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Spring & Summer

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2023



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WELCOME TO **OUR UNIVERSITY**







www.eul.edu.tr





66 A Welcoming Note From the Dean of Students

Dear Students,

I would like to thank you for choosing the European University of Lefke and being a part of this big family and wish you good luck in your new education life.

As the Dean of Students, I would like to welcome you all. EUL's Dean of Students Office is here to guide you with all its units and to assist you from the moment you step into the university until the moment you graduate. We are solution-oriented and work to guide you in the best way possible.

Our primary mission is to provide "student satisfaction" at the maximum level by acting as a bridge between both academic and administrative units on campus. Our other aim is to make you feel that you are not far from your family throughout your university life.

It is among the main duties of the EUL Dean of Students to respond to all your problems and requests promptly and encourage you to share your requests with our university's administration.

For this purpose, you can report your requests to the petition unit of our Student Dean's Office, so that we can get back to you as soon as possible. We believe that our office will become stronger with your contributions and opinions.

In addition, our Student Development and Psychological Counselling unit, thrives to help students realize their strengths and become useful individuals to the society. It is among their goals to guide students to grow and become adults who can cope with the problems that may arise in a rapidly changing and developing world and adapt to their changing environment.

We wish you a successful and happy university life in advance.

Assoc. Prof. Dr. Ertuğ Aydın Dean of Students dos@eul.edu.tr

GUIDLINES ON PREPARING YOU FOR YOUR TRAVEL

Congratulations!! You are one step closer to being a part of the EUL Family.

We would like to share important information that will help guide you before, during and immediately after your journey to the Turkish Republic of Northern Cyprus / European University of Lefke. Please find below crucial information along with a necessary check-list for a speedy follow up.

According to new TRNC Immigration regulations, International Students will be subject to hold an OK to Board before entering their flight. This is mainly done for passengers flying with Turkish Airlines. Therefore, please make sure that you have an OK to Board by visiting the Turkish Airlines office and/or your Travel Agent regardless if you have a Turkish Transit Visa or not.

Students also need to check if their name is on the YÖKAS education platform prior to their travel (This information is given in detail on page 7).

EUL Accommodation will be available as of 01/02/2023. EUL Accommodation with meal plan will be available as of 01/02/2023. EUL Welcoming Team from airport will start as of 01/02/2023.

There are no longer travelling restrictions to the Turkish Republic of Northern Cyprus due to the COVID-19. However, as we are still going through a Pandemic we strongly advise you to carry your vaccine card during your travel. In order to follow possible regulations changes, always follow up on announcements through our university website at www.eul.edu.tr/en/.

We recommend that you carry a Visa or Master Card as you may need to use it during travel.

We have an Emergency Hotline available that you should keep in touch with before and during your travel. This line is available via WhatsApp.

+90 539 121 2455

Please make sure to contact the above number before, during and upon arrival so we can help guide you. Most importantly make sure to be in touch with your family at all times. You will need to purchase a mobile card upon arrival at Ercan Airport (ECN) / Turkish Republic of Northern Cyprus which is your final destination.

Travel Check List:

- Check the YÖKAS Platform for your personal details
- Final OK to Board Confirmation
- Return Flight Ticket (printed copy)
- International Passport
- Turkish Transit Visa or TRNC Visa (if applicable)
- All Original Academic Records
- Conditional, Formal Acceptance Letters & Account Statement for Payment Proof
- Cash Money (preferably Euro)
- International Adaptor
- Mobile Charger

All the above mentioned should be safely and neatly placed into your HAND BAG.

IMPORTANT INFORMATION FROM THE TRNC MINISTRY OF FDUCATION





TURKISH REPUBLIC OF NORTHERN CYPRUS

MINISTRY OF NATIONAL EDUCATION

HIGHER EDUCATION AND FOREIGN AFFAIRS DEPARTMENT

WHAT YOU NEED TO KNOW ABOUT IMMIGRATION PROCEDURES

What You Need To Know

* When you receive an acceptance letter from the university you want to register for, you must select the pre-registration tab on

https://vokasadmintest.mebnet.net/OgrenciSorgu/

- kabulOgrenciSorgu and check whether you are registered and your information is correct before coming to the TRNC.
- * If you are not registered or your information is incorrect, contact the student affairs office of the university you registered.
- * You must enter the country with a passport in order to obtain a student residence permit.
- * When you arrive to TRNC border gates, you must present the acceptance letter given to you by your university to the responsible officer.
- * You have to go to your university and complete your registration after you enter to the TRNC.
- * Once your registration is completed, you must select the final registration tab on https://yokasadmintest.mebnet.net/OgrenciSorgu/ Index check whether you are registered and the accuracy of the information on the system.
- * If you are not registered or your information is incorrect, contact the student affairs office of the university you registered. If your information is incorrect, you will not be able to complete your student residence permit procedures
- When you enter to the country, you must complete your student residence permit process within the time given to you by the immigration officer. Otherwise, a daily penalty is applied.
- * In order to complete your student residence permit process, you need to visit https://permissions.gov.ct.tr/login page and follow the steps. Visit your university's website for detailed information about student residence
- * Your username and password will be sent to your phone number and e-mail. Make sure you give your information correctly during registration.

- * If your information does not match, you must apply to the Student Affairs of Immigration Office with a document showing the information you want to change.
- When you complete your student residence permit process, your Foreigner Registration Number (YKN) will be generated. You will need YKN for your transactions in government offices. Never lose this number.
- * When your student residence permit expires, you will have 60 days to renew it. Please show the necessary sensitivity.
- * You will need to show necessary sensitivity in your student residence permit procedures since you may have problems in diploma approval process if there is any problem with your permit.
- * When leaving the TRNC border gates, you definitely ask the officer in charge whether you have an immigration penalty and how much your nave an immigration pensary and now much you pensity is. If you have a pensity, you will not be allowed into the country without paying at the gate when you return. Since the daily fines are indexed to the minimum wage, if the minimum wage changes, your fine will also be changed.

Phone Numbers You May Need

(0392) 600 18 00

•TRNC Ministry of National Education •TRNC Ministry of Interior (0392) 611 11 92

·TRNC Ministry of Health (0392) 228 31 73

·TRNC Income and Tax Office (0392) 228 81 43

TRNC Ministry of Foreign Affairs (0392) 228 32 41

·Fire 199

·Turkish Embassy (0392) 600 31 00 ·Ambulance 112







·Police

155

ACADEMIC CALENDAR

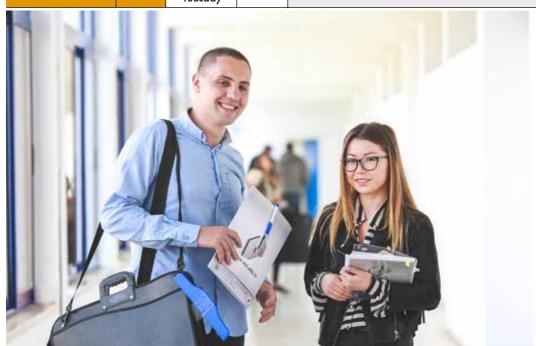
2022-2023

SPRING TERM

February	09-13	Thursday - Monday	2023	Course Registration Orientation Days for New Students	
February	13	Monday	2023	English Language "Placement Test" for New Students	
	14	Tuesday	2023	CLASSES COMMENCE	
February				Starting Day for Late Registration	
February	21	Tuesday	2023	Last Day for Late Registration	
February	24	Friday	2023	Last Day for Course ADD/DROP	
April	03-15	Monday- Saturday	2023	MID-TERM EXAMS	
April	21-23	Friday- Sunday	2023	Religious Holiday (Ramazan Bayramı)	
May	01	Monday	2023	Spring Day	
May	12	Friday	2023	Last Day for Course Withdrawal	
May	19	Friday	2023	National Holiday (Atatürk Commemoration, Youth and Sports Day)	
May	26	Friday	2023	Last Day of Classes	
May- June	27-09	Saturday- Friday	2023	FINAL EXAMS	
June	12-13	Monday- Thursday	2023	Make-Up Exams	
June	15	Thursday	2023	SPRING TERM GRADUATION CEREMONY	
June-July	28-01	Wednesday	2023	Religious Holiday (Kurban Bayramı)	
July	03-04	Monday- Tuesday	2023	Resit Exams	
July 07-08 Friday- Saturday 2023 Graduation Make-u		Graduation Make-up Exams			

ACADEMIC CALENDAR 2022-2023

SUMMER TERM					
June-July 26-03		Monday- Monday	2023	Course Registration	
July	July 04 Tuesda		2023	CLASSES COMMENCE	
July	July 17 M		2023	Last Day for Late Registration	
July	20	Thursday	2023	National Holiday (Peace and Freedom Day)	
August	01	Tuesday	2023	National Holiday (National Resistance Day)	
August	August 18		2023	Last Day of Classes	
August 19-22		Saturday- Tuesday	2023	FINAL EXAMS	
August	23	Wednesday	2023	Make-up Exams	
August	August 25		2023	Resit Exams	
August 28-29		Monday- Tuesday	2023	Graduation Make-up Exams	







For the past two decades, the European University of Lefke has been successfully providing Higher Education to thousands of students and has contributed to the economic and cultural life on a global level. We are very proud to say that we have students coming from many parts of the world and in return you should be proud for joining such a Multicultural atmosphere.

Whether you have joined us for an Associate, Undergraduate or a Postgraduate Degree, your time here will be a valuable educational experience which will enhance both your personal and professional development.

From the point of your arrival to the point of registration, the Staff of the Social & Cultural Activities Centre will make sure to help you and navigate your way through the whole registration process efficiently and comfortably.

Please make sure that you thoroughly read the contents of this guide and always feel free to ask questions. Our aim is to meet all of your expectations!!!

There will be several events throughout the Academic Year and therefore you are strongly recommended to keep a lookout for announcements via Social Media and/or official website page at www.eul.edu.tr/en/

EULOfficial Instagram page: eul lau

EUL Student Oriented Instagram page: eul.social

Mrs. Kezban ZURNACI
Manager of the Social & Cultural Activities Centre

A Welcoming Note And Orientation Guidelines

University is one of the most important investments you can make for yourself as it shapes your future and helps you to become the best you can. Learning, exploring and experiencing outside of a classroom is just as important as your academia.

The people you meet, the events you attend, the organizations you take part in will all play an important role to get the best from university life. It will give you a chance to make lifelong friends from different cultures and will play an important part in your key to success.

The Social & Cultural Activities Centre has been specially designed to support these factors. Each section of the centre uniquely coordinates personal development, thrives on improving the quality of student life and promotes student satisfaction.

Join a Club

Making new friends can sometimes be challenging, especially at the primary stage of university life. Joining a club is the perfect way to overcome these challenges. It gives you the opportunity to meet fellow students with the same interests.

Societies

Many studies and surveys across the globe show that the main motivation of the new generation is to seek new cultural experiences while studying abroad. Internationalization is highly reputable in today's world of higher education. Learning about new cultures, new languages and new religions are not only interesting but also have a great impact on personal development.

The European University of Lefke has numerous societies to help support internationalization on campus with a fine touch of multiculturalism. Students are encouraged to join any club or society as an active member or simply attend any of the events and organizations.





To Do List

Here is a simplified "to do list" to help you to "do as you go" for an organized and speedy adaptation.

Adapting Once You Arrive

- Let your family know that you have safely arrived.
- Locate our Welcoming Committee shown above.
- Feel Free to ask any questions to the Welcoming Committee for further assistance.
- Locate Your Accommodation.
- Learn where you will be Registering both general and course registration.
- Start & Complete your Registration ASAP.
- Register and become an active member of the International Student Club.
- Attend all the offered activities during Orientation & Meet as many new people as possible.
- Open up a bank account. Learn about other Transfer possibilities such as Western Union, Money Gram etc. You may obtain this information from the Social & Cultural Activities Centre.
- Start and Complete your Student Residence Permit ASAP.
 The Dean of Students Office and/or the Registration Office will be the KEY CONTACT POINTS for this purpose.
- Obtain your Student ID Card. This will be done upon completion of your Registration. More information can be obtained at the Student Affairs Centre.

First Step For Registration

Second StepEnglishPlacementTest

Place: Student Affairs Centre

Place: English Preparatory School Lefke Centre Campus



Submission Requirements:

Undergraduate & Associate Degree Students:

- High school diploma or graduation document
- Eight (8) passport size photographs
- English Language Qualification (IELTS, TOEFL, etc.)

Transfer & Postgraduate Degree Students:

- High school diploma or graduation document
- Original Transcripts
- Eight (8) passport size photographs
- English Language Qualification (IELTS, TOEFL, etc.)



If you do not hold any internationally recognized English Language qualification, you will be required to take the English Proficiency test at the English Preparatory School.

If you pass the test, you will be able to register your courses with the Faculty. If you fail to pass the test, you will be automatically registered within the English Preparatory School where you will obtain a study kit including various English Text and Work Books. You will also obtain a timetable from the English Preparatory School of your weekly programme.

Third Step CourseRegistration

Congratulations!

After completing your first step of registration which is handing over original documents, you will obtain step by step guidelines from the Registration Office.

Course registrations of all first year and/or English Preparatory School students who are newly enrolled for Spring 2023 term will be done by their course advisors.

Your final step will be to locate and visit your Course Advisor or your English Preparatory School Teacher (whichever is applicable to you) to obtain your class timetable and sign your academic record sheet.

Once your reach this point you will know that you are officially registered at the European University of Lefke.

Obtaining Student Certificate

This is the ONLY & MAIN written document proving your Student status at the European University of Lefke and may be used for personal/formal use. The Registration Office Student Affairs Centre is where you can apply for a Student Certificate.

Student ID Card

Your ID Card will be available for you to collect during Registration. The collecting point is The Registration Office Student Affairs Centre. This card is only valid when bearing an official sticker and the validity of the card is for one term only. You are required to place a new sticker on the card each term. For more information about obtaining/updating the validity of your ID card please visit the Registration Office Student Affairs Centre.

Sample of ID Card:









Additional Information:

Look Out, Settle & Get Ready for Registration Helpdesk(s)

There will be several helpdesks open during Orientation where you can get advice and information. You will find helpdesks in selected areas such as the airport and the entrance of the campus at the Student Affairs Centre. The helpdesks will be staffed by student ambassadors who will be a part of the Welcoming Committee. They will be more than happy to answer any of your questions and guide you in the best possible way.

Accommodation Reservation

Choosing an accommodation is one of the most important areas of your preparation. Being away from home can sometimes be challenging especially in the primary stages of your University life. Thus your accommodation should be paid & confirmed before arrival to the University. If you have already made the required non-refundable accommodation payment in order to secure a room prior to your arrival this means that a room has already been allocated to you and you will be placed into your room the moment you arrive.

If by any reason you do not have a reserved accommodation after arrival you may ask for guidance to the Social & Cultural Activities Centre, via the Welcoming Committee.

Top Up Payment

All students are required to make top up payment on tuition, accommodation and meal plan (if applicable) upon arrival during the registration period. Top up payment can be made directly using our online payment system https://opay.eul.edu.tr/sanalpos/defaultENG.aspx or in person directly to the bank located at the Student Affairs Centre of the European University of Lefke.



Student Residence Permit Procedures

Step by Step of all procedures throughout the whole process

The student must visit the Ministry's Webpage http://icisleri.gov.ct.tr/Click on ONLINE IŞLEMLER. Click on ÖĞRENCI İZİNLERİ

In accordance with Immigration laws and requirements, all International Students are required to apply for a Student Residence Permit and ensure the permit is renewed each academic year.

Students are required to submit Original Documents to the Student Registration Department as a requirement of the student permit process.

Once a student is officially registered at EUL and all information is provided to the Ministry of Internal Affairs, student can access the permit portal.







The students must fill the INFORMATION IN CAPITAL LETTERS-Exactly how their name shows on the EUL Registration system.

Prices

The Student Residence Permit prices will appear on the students' ID Residency System which states, health insurance, medical fee and yearly fee which can only be paid by Credit Card. Local Bank account is required.

Prices are valid until 01.09.2023:

6 MONTHS: 190.00 TL HEALTH FEE: 1400.00 TL STAMP FEE: 21.50 TL TOTAL FEE: 1611.50 TL

All required fees are subject to change as of 01.01.2023 and the permit is liable to be renewed as of 01.10.2024. All permits must be renewed every calendar year.

Sample Documents of Receipt after payment (sent via e-mail through formal database)

Vergi No : 001034	VE VEROI DAIRESI	GENEL TAHSI		0 2019070503011760000008 F Tarihi 05/07/2019 whi 05/07/2019
YATIRILAN VERO	SHAIN			
HESAP NUMARA	SI	MIKTARI	HESAP NUMARASI	MIKTARI
1049 Pul/Vergi		#17,50#		
9511 Öğrenci		#170,00#		
	ENVEDITIL ELLI Kr. dir net Vergi Dairesi, Öderne Ş	ekli: Kredi Karlı ile tahsil e	dámişte	TOPLAM: #157.50#
Çek Bilgisi Banka Bilgisi Kredi Karti Bilgisi	120:187,50TL 1 Yillik(1 Year)			

Documents Required

Please make sure that a photocopy of your passport has been submitted to the Student Registration Department. (Student Affairs Centre).

Website Address Details

http://icisleri.gov.ct.tr/

STREET ADDRESS: Sht. Hüseyin Bora Sok. No:20 Kızılay Mahallesi / Lefkoşa

PHONE LINE: +90 392 611 11 00 - +90 392 611 11 92

FAX: +90 392 611 11 70 - +90 392 611 11 71-

+90 392 611 11 72

Summary of Residency Permit Process:

- Open Student Residency Account
- Click / State type of Insurance Box
- Pay for Medical Blood Test by Credit Card
- Await Green light from the Ministry of Health
- Pay for Student Residency Permit by Credit Card
- Print completed Residency Permit

For any problems please email: info.icisleri@gov.ct.tr



Sample Copy of Student Permit

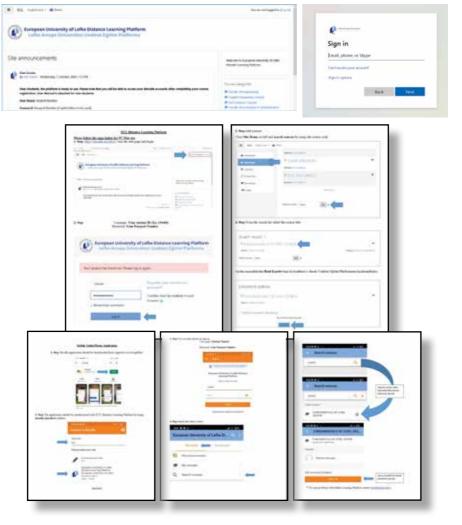


For further information and assistance feel free to contact the Dean of Students Office and/ or Registiration Office (Student Affairs Centre)

Education Learning Platform

You can follow your courses on our university's education learning platform.

- 1. To access the EUL education learning platform, log into the platform page: https://moodle.eul.edu.tr/
- 2. Username: Your Student Number, Password: Your Passport number
- 3. If you encounter any problems, you can send a detailed e-mail to moodle201@eul.edu.tr along with student number, name and phone/WhatsApp information.



EUL MS Teams Lecture Platform

EUL MS Teams Lecture Platform is a platform designed to follow classes through the Education Learning Platform.

Once you manage to enter the Education Learning Platform (step by step instructions shown on payge 24), then you will need to log into your Microsoft Teams Account.

The simple steps are as follows:

- Visit the EUL MS Teams Platform using the following site https://teams.microsoft.com/
- Username (username): your student number@eul.edu.tr (example: 22240001@eul.edu.tr)
- Password (password): Std and your passport number (example: Std9876549876).

If you encounter any problems, you can send a detailed e-mail to helpdesk201@eul.edu.tr along with your student number, name and phone or WhatsApp information.



Grading System & Transcript

Know Your Academic Boundaries & Aim For the Best...

You will obtain a formal Transcript at the end of each term showing your grades. The transcript is official only if it bears the seal of the University, hologram of the University and the signature of the Registrar. If you are in the need of a transcript at any time you need to deposit the concerning fee and visit the Registrar's Office at the Student Affairs Centre.

Credit Hour Rating:

Each course is allocated a pre-determined number of credit hours. These include all of the weekly theoretical course hours plus half of the weekly laboratory, practical or studio course hours.



Grading System and Evaluation				
GRADE	VALUE	EXPLANATION		
A, A-	4.00, 3.70	OUTSTANDING		
B+,B	3.30, 3.00	VERY GOOD		
B-, C+, C	2.70, 2.30, 2.00	GOOD		
C-, D+, D	1.70, 1.30, 1.00	CONDITIONAL PASS		
D-, F	0.70, 0.00	FAIL		
FA	0.00	FAIL BY ABSENTEEISM		
S	-	SATISFACTORY		
U	-	UNSATISFACTORY		
TP	-	THESIS IN PROGRESS		
I	-	INCOMPLETE		
W	-	WITHDRAWN		
E	-	EXEMPTION		
T .		TRANSFER		

HIGH

Granted to a student, with a normal course load, whose GPA is in between 3.50 and 4.00 inclusive and CGPA is at least 2.00

HONOUR

Granted to a student, with a normal course load, whose GPA is in between 3.00 and 3.49 inclusive and CGPA is at least 2.00

UNSATISFACTORY.

A student obtains an unsatisfactory standing when he/ she scores a GPA between 0.00 and 1.99 inclusive but his/her CGPA is at least 2.00 but his/her CGPA is less than 2.00 but above the corresponding value shown in the table.

ACADEMIC

WARNING:
An "Academic Warning" is given to a student whose CGPA is lower than the corresponding value shown in table.

SATISFACTORY

A student obtains a satisfactory standing when he/she scores a GPA between 2.00 2.99 inclusive and CGPA is at least 2.00

Academic Standing for Graduate Programmes

ì				
1	SATISFACTORY	CGPA > 3.00	UNSATISFACTORY	CGPA ∢ 3.00
1				

Student Information System (OIBS)

Technicalities you need to know

The Student Information System is a specially designed platform for students to obtain necessary information such as grades, course programmes etc. The "User-friendly" platform also allows students to conveniently register online. For further information regarding the platform please visit our website at http://www.eul.edu.tr/en/

Logging on to the system

You need to create a password to log in to the Student Information System (OIBS). You need to activate the email provided by the university (see email activation section) and then follow the instructions below.

- 1- Browse http://oibs.eul.edu.tr and open student information system login page.
- 2- Click "Forgot my password"
- 3- Enter your student number as user name and click "OK".
- 4- In order to view the email you received, login to your university email account.
- 5- Click on the link provided in the email you received.
- 6- On the next screen, enter the password you want to use twice to "password" and "password confirmed" sections.
- 7- Go to http://oibs.eul.edu.tr Enter your student number as user name and the password you have just created.

How can I view my transcript?

In order to view your transcript, click on "COURSE" link placed on the top of screen and then on "COURSE" link placed on the left hand side and lastly click on "TRANSCRIPT" link.

How can I view my weekly course schedule? In order to view your weekly course schedule, click on "STUDENT" link placed on the top of screen and then on "COURSE" link placed on the left hand side and lastly click on "WEEKLY COURSE SCHEDULE" link.







E-mail Activation

Every EUL student is provided with an email account.

It is advised that you use your email account actively.

In order to use this service, browse http://std.eul.edu.tr/en/ at any computer with internet connection or browse

http://www.eul.edu.tr/en/ and click on "Student Web Mail" link. Below is the procedure for users to follow in order to change their passwords.

- 1- Enter your student number twice as your user name and one-time password and click on "Sign in".
- 2- On the next screen, enter your student number to "Password" section and a password of your choice to the "New password" and "Confirm" sections. The password you will create should contain at least 6 characters comprised of numbers and letters (English alphabet).
- 3- Then, you can access your email account by clicking on "Sign in".
- 4- You need to use your new password to sign in from now on.

A sample student email address:

studentnumber@std.eul.edu.tr

(for example:22240001@std.eul.edu.tr)

2023 SPRING & SUMMER TERM COURSE REGISTRATION PROCEDURE

Course registration of our new first year department students will be done by their course advisors You must follow the following procedure:

1-Browse http://oibs.eul.edu.tr/en/ and open student information system (OIBS) login page

2- Username and password information for student information system (http://oibs.eul.edu.tr/en/) username: your student number password: your student number

3- Click on the course link on top of the screen, then by clicking on the reports link, and finally by clicking on the student curriculum list you will be able to see your curriculum list and you can see your course advisor name and e-mail adress on the top of your curriculum list.

4- Visit your course advisor for your course registration All students should confirm their course registrations before 24 February 2023 by meeting with their advisors

In case of OIBS problem(s), the details of the problem, as well as the student number, name and telephone information should be submitted electronically to oibs@eul.edu.tr by email.

For the issues concerning your course registration consult with your advisor or send an email to oibs@eul.edu.tr



Academic Rules

Duration of Academic Period Add/Drop Courses

One academic year consist of The student is given a period of time approximately for undergraduate and associates she will attend. The students may University in Spring 2023 Summer after term registration by making a term is a mandatory requirement for formal request to their Academic the completion of the first academic Advisors and the approval of the year. Spring term undergraduate and Head of the Department. This task associate programme students will needs to be completed within the begin their second academic year period specified on the academic in Fall 2023. It is vital to note that calendar. all students are required to pay for consult their Advisor before making second academic year tuition before an add/drop request to avoid facing the commencement of Fall 2023 restrictions that may occur during classes. Summer Term is not available the whole process (Starting from the for Postgraduate Students.

Late Registration

Late registration is the set time that Obligation for Attendance is followed by the commencement Attendance is compulsory in all of courses as well as the add /drop courses except excluded courses by periods. Late Registration can only the University. be conducted after the approval of Students are required to attend 70% the Rectorate (if and when applied of theoretical courses. Matters about for) by paying the late registration attendance are determined by the fee.

Course Load

The normal course load of a student in each semester is indicated in the programme of the department. (The course load can be increased by a maximum of two courses with the recommendation of the Advisor and approval of the Head of Department). Every student who takes an additional course to the normal course load pays the fee for each additional course regardless of enrolment or scholarship status.

16 week terms, to choose the course in which he / students joining the drop or take new courses during or Students must always first lesson day until the end of add/ drop period).

regulation.



Dean Of Students Office

Helping Students Find Their Way

From the very first minute students take their first step into our campus, the European University of Lefke, on the basis of its principle of student satisfaction, strives to make students feel they are at home and part of our family. We try to do our best in helping students overcome any problems, difficulties or challenges they may face, guiding them and assisting them in their endeavors.

With our main branches mentioned below, our main mission is to assist our students in every step of their university life;

The Student Services Unit aims to assess and evaluate written requests submitted by students and to provide clarification or assistance in overcoming a problem / difficulty they may face.

Location of Office: Student Affairs Centre (Top Floor)







CONTACT US:

Tel: +90 392 660 2102 +90 392 660 2304 E- Mail: dos@eul.edu.tr





Welcoming Week And Orientation Days

Welcoming Week and Orientation Days are probably one of the most important period of time for all newly registered students on campus. It is aimed to guide all new comers as it helps cruise their way through the necessities of University Life. Orientation Week will start upon the moment of arrival to the moment of the commencing of classes.

It is filled with various seminars and activities.

You will see announcements all around campus, at the welcoming desk as well as on the University website. There is always a possibility that the mentioned programme may change. Please follow the guidance of the Welcoming Committee upon arrival for the latest updates. Updated information is also available on our website at www.eul.edu.tr/en/

LIFE ON CAMPUS

Library

A Students Door to Lifelong Learning

All kinds of resources are available in the Library. Online resources can be accessed on and off campus. When accessing library databases, journal articles, or e-books from off campus, you will be prompted to login using your username and password. Please contact the library via the following email to get your username and password: library@eul.edu.tr

Memberships:

- All registered students are accepted as natural members of the EUL's Library.
- Students wishing to activate their memberships must fill in a library registration form and include one passport sized photo with their student ID.
- Students and staff are required to revalidate or renew their library card every academic year.
- All members must abide by the rules and regulations of the library.
- Non-students or staff members can not check out books.

For more information regarding Memberships and Rules & Regulations please visit our website via the link below: http://www.eul.edu.tr/en/



CONTACT US:

Tel: +90 392 660 2160 E-mail: library@eul.edu.tr

The Computer Centre & IT Services

The Heart of EUL

The Computer Centre is the "HEART" of technological functions and IT Services of the University. Their services include all intranet and internet facilities on campus.

As a newly registered student you will obtain an e-mail address. With this mail address you can keep a communication link within the University surrounding. The concerning address allows you to have access through the internet to crucial and essential information when required. This includes registering, learning notes, grades and more

Sample:

Student Number: 22240001

Student E-mail Address: 22240001@std.eul.edu.tr

Password: Std + Passport Number (ALL AS ONE WORD)

To access this service, it is sufficient to write https://std.eul.edu.tr:8443/ in the address section of the web browser programme on any computer connected to the Internet or click the "Student Web Mail" link from http://www.eul.edu.tr/en/

For security reasons, it is recommended that the user change their password regularly.

CONTACT US:

Tel: +90 392 660 2282 E-mail: bim@eul.edu.tr





Health Centre

In-Case of Need of Emergency

Our health centre is located behind Faculty of Pharmacy. The university ambulance is also on 24 hour standby to transport patients to the nearest health facility. The Health Centre offers basic health services such as patient examination, vaccinations or shots, stitching and bandage dressing. In cases when necessary patients may be kept under observation at the health centre. There is also a Nurse at the Health Centre five (5) days a week during working hours in order to run the Centre, to apply first aid whenever needed and is the first point of communication within the facility.

CONTACT US:

Tel: +90 392 660 2191 E-mail: saglik@eul.edu.tr

Student Development & Psychological Counselling

It is Always Mind Over Matter. Let us help.

The purpose of EUL's Psychological Advising Office is to provide you with for emotional, social support academic issues using scientific methods. EUL's Psychological Advising Office will provide you useful techniques to better adapt to university life. You can learn problem-solving and decision-making skills, which in turn make you more independent and better able to handle any type of situation. The Psychological Advising Office provides confidential counselling in a "free-will" environment. The Office also offers guidance services, research activities and psychological counselling in both individual and group settings.

CONTACT US:

Expert Consultant
Tel No: +90 660 2180
E-mail: sgazi@eul.edu.tr

Faculty of Dentistry Dental Treatment Clinic

The clinic provides all kinds of services related to dental and oral health to students with modern technological facilities.





CONTACT US:

Tel: +90 392 660 2202 E-mail: saglik@eul.edu.tr

Cafés & Restaurants On Campus

Delicious Food Options to Fit Your Lifestyle

The cafes various and restaurants on campus offer a wide range of quality and tasty menus at reasonable and affordable prices. Breakfast, lunch and dinner are served within the facilities. Hot meals, fast food, snacks and drinks available from early morning until late at night.

0]	Residence Halls Café Place: Next to Campus Residence Halls +90 392 660 4033
02	Dimond Place: Ground Floor of Rauf Raif Denktas Education Complex +90 392 660 4022
03	Prep Café Place: Next to English Prep School at Lefke
	Liman Café

Place: Next to Library +90 392 660 4024

Vitamin Café Place: Between **CL Building & Library** +90 392 660 4025

Orta Café Place: Next to **EUL Bus Terminal** +90 392 660 4030

Gloria Jean's Coffee Shop Place: Next to Student Affairs Centre GSM: +90 533 826 6402



Sports Complex

Fitness is not a destination it is a way of life

The Sports Complex located on campus aims to provide you opportunities of having a healthier and active life style, enriching campus life & helping to implement lifelong sports activities and physical fitness programmes.

EUL Sports Teams:

You can join various sports activities held at the University. Experts from the Department are always ready and enthusiastic on helping either in Team Play or simply for self-improvement. All EUL Students are welcome to join the team try-outs during specific times of the year. Try-out dates may be obtained by the Management of the Complex.

GENERAL RULES & REGULATIONS

You need to become a member of the Sports Complex before using the facilities. This involves filling out a form (including a pocket sized photo) and a minor health inspection from our Health Centre for "Health & Safety Precautions". There is also a membership Fee involved for becoming a member.

Prior reservation from the Sports Complex Staff is required (a minimum of 24 hours) for the use of tennis courts and the Astroturf football pitch(s). A separate hourly fee will be subject for using the Astroturf Football Pitch (There is an extra fee that is required to pay for the use of this facility)

Memberships need to be renewed each term.

General use, guidelines, fees and working hours of all facilities may be obtained by the Sports Complex Management or by visiting the university website.







Residence Halls

Your Home Away From Home.

Most of you who have decided to live within the university Residence Halls have already completed the required reservation. Congratulations!!! We are looking forward to welcoming you in your new home surrounding.

We understand that adjusting to new surroundings is not always easy and therefore it is our duty to make this whole process as smooth as possible. It is strongly advised to secure a place prior to your travel as our rooms are reserved on a "FIRST COME FIRST SERVED" basis.

Every student is required to pay a nonrefundable payment in order to reserve a room in any of our Residence Halls.

It is very important to understand and learn your surrounding including "Rules & Regulations" in order to implement in your own lifestyle. Therefore it is strongly recommended that you know all the "Do's & Don'ts'" while living in any one of our Residence Halls.



IMPORTANT INFORMATION THAT YOU NEED TO KNOW

Entering Your Room & Signing Your Contract

The moment you arrive to the university you will be assigned to your room providing that you have made the required reservation prior to your arrival. You will be asked to sign a contract that will hold all necessary information including starting and ending dates (please read the contract before signing so you know your liabilities).

Paying Your Deposit

Every student is required to pay a non-refundable payment in order to reserve a room in any of our Residence Halls. The security deposit fee is an amount that is taken for the sole purpose of securing the premises that you will be occupying and covers the cost of any damages to

the room at the end of the contract date. In the event that the cost of damages exceeds the amount of the security deposit, you will need to pay the difference.

Duration of Contract and Staying Longer

The duration of every Residence Hall at EUL is two (2) Academic Terms.

Extending Your Contract for the Next Academic Year

Students who wish to continue to stay at any one of our Residence Halls will be asked to make Prereservation for the next academic year. There will be an application and a non-refundable reservation payment involved. Please follow the guidelines and announcements of the Management as there is only one set time frame for this purpose.

Request of Room Change

We give paramount importance to the well-being of all students living in our Residence Halls and understand the concept of "Roommates". Therefore we allow all students to ask to change a room for one time only with no extra cost. Repetition of Room Change Request(s) will be subject to an extra fee payment of 100.00 EURO.

Decorating Your Room

We understand that decorating your room is the best way to make it feel like home. However, it is advised that you do not place, hang, or write anything on the walls of your room as this will result in a fine to your security deposit. Please note that it is forbidden to place posters depicting political views, alcohol, tobacco, illegal drugs and sexually explicit images.





Cable TV & Internet

There is a TV Room within all Residence Halls. TV's with cable satellite set-up and internet access are also available.

Staff Entering Your Room

There are times where authorized staff have the right to enter your room without prior notice and/or permission. These times consist of the following:

- While performing safety checks
- Random Searches if there is a concern for safety or reasonable cause of violation to EUL, or TRNC government rules and regulations







Door Lock's For Safety

You will be assigned a Card (if applicable in the Resident Hall you reside in) for building entry and a key to your room at the beginning of your contract. It is your responsibility to take good care of your key and/or card. If at any point you lose either one, you must immediately apply to Management to make a replacement request. Replacing card or keys is of cost and will be deducted from your deposit.

Utilities & Laundry

Electric utilities are not included in the Residence Hall prices. Each room has its own Electricity Box where electricity is purchased as a "Pay as you go" service. Laundry is done by students themselves. There are Laundry rooms in all of our Residence Halls.



All Inclusive Programmes (Feeding)

If you are a part of the Full Package Programme this will mean that you will be served Breakfast-Lunch-Dinner seven (7) days a week within the term. The Residence Hall entrance card will be different from the card to enter the allocated dining hall.

Storage Space in Between Academic Years

If you intend to renew your contract and you have followed the necessary procedures of reservation for the next academic year, you are then entitled to leave your personal belongings during summer holidays. There is no extra cost for storing however the Dormitory Management will NOT take any responsibility for lost goods.



Following Announcements

The best, most effective and fastest way to contact students is by making formal announcements. Therefore you will always find various announcements on Billboards within the Residence Halls of EUL. It is your responsibility to follow these announcements on a daily basis.



CONTACT US: Tel: +90 392 660 2152 E-mail: dormitory@eul.edu.tr

Transportation

Moving Freely for Easy Access and Mobility

Access to and from the university is possible through regular bus services. There are bus services to Güzelyurt, Lefke, Yedidalaa Doğancı, Gemikonağı throughout the day and in the evenings seven days a week. There are also weekend free bus services to other cities. For more about weekend bus information services you may contact the Dean of Students office at dos@eul.edu.tr. There are more than 30 stops all around the area(s) where students can take buses through bus stop signs where available. Free Wi-Fi Internet connection is available in all of our vehicles.

This guide also provides the EUL Bus Service Lines & Routes. It is recommended that you look into the schedule to find out where the University busses are running from. For more information on the daily route of University Transportation and their timings, you may look into the website at www.eul.edu.tr/en/ or look into the "Bus Schedule "listings in the designated Bus Stop area on campus.

CONTACT US:

Tel: +90 392 660 2241

E-mail: transportation@eul.edu.tr

Using Your Own Vehicle on Campus:

If you wish to enter and park within campus premises with your own vehicle on a regular day to day basis you MUST obtain a "Vehicle Sticker" to be placed on the far right corner of the front wind shield.

For further guidelines of how to apply and purchase a "Vehicle Sticker" please contact the Dean of Students Office Student Affairs Centre at dos@eul.edu.tr

Sample of EUL Bus Stop Sign:



DURAK BUS STOP

Public Transportation

There are several other options for students to commute to and from any location within the area and to other parts on the island. These include private Taxi's as well as buses and Airport Bus Shuttle Services. You may ask the Welcoming Desk upon arrival for information about Public Transportation.

EUL Bus Service Lines And Routes



Other Services

The Necessities That Make Life Easier

Security

Your wellbeing is one of our major priorities. Security guards on the campus carry out their duties 7 days a week, 24 hours a day with the assistance of security cameras to provide students studying at the European University of Lefke with a safe and secure environment.

The security ensures that campus life is in line with TRNC laws and regulations of the university, protects the premises of the university and controls traffic on campus.

Bookstore

North Cyprus's largest bookstore "Deniz Plaza" has an on-campus branch which meets the stationary needs of students studying at EUL. Students may find all kinds of books, stationary equipment or photocopying facilities at the "Deniz Plaza" EUL branch. Contact details: +90 392 660 4032

Banking Services

They are several banks located within the town of Lefke that allow students to open accounts as well as a variety of ATM machines that accept Visa/Mastercard withdraws. Opening an account will ensure that you are able to receive money from home.

Postal Services

There is a Post Office on campus located within the CL Building. All postal mail which arrives at the university address is distributed from this office. All undelivered mail is returned to the Post office. All International Students can collect their mail from the Dean of Students Office on a daily basis.

General Rules And Regulations

- All fees are non- refundable and non transferrable.
- All original academic records that confirm the degree award you provided to receive the Conditional Acceptance Letter, must be submitted during the registration period, otherwise your admission will be cancelled.
- Due to the governmental regulation and completion of registiration process, the university must hold all the original documents of the students until graduation.
- Immigration fee is paid by the student upon arrival. Students must use the online system for the completion of Immigration process (information given throughout this booklet). The Dean of Students and/or Registration Office may give guidance if and when needed.
- No money transfer can be made between accounts of different students.
- No certificate will be issued by the university for students with an outstanding balance (debt).
- Students cannot sit for mid-term or final exams with an outstanding balance (debt).

- To avoid a late registration fee, you must register before the first day of each term.
 Late course registration fee is 25.00 EURO per day for unregistered students with outstanding tuition fees. Late registration fee cannot exceed 100.00 EURO.
- Students who wish to freeze their studies are required to pay an extra fee during add/drop period.
- Newly arrived students can only ask to change their programme after two Academic Terms of study. Students who wish to change their programme MUST fill out the official PROGRAMME CHANGE REQUEST FORM at the Registration Office, Student Affairs Centre before the beginning of each academic term. Please note that the request is subject to evaluation in accordance with admissions regulations.
- Students who wish to terminate their studies will be subject to pay an extra fee and are required to complete all formalities and collect their own documents.
- The university has right to increase registration fees if and when found necessary.











Frequently Asked Questions:

Q: Where do I go once I arrive on campus?

A:If you arrive during the day you will be welcomes at the Helpdesk at the entrance of the University Student Affairs Centre. If you do not have accommodation reservation, you can do so upon arrival. Upfront payment is required for completion of reservation.

Q: When and where will I register?

A: You will register at the Student Affairs Centre at the Entrance of the University (Please check within this guide the map and look for the building called STUDENT AFFAIRS CENTRE). You are expected to start your registration the following day after your arrival. This may also be on the same day if you arrive during office hours.

Q: Will I find Internet Wi-Fi on campus and in my accommodation?

A: The EUL has internet throughout the campus, on all of its transportation vehicles and in Resident Halls.

Q: What is the best way to obtain latest information and announcements on campus?

A: As a part of your settling and registration you will be assigned with a new e-mail address that you will be using during your education here at EUL. If you follow the guidelines within this guide you will obtain information on how to change this e-mail address to what you prefer. You will frequently receive e-mails on various updates and announcements. The second way is to follow the announcements around the campus on "Announcement Boards". The third way suggested is to join the formal FACEBOOK page and other Social Media means of the University (eul_lau & eul.social).

Q: MUST I obtain a Student Residence Permit?

A: Yes. In order to become legal within the Turkish Republic of Northern Cyprus, every International Student MUST obtain a Student Residence Permit. You will be guided on what you will need to do, where you will go and who will help you during registration.

Ministry of Interior www.icisleri.gov.tr Sht. Huseyin Bora Sok. No: 20 Kızılay Mahallesi / Nicosia

Switchboard:

+90 392 611 11 00 +90 392 611 11 92

Fax:

+90 392 611 11 70 +90 392 611 11 71 +90 392 611 11 72

Q: Are there any Part-Time jobs available on campus?

A: Yes. There are various jobs available on campus either term or project based. You may ask at the Student Affairs Centre for further assistance on where to go, how to apply and what may be available.

Q: Where can I obtain an invoice for future payments?

A: The Student Accounts Office located on the first floor of the Student Affairs Centre. You can aslo send an e-mail to accounting@eul. edu.tr or visit the payment link of our website www.eul.edu.tr/en/ for further guidance. Always remember that making payment on time is crucial. If payments are not completed on time you will be facing late registration fee penalty. The best way to follow dates is by frequently using and checking the Academic Calendar.

Q: Where can I purchase a mobile card?

A: There will be several points where you can obtain a Mobile Card on and off campus. The first point is at the airport. The second option will be on campus at the Welcoming Desk Student Affairs Centre.

Q: Are there any shops close to the University?

A: Yes. You will find that are plenty of shops around the town of Lefke that will meet all your requirements including food, clothes, stationery, house appliances etc. For more information about shopping ask the Welcoming Committee members.

Q: Do I have Health Insurance and what does it cover?

A:Every foreign student studying at the EUL is entitled to a Health Insurance plan. This is covered once you obtain your Student Residence Permit. It is an annual coverage and will be renewed each year once the permit is renewed. Therefore, it is strongly recommended that you follow guidelines from this booklet on how to start and complete the process of your Student Residence Permit. For more information on obtaining this service you may contact the Dean of Students Office, Student Affairs Centre at dos@eul.edu.tr.

Q: Where can I obtain detailed information about North Cyprus?

A: The best way to adapt to your surrounding is by gathering all the information you can about it. In this case we recommend you visit the official website of North Cyprus at https://www.cyprusparadise.com/articles/practical-information/ for detailed information you many need to know.

Q: Do I need to register my mobile here in North Cyprus?

A: According to the Rules and Regulations of North Cyprus, all mobile devices that are not purchased here on the island are to be registered and for duty to be paid on their importations within 90 days of arrival. For more information on "How to Register Your Mobile Phone" please contact the Orientation Team.

https://www.bthkmcks.org/

Correspondence Address:
INFORMATION TECHNOLOGIES AND
COMMUNICATION INSTITUTION
BİLGİ TEKNOLOJİLERİ VE HABERLEŞME
KURUMU

Rauf Raif Denktaș Street Aydemet/Nicosia-TRNC

You must book an appointment prior to your visit.

Telephone: +90 392 444 28 45 Fax: +90 392 227 96 35 E-mail: info@bthk.org



Registration Procedures for Unregistered Devices

Requirements for application are as follows:

- a.Petition (To be completed during registration)
- b. The device which is going to be registered.
- c.Passport (Foreign Nationals), Identity Card (TRNC and TR Citizens only)
- d.Original Student Certificate (For Foreign Students Enrolled (including Associate, Bachelor, Master and PhD programs) in Higher Education Institutions approved by Ministry of Education and Culture in TRNC)
- e.If the device is found to be technically suitable for registration, the registration fee will be paid at the Registration Unit. The Registration Unit does not accept payment in cash. Payment can be made by a bank card or a credit card at the Registration Unit or deposited into the bank account of the authority (Bank Account Information will be provided during registration).
- f. Device registration fee is: 111.08 TL.

Upon completion of the transaction in the MCKS Registration Unit, you will receive your documents, invoices and receipts indicating that your device has been registered. At this stage, the registration process of your device is not completed.

Along with the documents received from the Registration Unit, the Customs Tax of the device must be paid to the Customs personnel which is located within the same building. The following must be submitted during the Customs Tax payment:

- a. The device which is registered.
- b.Passport (Foreign Nationals), Identity Card (TRNC and TR Citizens only)
- c.All the documents taken from the Registration Unit.

You can complete your registration by submitting the document received as a result of the payment made to the Customs and Registration Unit and the invoice or receipt received from the MCKS Registration Unit to the Subscriber Registration Unit within the same building or to Turkcell or Telsim Subscriber Registration Centers in the district.

If you do not submit your documents to the Subscriber Registration Unit/Centers, your registration process is not completed.





Campus Map

