case of a student exceeding this period, the University will be able to dismiss the student. However, this period can be extended if the student is in the graduating term and has fulfilled some vital conditions. The extended period and applicable laws will be revised and organized for the student according to the "Course Registration Regulations".

## GRADUATION

A student is entitled to graduate if he/she:

- 1) Satisfactorily completes all required courses, laboratory studies, reports and summer training; and
- 2) Attains a sum of credit-hours amounting to at least the minimum required for graduation. If at the time of his/her graduation a student has achieved a CGPA of 3.00 or greater, this will be indicated on his/her graduation Diploma and official transcript as follows: students with a CGPA in the range 3.00-3.49 "Honors"; students with a CGPA in the range 3.50-4.00 "High Honors."

Graduation is conferred by the University Senate upon the request of Faculties and Schools. The Diplomas are prepared by the Office of the Registrar, and describe the name of the program, the date of graduation, and the degree obtained.

## ADDITIONAL REGULATIONS

### **Attendance Requirements**

The University believes that the benefits of academic studies come not only from independent study and the preparation of materials for formal grading, but also from participation in class and laboratory activities. Regular attendance of EMU students is therefore required in all courses for which they are registered. University regulations do not permit unexcused absence or tardiness.

For flagrant violation of the spirit of regular class attendance, an EMU faculty member may report an "NG" grade whenever unexcused absences are excessive. Such action may be taken when the number of unexcused absences exceeds 50% of the total class/laboratory hours scheduled for the course.

You should be aware that your course grades can be adversely affected through absence, whether excused or unexcused.

### **Leave of Absence**

A student, who has a compelling excuse for having a break from University studies for a period of time, may appeal for leave of absence. This period may not exceed four semesters during a course of study for a degree. Appeals are made in writing to the Chair of the Department at the beginning of each semester and are considered within five weeks of the commencement of classes. Medical cases are dealt with separately. Permission for leave of absence must be approved by the Office of the Rector upon request by the Department Chair.

### **Withdrawal from the University**

A student who finds it necessary to withdraw from the University must initiate withdrawal procedures with the Office of the Registrar. The official withdrawal procedure requires that the student obtain clearances from the Registrar, the Library, the Bookstore, the Student Housing, and the Accounting Department.

### **Student Transcript of Academic Record**

At the end of each semester, the EMU student is provided with a copy of his/her academic record. The accuracy of these records is of the utmost importance, and errors or suspected errors should be brought to the immediate attention of the Registrar. This record is issued for the information of the student, and should not be submitted as an official college record to individuals, institutions, or agencies outside the University.

An official transcript of a student's entire academic record will be provided upon submission of a written request from the student to the Registrar. The official transcript will be mailed by the Registrar to the intended recipient and cannot be handed directly to the student. Neither grade reports nor transcripts will be furnished to any outside agency without a written request from the student. Every official transcript issued by the University must be complete and unedited; the University will not certify partial academic records.

## Summer Sessions

Summer Sessions are organized mainly to help students with low scholastic achievement. Nevertheless, courses offered during the summer sessions are open to all students and successful students who wish to graduate sooner than 8 semesters will also take summer courses. These sessions are normally held before the Fall semester and form periods of intensive study which last for eight weeks.

A student may register for summer course through the registration procedure outlined above for a normal term. The scholastic achievement is graded in the same way and included in the CGPA calculations at the end of the summer session.

## DEPARTMENTAL COMMITTEES

**Curriculum Committee:** The main responsibility of this committee is to update the curriculum according to the latest developments in the field and to ensure the quality of the course contents and also to facilitate the coordination of the courses.

**Graduation Project Committee:** This committee ensures the suitability of the proposed graduation projects according to the departmental standards and also acts as an examining committee for the graduation projects.

**Transfer Committee:** This committee is responsible for evaluating and accepting transfer applications as well as giving exemptions according to departmental by-laws and the approval of the summer school courses taken outside of EMU.

**Graduation Committee:** At the end of every semester students that are expected to graduate are determined by this committee.

**Summer Training Committee:** This committee coordinates and evaluates the 40-day summer training requirement.

**Quality Management Committee:** The Quality Management committee is responsible for Quality planning, Quality Control, Quality Assurance and Quality Improvements.

## Literature Search Tools:

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- A variety of on-line literature (books, theses, and articles) search tools are provided to all students.
- See the full list on: <https://library.emu.edu.tr/en/electronic-resources>
- The most common search platform is Web of Science. Literature search down to all scientific articles published since 1980 is possible. Most research articles can be downloaded free of charge.
- Literature search is IP-sensitive, i.e., it Works only in EMU campus. You need to apply for a VPN account to Library officials if you want to use library search services from elsewhere.

## Obedience to all academic ethics rules is a must

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- Violation of the research & publication ethical rules as well as classroom and other academical ethics rules are not tolerable and have severe consequences.
- No cheating is tolerated in thesis writing.
- A special software TURNITIN is used in our university to check the originality of your assignments and your other works/projects (if necessary).

### WARNING:

The intention of this handout is to do a very quick summary of our undergraduate studies system. The summaries of rules and regulations shown on this handout is not a full summary. There are several rules and regulations that are not shown here. Therefore, go ahead and revise the complete rules and regulations (<http://mevzuat.emu.edu.tr/content-en.htm>) in your earliest convenience.



**WE WISH YOU EVERY SUCCESS!!!**