

A quick guide to Graduate Education System for new graduate students

Important websites:

- Institute of Graduate Studies and Research:

<https://www.emu.edu.tr/grad>

- All rules and regulations for graduate students
- Forms
- Academic calendar for graduate students etc.,

- Your department web page:

- Department announcements
- Important Departmental or Graduate Committee Board decisions
- Lecture/Lab programs etc

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

- Library (for literature search):

<https://www.facebook.com/EMUPHYSICHEM>

<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:

- *Your department chair:*

Prof.Dr. İzzet Sakallı (for both Departments of Physics & Chemistry)
Phone: 1314 e-mail: izzet.sakalli@emu.edu.tr
- *Your Department's Graduate Committee Chair:*

Prof. Dr. Habib MAZHARIMOUSAVI (Physics)
Phone: 1067 e-mail: habib.mazhari@emu.edu.tr
- *Your department's vice chair:*
 1. Prof. Dr. Habib MAZHARIMOUSAVI (Physics)
Phone: 1067 e-mail: habib.mazhari@emu.edu.tr
 2. Prof. Dr. Mustafa GAZİ (Chemistry)
Phone: 1110 e-mail: mustafa.gazi@emu.edu.tr
- *Your department secretary:*

Çilem AYDINTAN
Phone: 1314 email: cilem.aydintan@emu.edu.tr
- *Your Department technicians:*

Reşat AKOĞLU (Physics)
Phone: 1274 e-mail: resat.agoglu@emu.edu.tr

Sezgin Aydın (Chemistry)

Phone: 1339 e-mail: sezgin.aydin@emu.edu.tr

- *Your supervisor*

Most important rules and regulations:

All rules and regulations shown below can be downloaded from:

<https://grad.emu.edu.tr/en/policies>

- Regulations for Graduate Studies and Examinations
- Research Assistants and Scholarship for Graduate Students
- Double Major Graduate Programs Registration, Admission, and Application

Read them carefully. In case of conflict, the student -usually- has no right to say "I didn't know"!!!

Brief highlights from Regulations For Graduate Studies And Examinations

Master Courses:

Total of 21 credits with at least 7 courses. (mostly 3 credit each).

Seminar (PHYS598 or CHEM598) (no credit). ***You must complete your courses (including the seminar) in four semesters!***

Master thesis (PHYS500 or CHEM500) (no credit)

For full list see:

(Physics) <https://www.emu.edu.tr/en/programs/physics-masters-program-with-thesis/1088?tab=curriculum>

(Chemistry) <https://www.emu.edu.tr/en/programs/chemistry-masters-program-with-thesis/1088?tab=curriculum>

A student who obtains a grade lower than "C" from a program course will have to repeat the compulsory course in the first semester the course becomes available. For elective courses from which the student fails, the same course or a new course subject to the approval of the academic advisor or thesis supervisor may be taken.

PhD courses:

Total of 21 credits with at least 7 courses. (mostly 3 credit each). You must complete your courses in four semesters!

Seminar (PHYS698 or CHEM698): **The seminar course has to be taken latest by the third semester.**

Preliminary Thesis Proposal form should be submitted before the PhD Qualifying Exam
Qualifying Examination (PHYS699 or CHEM699)

1st semester after the completion of the courses

2 papers + oral exam (learn the details well before the semester of the qualifying exam)

Thesis Proposal form should be submitted after the PhD Qualifying Exam

3 minimum Thesis Monitoring Committee report must be submitted after the PhD qualifying exam or before the PhD Thesis Defense

PhD Thesis (PHYS600 or CHEM600)

For full list of the courses, see:

(Physics) <https://www.emu.edu.tr/en/programs/physics-doctoral-program/1108?tab=curriculum>

(Chemistry) <https://www.emu.edu.tr/en/programs/chemistry-doctoral-program/1108?tab=curriculum>

Minimum passing mark:

Master students : C

PhD students : B

Publication requirement for graduation (for PhD students only):

At least 1 scientific article must be published in journals covered by Science Citation Index (SCI) (15 points) or Science Citation Index-Expanded (SCI-E) (12 points) plus one more publication or enough number of conferences such that total number of scientific activity points must be 16 or more (International conferences: 2-8 points, national conferences: 1-4 points)

Dismiss conditions:

Master:

- Students who fail to successfully complete the credit courses and the seminar course specified on the instructional plan **at the end of the four semesters** or who possess a CGPA of less than 3.00 at the end of the specified study period are dismissed from the Institute.
- Students who fail a credit course with the same code twice or who fail a course taken as a replacement for a previously failed course, or who fail a total of 3 credit courses taken any time during the graduate studies (even if a certain course was passed during the second time) are dismissed from the Institute.
- CGPA of less than 3.00 at the end of the specified study period.

- If a student receives two consecutive (SU) grades from the seminar course, regardless of the fact that s/he was on leave of absence, s/he will be dismissed from the Institute.
 - If a student receives **two consecutive** (TU) grades from the thesis study, regardless of the fact that s/he was on leave, or if s/he becomes unsuccessful from the thesis study three times intermittently, s/he will be dismissed from the Institute.
 - A candidate, who was evaluated as “Thesis Defense to be Renewed” is required to **repeat the defense** before the jury **within three months** following the first jury. A candidate whose thesis is evaluated as **“Rejected” at the end of the second jury defense is dismissed from the Institute**. In situations where the thesis is defended for the second time, it is **not possible for the jury to come up with the decision “Thesis Defense to be Renewed”: to be dismissed**.
 - A candidate whose thesis is evaluated as “Satisfactory” is required to submit **bounded copies of the thesis to the relevant department** which will, in turn, **submit the copies to the Institute Directorate within a week following the thesis jury date**. The Institute Directorate may grant one-week extension for the submission of bounded copies upon application. Number of copies to be submitted is determined by the Institute. A student not fulfilling the aforesaid conditions will not be entitled for a diploma and/or may not benefit from the rights granted for students and is dismissed from the Institute if the maximum period of study has been exceeded.
- PhD:
- The maximum period for the successful completion of the credit courses and the seminar course of the PhD program is **four semesters** for students who have been admitted to the program with a master’s degree. **Students who fail to successfully complete assigned courses or who possess a CGPA of less than 3.00 at the end of the specified study period are dismissed from the Institute.**
 - a student who is unable to complete the thesis study at the end of the 12 semesters is dismissed from the Institute.
 - **A doctoral degree candidate can have an “Awaiting Publication” status for five academic years at most, after the end of the maximum study period. At the end of this period, doctoral degree candidates who fail to meet the publication requirement for graduation are dismissed from the Institute.**
 - A student who **fails the qualifying exam twice** will be dismissed from the Institute
 - A PhD candidate who has been evaluated from the **thesis study as unsuccessful twice consecutively**, regardless of the fact that s/he was on leave of absence, **or three times intermittently, is dismissed from the Institute.**
 - Students who receive **“Thesis Defense Rejected”** are dismissed from the Institute.
 - A candidate, who was evaluated as “Thesis Defense to be Renewed” is required to repeat the defense to the jury within six months following the first jury. A candidate whose thesis is evaluated as **“Rejected” by the second jury will be dismissed from the program**. In situations where the thesis is defended for the second time, it is not possible for the jury to come up with the decision “Renewal of the Thesis Defense”.

- A candidate whose thesis is evaluated as “Satisfactory” is required to submit bounded copies of the thesis to the relevant department which will, in turn, submit the copies to the Institute Directorate within a week following the thesis jury date. The Institute Directorate may grant a one-week extension for the submission of bounded copies upon application. Number of copies to be submitted is determined by the Institute. **A student not fulfilling the aforesaid conditions will not be entitled for a diploma and/or may not benefit from the rights granted for students and/or may be dismissed from the Institute if the maximum period of study has been exceeded.**
- Courses offered at the English/Turkish Support Program are non-credit courses and students are graded as Successful (S) or Unsuccessful (U). **If a student receives two consecutive (U) grades from the English/Turkish course with the same course code, regardless of the fact that s/he took a leave of absence during this period, s/he will be dismissed from the Institute.**

Supervisor Selection Process:

- Academic advisor – New registration + selection of courses until you select a thesis supervisor.
- A supervisor must be selected until the end of
 - the first academic semester for master students
 - the second academic semester for PhD students
- A cosupervisor may also be chosen if needed.
- Make sure that you meet with all available faculty members in your department (Profs, Assoc. Profs and Asst. Profs) before choosing your supervisor.

Special academic calendar events for graduate students:

- See the approaching important dates for graduate students on the Institute’s web page: <https://grad.emu.edu.tr/en>
- Examine closely the ACADEMIC YEAR INSTITUTE CALENDAR for all important days for the graduate students.
- Never miss any relevant item: The consequences may be severe....

Literature Search Tools:

- A variety of on-line literature search tools are provided to all graduate 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

- 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 thesis (compulsory) and your other work (if necessary).

WARNING:

The intention of this handout is to do a very quick summary of our graduate 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 (<https://grad.emu.edu.tr/en/policies>) in your earliest convenience.