



GAU
The American University, Girne Cyprus
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www.gau.edu.tr



STUDENT HANDBOOK

2010-2011

From the Desk of



Mrs. Zerin Gurler
Director of Admissions &
Registrar

Dear GAU Students,

With my warmest wishes I welcome you to the leading American University in Europe - Your University!

You are starting a new stage of your life and all of us; academic and administrative staff of the university will do our best so that these coming years can be the most remarkable for all of you.

The handbook you are holding now is designed specially for you and provides with the updated information regarding GAU, academic and admission rules & regulations and many more.

The student population of GAU comes from some 70 different countries; this makes GAU a truly international university. GAU students have a unique opportunity to study in its campus locations in UK, USA and Singapore.

This year GAU is celebrating its 25th Year Anniversary and you have a great opportunity to be a part of this event. Festivities, concerts, seminars, congresses and many other social and academic activities will be held throughout the year.

We wish you all the best during this academic year and sincerely believe that your studies with us will be rewarding.

Once again, welcome to Your University.

Zerin GURLER
Director of Admissions & Registrar

Welcome and welcome back to Girne American University!

This is a very special academic year as we are still celebrating many achievements including our 25th anniversary.

As your Director of Student Services, I believe that university life is a vital part of your education and we want to help make that as rich an experience as possible. In our department we have a variety of sections such as the Multicultural Centre, GAU Student Clubs and Career-Alumni Services.

The Office of the Multicultural Center and Student Clubs exist to support the academic mission of GAU and to assist you in your pursuit of your educational goals as our department strives to enrich international and Multicultural Student life on campus.

Entering university in a new country is an exciting, busy and sometimes adventurous experience. New policies, regulations, customs and perhaps a new language can be challenging, but we want to make your adjustment to GAU and Cyprus as smooth as possible. We want to assure you that we will always be your listening ear.

If you are looking to explore international and multicultural issues during your time at GAU we hope that you will consider making our Student Services one of your "homes away from home" as all student affairs of ours are here to serve your needs. Over 200 cultural programs and events take place on campus per year, so please take advantage of what is offered and be sure to get involved during your time here on campus.

We want to tell you how excited we are to be here and how much we are looking forward to joining you on your journey through your studies in Girne American University. Whether you are here for associate, bachelors, masters and PhD studies we know that this will be a journey that will change your life and we are glad you chose to share the journey here. We look forward to working with you and helping you find your way!

Celal SAKKA
Student Services Director



Celal SAKKA
Student Services Director

About Us

Mission & Core values

Over its 25 years history GAU has been guided by its focus on five core values: Access, Speed, Relevance, Values and Community.

GAU is dedicated to making American model learning opportunities accessible throughout life and to making them challenging and relevant to a diverse population of young people and adults. Its aim is to make possible an education that is at the same time both accessible and excellent. It does this through exceptional management of the University operations and resources, innovative delivery systems, student services and relevant programmes that are learner centred, success-oriented and using responsive technology.

In support of its mission, a programme has been initiated to transform all courses into digital format. This effective format for course presentation is a practical expression of one of the University's core values, that of providing access to higher education. The format helps students to complete their programmes expeditiously, thus reflecting another core value of speed.

At GAU we aim to reach the unreachable to provide transcontinental learning, to assist in educational development.

Education is a social process,
Education is growth,
Education is not a preparation of life,
Education is life itself...

JOHN DEWEY

Campus Snap Shots



Location Map



GAU International Office

Dear GAU Student,
Welcome to the GAU family. This handbook will explain to you how thrilling your studies with us can be. We have set up a brand-new office that has as its mission to show you the world and allow you to become a truly globally-minded person. GAU has three overseas campuses, in Washington DC-USA, Canterbury-UK and Singapore. These are eagerly waiting to welcome you, and will enable you to continue your studies without interrupting your program, often with the opportunity of attaining 2 degrees upon graduation. Moreover, we are continuously adding to our partnerships to provide you with an even wider choice of study abroad locations.

Come and visit us at the GAU International Office

GAU Millennium Building 3rd Floor

Tel. +90 392 650 20 00

Ext. 1249 -1250

Leyla Biçer

Marketing Liaison

leyla@gau.edu.tr

Saskia Yorucu

Academic Liaison

saskia@gau.edu.tr

Ergenekon Savrun

Student Affairs Liaison

ergenekonsavrun@gau.edu.tr



GAU Singapore Campus

GAU offers its students experience in the industrial, educational and commercial center of Asia - Singapore.

Diploma and Advanced Diploma programs in:

- Business Management
- Interior Design

GAU USA Campus

Our students, who are studying at other GAU campuses, will have the chance to study for one semester and/or for one academic year at the GAU US campus as part of the Study Abroad program.

- GAU On-Line

It is a time and location independent program that uses the means of information technology in order to give students the opportunity to learn and strengthen their careers. The programs will be run at GAU's new campus in America, and will provide an opportunity for our students from other campuses to exploit this great online education system.

- MBA

Accounting, Finance, Medical Administration, Tourism and Hospitality Management, Human Resources, Information Technology, Leadership

- MSIT

Information Technology

- MSCS

Computer Science

- DBA

Doctorate in Business Administration



Study Abroad in Canterbury.

Why leave the sun, your friends and the helpful faculty of Cyprus?
Why Study Abroad in Canterbury for a semester or a year?
Because you are a serious, enterprising and ambitious student and wish to expand your horizons, your skills, knowledge, your international vision and employability.
In Canterbury you are in an international, English speaking environment. Canterbury has three other big universities.
You will mix with students from all over the World and make friends and contacts.

As a university city Canterbury has all the facilities needed for both serious study and free time activities: libraries and book shops, theatres, museums, art galleries, cinemas, discos, night clubs, sporting facilities and clubs. It is a historic walled city located in beautiful green countryside with the sea less than half an hour away.

The costs are low. Tuition is less than half what is typical in English universities, living costs are no more than in Cyprus. Admittedly accommodation is higher than Cyprus and you have to fly to get to Canterbury. But the additional investment is short term and is unbelievable value.

The GAU campus is in the city centre, accommodation is close by. The campus is newly fitted out with the latest equipment and is bright and cheerful. The classes are small. The faculty are native English speakers but do not fear this. It is like being in a family; you will learn English just by being there. You will of course faster if you make an effort. Visit the GAU Canterbury web site www.gauc.org.uk and see the smiling, hard working, hard playing pioneers who went before you. Become a GAU Canterbury Club member and be a different and more enterprising student when you return to Cyprus.
Welcome to Canterbury!

Dr Ron French
Vice Chancellor

GAU Canterbury, UK Campus

Our Canterbury campus gives our students the opportunity to continue their studies and improve their English language skills in this vibrant and important academic center in the UK.

Undergraduate Degrees:

Faculty of Bussiness

- | | |
|---|---|
| <ul style="list-style-type: none">AccountingManagement Information SystemInternational BusinessInternational Relations | <ul style="list-style-type: none">ManagementMarketingManagement Information SystemTourism and Hospitality Management |
|---|---|

Faculty of Law

Faculty of Architecture, Design and Fine Arts

Double degree opportunity

Girne American University has signed a cooperation agreement with Virginia International University, which is an internationally recognized and accredited, distinguished US university since 1998 and located in Fairfax just a few minutes outside Washington DC.

Girne American University in line with the agreement, now provides its students with the opportunity to obtain a 2+2 or a 3+1 diploma in the undergraduate management program, and a 1+1 dual diploma in the graduate management program. Students, after completing the first part of their education in any of the GAU campuses, have the chance to carry out the rest of their education in Virginia International University.

- Undergraduate Programs
- International Finance (BBA) (BSc), International Management (BBA) (BSc), Marketing (BBA) (BSc).
- Graduate Programs

International Management (MBA), Marketing Management (MBA), International Finance (MBA), Health/Medical Management (MBA), Accountancy (MBA), Information Systems (MIS).

Registration

On Line Course Registration

At the beginning of each semester students have to make or renew their registration within the period specified on the academic calendar. Starting from the first date for registration students can find out the amount to be paid to the University account by visiting register.gau.edu.tr and entering the password. The amount that is specified will also include dormitory fee for these students staying at the university accommodation and any debt from the previous semesters. The 9-digit student number is your account number at the Türkiye İş Bank. Students paying in installments will be able to start their course registration after signing a Financial Agreement at GAU Students' Account Office.

Step by Step On-Line Registration Procedure

1. On the next day after the payment clears the bank, students should visit register.gau.edu.tr and log in using their user name and password that were given to them at the time of registration. Students registered in academic year 2010-2011 should collect their passwords from the Admissions Office.
2. After logging-in, students should see the courses that are opened according to their academic program for the specified semester and choose the courses that are to be taken during that semester.
3. Choosing courses does not mean that the registration is completed. In order to complete the on-line registration procedure a final approval from the academic advisor is required. Students who seek final approval from their academic advisor after the registration deadline will be charged a late registration fee of 25 Euro per day.

IMPORTANT NOTE:

All students must re-register personally each semester.

Add/Drop and Withdraw Policies

Within the first two weeks of a new semester, students can add and/or drop a course with the approval of their academic advisor and the head of department.

Students can withdraw from course/s at the latest, one week before the final examinations, with the approval of their academic advisor and the head of department. The following rules have to be followed in case of a withdrawal:

- a. Students can withdraw a maximum 2 courses within a semester.
- b. Students cannot withdraw from a course that was previous withdrawn, a course that is being repeated, or a course which does not affect the CGPA calculations (i.e. a non credit course).
- c. Students receiving a scholarship or discount will lose this if, following withdrawal, their course load falls below normal. Otherwise, they will not entitle for the scholarship/discount during that semester.
- d. A student who has withdrawn from a course will have the grade "W" recorded in the transcript. This will not affect their CGPA.

Freezing a Semester

It is specified in the By Laws of GİRNE American University that a student can freeze for a maximum of 4 semesters during their undergraduate academic life. A maximum of 2 consecutive semesters can be frozen. In order to freeze a semester following steps have to be followed:

1. A student who has a compelling excuse for freezing a semester will submit written application, completed Application for Freezing a Semester (can be obtained from the Admission Office) and transcript to the Admission Office. If the application cannot be submitted in person, then faxed copies are acceptable.
2. Payment of the specified deposit is required as a condition of freezing. Registered students will need to pay a 550 Euro for each



semester to their University account. 50 Euro will be charged as semester freezing fee, 500 Euro will be kept as a deposit and will contribute to the payment of the fees for the next Semester. Newly registered students will have to pay a full fee as a deposit.

3. Application for Freezing a Semester needs to be approved by the Students' Account Office and the Dean of the relevant faculty.

4. After all documents are submitted to the Admission office, the application for freezing a semester will be evaluated by the committee. Upon the receipt of the final approval the Semester will be frozen.

5. A student who did not appear for a semester or want to freeze a passed semester will pay a penalty of 10% of the yearly tuition fee.

IMPORTANT NOTE: Application for freezing should be done separately for each semester and at the beginning of a semester.

Registration

Attendance Policy

Foundation English Program (FEP) - attendance policy

Attendance is obligatory. The maximum number of hours a student can be absent without an official excuse is 10% of the total number of class hours per level. Those who exceed the attendance limits are penalized with the deduction of 10% from their final mark. It is possible that a student will get zero attendance points. Attendance is taken on an hourly basis.

Students must attend at least 75% of the required number of hours for each course during the semester. Students who attend less than the 75% will be unsuccessful in the course and receive a NG (No Grade) in their transcripts.

Student Letters

Students must apply for a student letter to the Admissions Office. At the beginning of each semester every student will get a free copy of a Student Letter. The student letter can be obtained 24 hours after application is submitted. These students who have not completed their registration or have a debt in the Accounts Department will not be issued a Student Letter. In case more copies are required 5 TL per copy need to be paid to the Account's Department.

Student Transcripts

The courses and the final grades of a student are entered in the transcript every semester, and held in the electronic database. Three types of transcripts are available:

- Student copy - can be viewed and printed by entering register.gau.edu.tr
- Unofficial Transcript - can be obtained from the Admission Office. This transcript is stamped and used to submit to the Ministry of Education of Northern Cyprus. The fee for such transcript is 5 TL
- Official Transcript - can be obtained from the Admission Office. This transcript is stamped, signed and given in a closed envelope that should not be opened. In order to apply for a set of Official Transcripts (3 copies), students should fill in "Official Transcript Request Form" and pay the fee to the Student Account Office. The fees of an Official Transcript are as follows:
 - An existing student who will personally collect it; 30 Euro
 - An existing student who will receive it by ordinary post; 50 Euro
 - A graduated, or withdrawn students who will take it by hand or receive it by ordinary post; 50 Euro

Examination Regulations (Grading Policy)

Every student is given a Letter Grade at the end of each Semester for each course by the lecturer. The grade distributions are as follows:

Grade	Grade-Point Equivalents
A (95-100)	4.00
A- (90-94)	3.70
B+ (85-89)	3.30
B (80-84)	3.00
B- (77-79)	2.70
C+ (74-76)	2.30
C (70-73)	2.00
C- (67-69)	1.70
D+ (64-66)	1.30
D (60-63)	1.00
D- (50-59)	0.70
F (0-49)	0.00

"I" - Incomplete

"W" - Withdraw

"S" - Successful

"US" - Unsuccessful

"NG" - No Grade

"T" - Transfer



Registration

A student who receives A, A-, B+, B, B-, C+, C or S has successfully passed the course.

A student who receives C-, D+, D, D- is considered as being conditionally successful in the course. However, if the CGPA is low a student is considered to be unsuccessful in that course.

A student who receives F, NG or US considers being unsuccessful in the subject and must repeat the course in the next semester that the courses are offered.

"I" Incomplete

"I" Incomplete is given to a student, who for a valid reason, could not attend the final exam, or for the some reason could not fulfill the requirements of that course, i.e. project, lab study, etc. In order to receive an "I" grade, a student must submit an application with the supporting documents within 3 working days from the day of the final exam. The "I" grade has to be changed one week before the registration period of the next semester; otherwise "I" grade will automatically be changed to grade 'F' for that course. However, if due to a valid reason a student cannot fulfill the requirements, the head of the department can suggest extending the incomplete period.

These rules are not applicable for the students who have less than 3 courses to graduate. Such students' applications are evaluated by the Committee. Unless the "I" grade is changed, the GPA and CGPA calculations are not considered.

"S" Satisfactory and "US" Unsatisfactory

A student who has passed a non-credit course or internship successfully will be given the grade "S", and a student who fails a non-credit course or internship will assigned the grade "US".

"NG" No Grade

A student who has not fulfilled the requirements of a course will get the grade 'NG', which will affect the CGPA calculations as if it were an "F".

"T" Transfer

If a student has transferred from another university, and if s/he has transferred courses from that university, then those courses will be shown as grade "T" in the transcript.

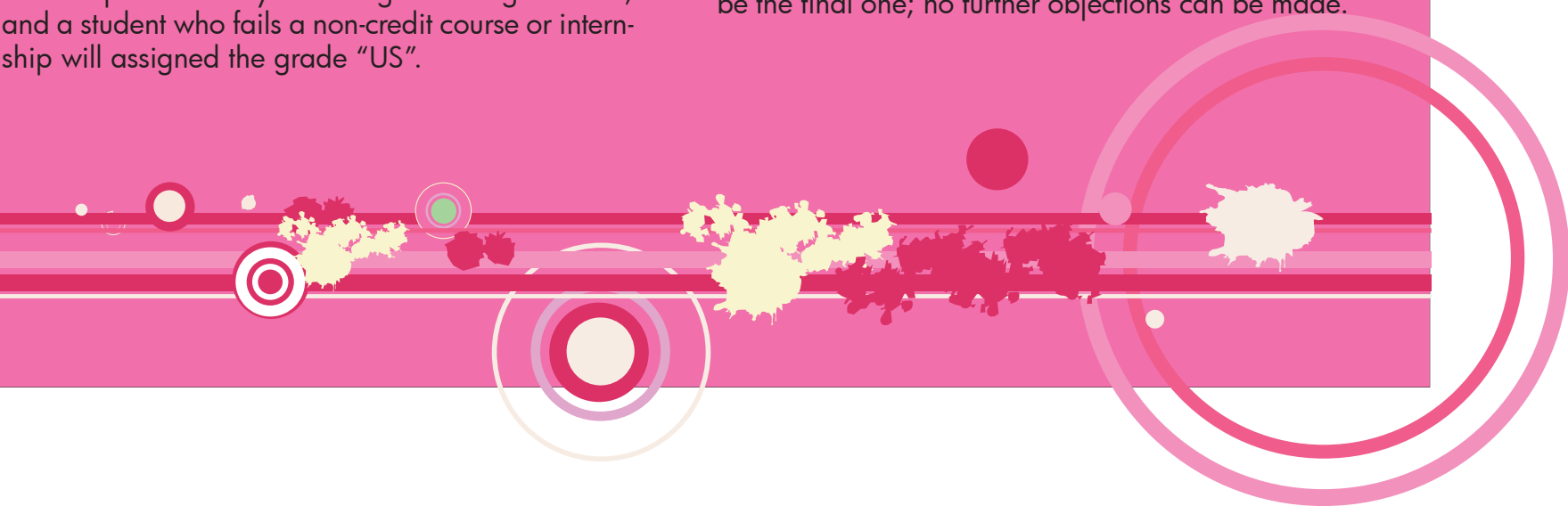
Examinations

A student takes at least one and at most three mid-term examinations and one final examination in each Semester. These examinations do not include quizzes.

Final examinations are held 3 days after the end of the Semester during the period specified by the Rectorate. A student who does not take the final examination cannot pass that course. In order to successfully pass a course a minimum 60% has to be achieved in the Final Examination. The Final Examination covers all the subject matter studied throughout a semester.

Objection to Grade

A student can appeal in writing against the grade awarded within the first week following the announcement of grades to the lecturer of that course. If the student is not satisfied with the reevaluation of the lecturer, then within a week, the objection to grade can be submitted to the head of the department. The head of department will form a committee that will include the lecturer of the course to re-evaluate the student's objection. This evaluation will be the final one; no further objections can be made.





Graduation Make-up Examinations

Students who completed the course requirements but whose CGPA is below 2.00; these students who were unsuccessful in a maximum of 3 courses are eligible to apply for the Graduation Make-up Examinations. Following criteria's are essential for the Graduation Make-up application:

- a. Courses that were awarded either "F", "D-", "D" or "US" grades in the previous semesters.
- b. Minimum attendance of the course should have be at least 75%.
- c. These courses that will increase the CGPA to 2.00 after taking the make-up examinations.

Students will have to pay for the Graduation make-up examinations. The charge will be 100 Euro per course at the first attempt, and 200 Euro per course at subsequent attempts.

Graduation

An undergraduate student is entitled to graduate if all the university course requirements are completed. The minimum CGPA and GPA of the last semester must be 2.00 or above for undergraduate students and 3.00 or above for the graduate students.

Graduation is conferred by the University Senate upon the recommendation of the Faculties. The Diplomas are prepared by the Registrar’s Office, and indicate the name of the programme, the date of graduation, and the degree obtained. Graduates will receive diplomas with the signatures of the Rector, Chairman of the Board of Trustees, Dean of the relevant Faculty, Director of Admissions & Registrar and stamp of the University. Date specified on the diploma is the date when all the requirements for graduation have been completed by the student.

Graduating students are required to pay the graduation fee specified by the University Senate. This fee is all inclusive and No discounts are provided.

Scholarship Regulations

Academic scholarships

No academic scholarships are available for the first year of study. Students can apply for an academic scholarship after completing 10 credited courses and having a CGPA minimum of 3.50 out of 4.00. This scholarship is valid only for one semester. Academic scholarships are not available during the summer semester. Academic scholarships are competitive and are not therefore guaranteed. The number of scholarships is given within the frame of Rectorate contingency. Students can apply for an academic scholarship from the Admission Office by filling in the form or by emailing to kayit@gau.edu.tr within the specified deadline.

Scholarship awarded by the Foundation English Department

Top three students who successfully completed a year of study in the Foundation English Program are awarded with 25% and 50% scholarship for their degree study. These students must continue to be successful during the degree studies.

- Other Scholarships/Discounts
Various scholarships/discounts are available at the university for undergraduate students. These discounts/scholarships include:
- a. Students who are active in the GAU sport activities can apply for the sports scholarship to the sports coordinator. The scholarship can range between 50% - 100%;
 - b. Brother and sister discount;
 - c. Married couples discount.

IMPORTANT NOTE: These scholarships are not applicable if a student studies at the Foundation English Program. Students are entitled only for one scholarship/discount. Scholarships are given on semester basis and are subject to re-evaluation at the beginning of each semester. All the scholarships/discounts cover the payment of the tuition fee only and are not applicable during the summer semester. The scholarships/discounts will continue unless a disciplinary action is filed against the student. If CGPA of a student drops below 2.00 out of 4.00 possible, then a student will lose the discount. In case of a withdrawal from the University, a student will be asked to pay back the equivalent to the amount of the scholarship that was awarded. Scholarships/discounts that are given to students registered in academic year 2010-2011 will be applied on the Foundation English Program as well.

Student Permit

Every foreign student, studying in North Cyprus, has to obtain a student permit in order to stay in the country and to be able to travel back home. The Admission Office will assist in the immigration procedure. The following documents need to be submitted to the Admission Office:





1. 1 student letter and the photocopy
2. Receipt from the Revenue & Tax office showing the payment of the immigration fee (70 TL per year).
3. Passport and the photocopy of the pages with the photo, expiry date and the last page.
4. Stamp worth 7.00 TL
5. 1 passport size photo
6. These students who are applying for the student permit for the first time are required to provide medical report that can be obtained from the governmental hospital or laboratory.

The student permit must be renewed once expired.

Student Services

Orientation

During the month of October new registering students are given orientation. The orientation program is organized to introduce the campus and its facilities to newly admitted students in the openings of every academic year.

Throughout the orientation week , the new students take part in various social, cultural and sports activities and are informed about the programs to which they were admitted.

Multi Cultural Center

GAU is a micro society, embracing staff and students from all over the world. The Multicultural Center wants to reflect this in its activities. We want to give students the opportunity to make the most out of their stay with us, by meeting other cultures. Activities of the Multicultural Center include the mentorship program, counseling sessions on integration issues, projects and programs promoting diversity and multiculturalism, training sessions on improving social and personal skills and last but not least, fun activities!

International students have their own organization, the ISU (International Student Union), which organizes social activities on a regular basis and provides support to international students. It functions as an umbrella organization, supporting all other international student associations. Its aim is to create a diverse community through developing a bond between different cultures and through providing a friendly environment for students.

A wide range of activities are being organized and weekly meetings of the ISU are always held under the supervision of the multicultural center. The feedback of the international students has proved to be invaluable in terms of knowing and understanding the expectations and problems of the international students. Many steps have been taken to improve the quality of living for the international students of GAU.

ISU organizes multiple tours to historical and tourist places in Cyprus, not only allowing the international students to socialize among themselves, but also to introduce them to the culture and the lifestyle of Cyprus.

Alumni and Career Center

At GAU, we take pride in our graduates. We want all of our students, not only to be successful with us at GAU, but also in their future professional life. Our aim is to facilitate their search for a job, prepare them for entering the labor market and build close relationships between companies, the university and our students, with a view on eased internship and employment.

Services offered by the Center:

- Individual counseling and guidance on career planning, CV writing, Cover letter writing, preparation for job interviews (through role play).
- Regular job postings
- Career Development Program, a series of workshops on business subjects
- Organize seminars given by professionals (in the framework of the academic seminar program)

Student Clubs & Organizations

University life not only includes studies, it also includes development of the social and cultural skills. University students are recognized as intelligent and educated contributors to the society. The major studied at the university enables students to develop academically, while participation in the clubs and organizations of the university helps them to form socially according to their personal interest.

Student Clubs & Organizations within GAU are under the supervision of Student Services Department. A club is formed with one advisor who must be from the University.



Every club organizes training sessions, meetings, presentations and other activities within its specified mission. In order to become a member of a club you should be a registered GAU student. A Club President is selected by democratic vote and stands at the head of the Club for one academic year. In order to receive more information regarding Clubs, please contact GAU Student Services Department.

Clubs are divided into three categories: academic, social and Art clubs.

- GAU ACADEMIC CLUBS
- GAU AVIATION CLUB
 - GAU TURCOLOGY CLUB
 - GAU ROBOTICS CLUB
 - GAU INDUSTRIAL ENGINEERING CLUB
 - GAU PSYCHOLOGY CLUB
 - GAU MANAGEMENT INFORMATION SYSTEMS CLUB
 - GAU COMPUTER EDUCATION AND TECHNOLOGY CLUB (BÖTE)
 - GAU POLITICAL CLUB

- GAU ART CLUBS
- GAU DANCE CLUB
 - GAU EN-KA MUSIC CLUB
 - GAU THEATRE CLUB
 - GAU CREATIVE ART AND PAINTING CLUB
 - GAU PHOTOGRAPHY CLUB

- GAU SOCIAL CLUBS
- FOOTBALL FAN CLUB
 - GAU YOUNG TEMA CLUB
 - GAU HISTORY CLUB
 - GAU ROCK CLUB
 - GAU FIGHT CLUB
 - GAU ATATÜRK IDEOLOGIES CLUB

Student Services Director:
Celal Sakka
celal@gau.edu.tr

Faculty Secretaries Directory List

NAME:	EMAIL:	EXTANTION:
RECTOR'S OFFICE		
Fatma Erşükrü	fatosersukri@gau.edu.tr	1151
GENERAL SECRETARY'S OFFICE		
		1105
FACULTY OF BUSINESS & ECONOMICS		
Cemaliye Ulukurt	cemaliye@gau.edu.tr	1315
FACULTY OF COMMUNICATION		
Gülay Asit	gulayasit@gau.edu.tr	1381
FACULTY OF EDUCATION		
Nevnihal Aciman	naciman@gau.edu.tr	1121
FACULTY OF ENGINEERING		
Emine Bay	eminebay@gau.edu.tr	1337
FACULTY OF ARCHITECTURE		
Aelita Futsi	aelitafutsi@gau.edu.tr	1370
FACULTY OF HUMANITIES		
Pınar Uçar	pinarucar@gau.edu.tr	1121
FACULTY OF LAW		
Nezaket Saraç	nilaysarac@gau.edu.tr	1305
SCHOOL OF SPORTS		
		1260
VOCATIONAL SCHOOL		
		1236
ENGLISH FOUNDATION PROGRAM		
		1236

**GAU Center for Psychological
Counseling and Guidance**

**Location: GAU Medical Center, 2nd floor
Ext.: 1264 or 1265**

The Psychological Counseling and Guidance Center (PCGC) aims to help students with their search for understanding and awareness of their social, academic and cognitive potential. PCGC runs its operation in complete confidentiality and is a complementary service for our students. Although the PCGC services cover a whole range of psychological and guidance issues, Psychological Counseling forms a significant part of the service. The services include communication, adjustment, identity issues as well as inter-personal relationship and academic issues. Individual counseling is conducted on a one to one basis between the counselor and the student. An appointment is usually required for individual counseling at PCGC. The session lasts for the length of a normal class period and is arranged between the counselor and the student being counseled.

Orientation

During the month of October new registering students are given orientation. This program includes seminars

Foundation English Department

**Ferdiye Ersoy-Reynier
FED Director
Millennium Complex, 2nd Floor**

Great importance is attached to the Foundation English Program (FED), whose aim it is to bring students' English to a satisfactory level, allowing them to follow faculty courses.

An entrance placement test is given to all new students before the academic year starts in order to determine their level of English. Students studying in the FED must register for their courses. Students should first obtain access for registration from the accounts office, showing that their semester fee has been paid. They must then be regi-

stered as FED students on the second floor of the Millennium Building, where they will be allocated to a Group and learn their academic timetable.

Life Long Learning Center

The center has been established as a separate unit within GAU. It serves both GAU students, as well as GAU staff and people from the community. In other words, the center is open to everyone who wants to improve his/her skills, knowledge and abilities. Courses offered are in the field of arts, tourism, computer languages and programming, languages and sports. Each course takes different hours. At the end of each course taken, the center provides participants with a GAU certificate of success.

Distance Learning Center

**Carol Miller
Head of Distance Learning Center
Millennium building, 2nd Floor**

The American University of Cyprus Distance Learning Center was founded in January 2006 to plan and coordinate the university's e-learning efforts. The center's goal can be summarized as "Education, Anywhere, Anytime...". This can only be achieved through the right combination of education and technology.

MOODLE, the e-Learning Portal, opened to the public in March 2006 is a direct result of the center's e-Learning strategy. We currently have 5000 registered on line users with 156 courses. The courses are a mixture of full on-line and blended. At GAU we take full advantage of the fact that we are entering a new phase of digital forms of learning; where students are networking with each other and electronic resources, often on the move using mobile technologies. The dynamic web-site offers a highly interactive tool which empowers the academia

to provide quality learning opportunities using Blended Teaching and Learning styles.

Students are able to access that content anywhere, anytime, giving them a chance to study at their own pace. They can also contact their tutors and other students through the MOODLE's online conferencing system, tutorials and informal study groups.

The web site can be accessed by using the following address:
<http://elearning.gau.edu.tr>

For more information please send an e-mail to carolmiller@gau.edu.tr or caglaterzioglu@gau.edu.tr

Library/Center for Information Services

The Library

Ms. Barbara Hall
Director
Center for Information Services

Ms. Ayse Oktan
Library Coordinator Millennium Park,
Lower Level

Mr. Hakan Denizsev
Supervisor of Cybrary
Millennium Park, 2nd level

Our fast-growing academic library supports GAU's academic programs and aims to meet the information needs of faculty, staff and students. The library's Main Circulating Collection includes books in English and Turkish. Books are shelved by subject according to numbers assigned by the Dewey Decimal Classification System. The Reference Collection (for use in library) consists of materials supporting both quick fact-finding and in-depth research such as language and subject dictionaries, encyclopedias, directories, handbooks, and atlases. GAU Theses are also located in the Reference Collection. Journals are shelved in the reading room area where study tables are available for quiet study. A limited number of computers **also are available for student use.**

The GAU Library utilizes the latest technology for information retrieval and all resources are searchable by author, title and keyword using the library's online public access catalogue (OPAC) which is accessible on the internet from the library's website at: www.gau.edu.tr/cybrary

Students requiring assistance in locating materials or in searching electronic resources may ask the Librarian on duty for help. Online tutorials and information for self-help, however, can be found on the Library website. Regular hours of service during semester: Monday to Friday 8:30 a.m. to 9p.m., Saturday 9 a.m. to 5 p.m.

Cybrary

Cybrary is one of the largest computer labs in Cyprus with 80 Computers with Internet access available for student use. You can use one of the lab computers or you can connect to the internet through wireless with your own laptop.

Electronic Collections

GAU's digital library provides access to approximately 50,000 full-text journals through our E-Databases collection and to nearly 37,000 electronic books. Notable databases include ABI/Inform (ProQuest), EBSCO's Academic Search Complete and Business Source Complete, IEEE, Westlaw and Science Direct. Access is also provided to millions of other documents such as annual reports, and company profiles. Electronic resources are restricted for use by our faculty and students. Find all resources online at www.gau.edu.tr/cybrary.



Media Coordination

GAU TV & GAU FM

The broadcasting service of GAU, GAU TV, broadcasts from the Millennium complex. It transmits with quality and discipline and applies the principles of professional broadcasting. GAU FM transmits on frequency 105.8 FM, covering the whole of North Cyprus and the South on coastline of Turkey. Its 24 hour non-stop transmission offers a variety of music for all listeners.

The staff consists of volunteers and students, who are given the chance to prepare themselves for the future by giving them practical and theoretical education on TV program making. GAU TV includes SDI and digital TV studios, a main control room, and production studios. Students interested to join GAU TV or GAU FM, need to have good communication skills and should function well in a team. Application forms can be obtained from GAU TV or GAU FM, and must be submitted in the Fall.

Karmi Press Agency

Karmi Press Agency is the official press agency of Girne American University, has been established to announce to the public various academic, social, cultural and sportive activities of the university. The press agency aims to produce fast, objective, accurate and current news about the institution and merges the university and community.

The Karmi Press Agency (KPA) consists of professional newspeople and our own students; with the latest technological equipments. KPA continuously contributes to local, national and international news pools. Karmi Press Agency also produces and publishes our very own newspaper, The Vision. The students of Communication Faculty have chance to complete their internship and gain professional experience before their graduation. Interested students can apply to Media Coordination Office either by emails: gautv@gau.edu.tr, gauvm@gau.edu.tr, ajans@gau.edu.tr or by phone 650 2000 (ext: 1244/ 1248)



Campus Facilities

Bookstore and Photocopy Center

The bookstore sells a variety of academic books as well as fiction. Some instructors leave their lecture notes there for student to purchase. Students can obtain print outs and photocopies at a reasonable price in the Photocopy Center located in the same place with the bookstore.

Medical Center

Mrs. Pembe Cansever
Nurse
Medical Center, Villa
Ext. 1264

The Medical Center offers free health service for students and staff. A nurse is available to provide first aid, take blood pressure, sugar level, etc. Emergency situations are redirected to the hospitals. A doctor is expected to join the center in the near future. Consultation hours: 08:00-13:00 and 14:00-17:00
Monday-Friday: 08:00-13:00 and 14:00-17:00

Security

GAU's security team consists of guards who provide 24 hours watch everyday. Their office is situated at the Campus Watch, in the A block, on campus. They deal with issues such as health emergencies, safety, lost items, arguments, and any other matter of importance to your well being.

Bus Services

GAU has its own shuttle service for students. There are also regular busses providing frequent service to the dormitories. The time schedule can be obtained at the reception of the Rectorate building

Hair Dresser

GAU students have an opportunity to use barber/hair dresser located on-campus, under the Millennium Complex, next to the library. Ladies hairdresser & Gentlemen barber are in separate sections. GAU Students are given a special discount on prices. Hair cuts, high lights, press, skin care and many more can be provided at the Hair Salon. It is advisable to schedule an appointment beforehand.

Working Hours:

Monday - Friday	08:00 - 17:00
Saturday	08:00 - 13:00

Stationary

Students can purchase stationary required for their studies at the stationary shop located on-campus under the Millennium Complex. Such items as notebooks, pens and pencils, special paper for Architecture students and many more useful may be purchased in the shop.

Working Hours:

Monday - Friday	08:00 - 17:00
Saturday	08:00 - 13:00

Dormitories

Accommodation

GAU provides excellent residential accommodation at a reasonable price for a large proportion of its students. New coming students, except married and PhD, are required to stay at the university accommodation during the first year of their studies.

- GAU Knowledge Village (dormitory for Women) offers accommodation to a total of 400 students. The dormitory is located near the city center and 2 km away from the campus. It consists of shared rooms where 2 to 4 students can stay. All rooms have Air Conditioning, TV, telephone, wardrobe, a table and chairs, beds, WC and fridge. Among the shared facilities are laundry room, study room, kitchen and a study hall. Services offered in the dormitory are 24 hours hot water, cleaning, security, electric generator, e-net connection and technical support.

- GAU G. Bennett Court (dormitory for Women) is located 5 minutes walking distance from the campus. Dormitory accommodates 200 students in double rooms. All rooms have Air Conditioning, TV, telephone, wardrobe, a table and chairs, beds, WC and a mini-fridge. Among the shared facilities are laundry room, study room, cafeteria and kitchen. Services offered in the dormitory are 24 hours hot water, cleaning, security, generator, e-net connection and technical support.

Dormitories



- GAU UniverCity Complex (dormitory for Men) is located close to university in the Karmi region. Dormitory accommodates 600 students in single and double rooms. All rooms have Air Conditioning, TV, telephone, wardrobe, a table and chairs, beds, VVC and a mini-fridge. Among the shared facilities are laundry room, study room, cafeteria, restaurant, market, billiards and table tennis halls, and a big screen lig TV room. Services offered in the dormitory are 24 hours hot water, cleaning, security, generator, e-net connection and technical support.

All are served by frequent shuttle bus.



Sport Facilities

Sport Clubs

Such sport clubs as basketball, handball, tennis, volleyball, chess, scuba diving, horse riding, cricket, track and field, darts, table tennis, swimming, tracking, billiards, fencing, wrestling, soccer, orientation, Turkish Cypriot folk dancing, search and rescue, badminton, aviation, archery, futsal, and field hockey are available.

If you would like to join any of these sports clubs, please contact the Sport Coordinator's office in the Villas.

Fitness Center

GAU Fitness Centre has been equipped with the best sport center exercise equipments available. Members have opportunity to lose and put on weight, get fit, relax with yoga, tone with step-aerobics, have a massage, workout with free weights as well as completing a cardiopulmonary workout. Individual based fitness/weight lifting exercise programs can be designed specially for you by our professional team.

It's available by membership for GAU students, GAU academic and administrative staff, general public and North Cyprus sport clubs.

Semi-Olympic Swimming Pool
The GAU swimming pool is built in accordance with the International Swimming Federation (FINA) standards. The Pool has a length of 25 meters, width of 16 meters and depth of 2.0 meters. With it's 6 lanes, it is ready for any kind of swimming competition and water games.

GAU students, academic and administrative staff are given a special discount. The Swimming Pool is open for public and also to private swimming clubs. Programs for nursery, primary and secondary schools are arranged. Private and group lessons are also available.

Tennis Courts

GAU has brand new 2 outdoor tennis courts which has a special tennis surface. GAU offers you a great Tennis facility, convenient location in the campus, we have 2 brand new hard courts with lighting. Our courts are also available for Professional tennis tournament.

Sports scholarships

GAU offers sport scholarship to those students who are skillful in their respective sports. Upon being selected and joining a varsity and/or GAU Sport Club, a student can apply for a sports scholarship. Those students who are currently in their own country the national team, will be able to receive a favorable sport scholarship offer. For more details and application please visit the Sports Coordinator's office.

For further information you may visit the School of Physical Education and Sport building in the Villas and get in touch with:

Muzaffer DOGGUN
Sports Facilities Coordinator
E-mail: muzafferdoggun@gau.edu.tr

Yigit TAN
Swimming Pool Manager
E-mail: yigittan@gau.edu.tr



General Information

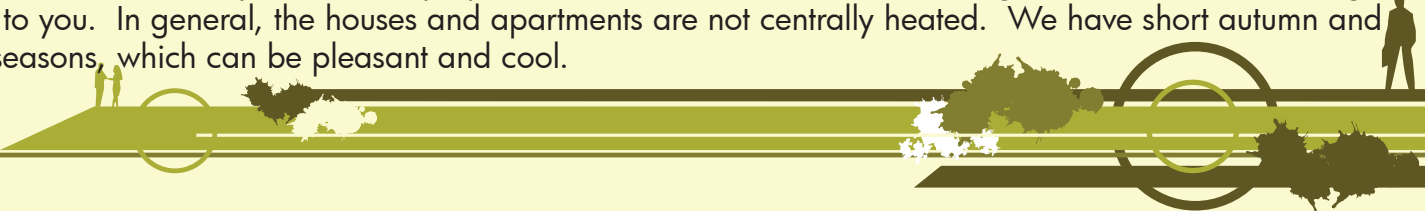


Language

The official language of GAU is English. On the island the language is Turkish, but English is widely used and understood.

Climate

North Cyprus has a Mediterranean climate, with long, dry summers from mid-May to mid-October. Winter starts in December and lasts until March. It can become cold, wet and windy during theses months, but seldom reaches Zero, so please come prepared for some cold weather, or arrange for some warm clothing to be sent to you. In general, the houses and apartments are not centrally heated. We have short autumn and spring seasons, which can be pleasant and cool.



General Information

Currency

The currency of the island is Turkish Lira (TL). Euro cheques, Travelers cheques, dollars, sterling and Euros may be used or exchanged. It is advised that you do not bring your local currency and only change small amounts of money at a time as the exchange rate may change sudden. It is better to change your money at an exchange bureau or a bank. It is possible to exchange money in other places, but you will get a slightly lower exchange rate.

Bank Accounts

Once students are registered at GAU, the university can provide them with a student letter which will allow them to open a bank account in North Cyprus. Do not forget that banks charge for money transfers. The admissions office can provide more information.

Working Hours

Shops are open with some variation, but generally
Summer 08:00-13:00 and 14:00-19:00
Winter 09:00-13:00 and 14:00-18:00

Banks (Monday-Friday)
Summer 07:30-14:00
Winter 08:00-12:00 and 14:00-17:00

Traffic

Drive on the left. Traffic and road signs are international. Seat belts must be worn. Drivers must not drive under influence of alcohol. Mobile phones are not to be used while driving.

Electricity

220/240 Volts A. A standard three pin British plug is needed. If you only have the continental 2-pinned plug, then an adaptor can be purchased from the stores, supermarkets, grocery shops and electricians. In Northern Cyprus power cuts might occur. It is therefore useful to bring a torch.

GSM

In North Cyprus GSM system mobile phones can be used. It is cheaper to buy a local SIM card when you arrive using the pay as you go system. The main service providers are Telsim and Turkcell.

Employment Information

Job opportunities are very limited and usually employers give preference to those who are able to speak Turkish as well as English. Officially students are allowed to work for 20 hours per week. We do not recommend students to work during their first year of study. If a student does decide to work, then the terms and conditions of work are agreed by the employer and employee. The university is not responsible in any way.

Personal Belongings

It is advised that students carry with them their passports, bankbooks and credit cards. It is not easy to replace these items if they are lost.

Transit and Entrance Visa to Turkey

All flights to North Cyprus are via Turkey. Therefore you are required to obtain a Turkish transit visa from the nearest Turkish Embassy or Turkish Consulate. When you have obtained your Turkish transit visa you are free to travel to North Cyprus to register at GAU. Note, again, that you must fly to North Cyprus via Turkey. Book your flight via Istanbul to Ercan Airport (Lefkosa) in North Cyprus.

Useful websites about North Cyprus
www.welcometonorthcyprus.com
www.cypnet.co.uk/ncyprus
www.gonorthcyprus.co.uk

General Information

Important phone numbers

Emergency numbers		
Fire	199	815 2111
Forest fire	177	
Police	155	815 2125
Girne hospital	122	815 2266
Lefkosa hospital	228 5441	

Breakdown numbers		
Electricity	188	
Water	815 2118	
Telephone	161	

Airlines		
Cyprus Turkish Airlines	815 2513/4	
Turkish Airlines	227 1061	
Ercan airport	231 4806	

Banks		
HSBC	815 9982	
Is bankasi	815 3313	
Kibris Vakıflar	815 1756	
Garanti Bank	815 1974	

Pharmacies		
Enver (near Tempo)	8154938	
Kucuk (center of Girne)	815 6340	
Rizki (opposite Astro)	815 3496	

Cinemas		
Cineplex (Lemar Karaoglanoglu)	822 3565	

Dentists		
Turgut Ertac (centre of Girne)	815 3523	
Seda Serger (opposite the p.o)	815 0015	
Aysen Gorus (old Girne)	815 4669	

Doctors		
Dr. Münür Hüdaverdi	815 2327	

Exchange bureaus		
Sun (near the Rocks hotel)	815 4979	

Foreign embassies and offices		
American Consulate	227 3930	
Australian Embassy office	227 7332	

General Information

British High Commission	228 7054	GSM Service Providers		
German Embassy Office	227 5181		Telsim	600 0600
Turkish Embassy	227 2314		TurkCell	600 1000
Immigration Office	228 3559			
Ministry of Foreign Affairs	228 3241	Other	Camelot beach	0542 884 0006
District Office	815 2040		Grand Akpınar Café & Restaurant	815 2058
			Akpınar Café & Restaurant (Lefkosa)	228 4743
			Arinet Internet Provider	220 0090
International supermarkets				
Lemar	822 3565			
Astro	815 8233			
Tempo (Girne)	815 6502			
Takeaway food				
Venue Restaurant	822 3338			
Akpınar Patisserie	444 1935			
Ezic Restaurant	815 4466			
Passport restaurant	815 9843			
Burger City	822 3577			
Café Dukkan	815 5985			
Travel agencies				
G.A.U Fonline Tourism	816 0553			
Sayar tourism	228 8544, 815 9564			
Bosfor tourism	815 2018			
Water deliveries				
Evsu (drinking water)	815 0186			
Hotels				
Kyrenia Jasmine Court Hotel	815 1450			
Grand Avrasya Hotel	815 1172			
Pitoresk Hotel	815 8824			
Atlantis Hotel	815 2242			
Mountain View Hotel	822 3453			
Merit Cristal Cove Hotel	821 2345			
Dome Hotel	815 2453			
Grand Rock Hotel	815 2238			
Club Z	815 1549			
The Colony Hotel	815 1518			
Courier Services				
DHL	225 6828			
Fedex	228 5656			
Insurance Service Provider				
A Credit Insurance	816 0553			