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 especially for you and contains updated information regarding GAU’s academic and administrative rules & regulations and many more.

The student population of GAU comes from 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, workshops 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 Center, 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. We strive 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 offices 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 Girne American University. Whether you are here for associate, bachelor, masters or PhD studies we know that this will be a semester that will change your life, and we look forward to working with you and helping you. Enjoy your stay!

Celal SAKKA
Student Services Director
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
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 Bàn
Marketing Liaison
leylab@gau.edu.tr

Saskia Yorucu
Academic Liaison
saskiayorucu@gau.edu.tr

Figenkon Sermar
Student Affairs Liaison
sermar@gaunova.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, which is expected to be a great online education system.

• MBA
• Accounting, Finance, Medical Administration, Tourism and Hospitality Management, Human Resources, Information Technology, Leadership
• MSIT
• Computer Science
• DBA

GAU Singapore Campus

Diploma and Advanced Diploma programs in:
• Business Management
• Interior Design
Study Abroad in Canterbury:

Why leave the sun, your friends and the helpful faculty of Cyprus?

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: theaters, 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 faculty are native English speakers but don’t fear this. It is like being in a family; you will learn English just by being there. You will of course learn 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.

Dr Ron French
Vice Chancellor

GAU Canterbury, UK Campus

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 Management (BS)
- International Business (BS)
- Marketing Management (BS)
- International Finance (BS)
- Health Management (BS)
- Accountancy (BS)
- Information System (BS)

Graduate Programs:
- International Management (MBA)
- International Business (MBA)
- Marketing Management (MBA)
- International Finance (MBA)
- Health Management (MBA)
- Accountancy (MBA)
- Information System (MBA)
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 those students staying at the university accommodation and any debt from the previous semesters. The 9-digit student number is your account number at the Turkiye Is 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 the 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 the department. Students who withdraw without the approval of their academic advisor have to be billed in case of a withdrawal.
- Students can withdraw a maximum of 2 courses within a semester.
- Students cannot withdraw from a course that was previously withdrawn, a course that is being repeated, or a course which does not affect the CGPA calculations (i.e. a non-credit course).
- Students receiving a scholarship or discount will lose it if, following withdrawal, their course load falls below normal. Otherwise, they will not be entitled for the scholarship/discount during that semester.
- 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 Girne 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 taken:

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.
Semester to their University account. 50 Euros will be charged as semester freezing fee. 500 Euros 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.

Application for freezing a semester needs to be approved by the Students’ Account Office and the Dean of the relevant faculty.

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.

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.
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 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 transcript.

Registration

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:

1. Student copy - can be viewed and printed by entering register.gau.edu.tr
2. Unofficial Transcript - can be obtained from the Admission Office. This transcript is stamped, signed, and given in a closed envelope that should be handed over to the Ministry of Education of Northern Cyprus. The fee for an Unofficial Transcript is as follows:
   - An existing student who will personally collect it: 30 TL
   - An existing student who will receive it by ordinary post: 50 TL
3. Official Transcript - can be obtained from the Student Account Office. This transcript is stamped, signed, and given in a closed envelope that should be handed over to the Ministry of Education of Northern Cyprus. (3 copies). Students should fill in "Official Transcript Request Form" and pay the fee to the Student Account Office. The fee of an Official Transcript are as follows:
   - An existing student who will personally collect it: 30 TL
   - An existing student who will receive it by ordinary post: 50 TL

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade-Point Equivalents</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>(95-100) 4.00</td>
</tr>
<tr>
<td>A-</td>
<td>(90-94) 3.70</td>
</tr>
<tr>
<td>B+</td>
<td>(85-89) 3.30</td>
</tr>
<tr>
<td>B</td>
<td>(80-84) 3.00</td>
</tr>
<tr>
<td>B-</td>
<td>(77-79) 2.70</td>
</tr>
<tr>
<td>C+</td>
<td>(74-76) 2.30</td>
</tr>
<tr>
<td>C</td>
<td>(70-73) 2.00</td>
</tr>
<tr>
<td>C-</td>
<td>(67-69) 1.70</td>
</tr>
<tr>
<td>D+</td>
<td>(64-66) 1.30</td>
</tr>
<tr>
<td>D</td>
<td>(60-63) 1.00</td>
</tr>
<tr>
<td>D-</td>
<td>(50-59) 0.70</td>
</tr>
<tr>
<td>F</td>
<td>(0-49) 0.00</td>
</tr>
<tr>
<td>&quot;I&quot;</td>
<td>Incomplete</td>
</tr>
<tr>
<td>&quot;W&quot;</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>&quot;S&quot;</td>
<td>Successful</td>
</tr>
<tr>
<td>&quot;US&quot;</td>
<td>Unsuccessful</td>
</tr>
<tr>
<td>&quot;NG&quot;</td>
<td>No Grade</td>
</tr>
<tr>
<td>&quot;T&quot;</td>
<td>Transfer</td>
</tr>
</tbody>
</table>
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

“T” Incomplete is given to a student who, for a valid reason, could not attend the final exam, or for some reason could not fulfill the requirements of that course. If a student receives 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 must be changed one week before the registration period of the next semester, otherwise, it 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 be given the grade “US”.

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 2 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 that are 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 reevaluate the student’s objection. This evaluation will be the final one; no further objections can be made.
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 semester.

b. Minimum attendance of the course should have been 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.
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 3.00 or above for undergraduate students and 3.00 or above for 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. Dates specified on the diploma are the dates 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:

- 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%.
- Brother and sister discount
- 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 a semester basis and are subject to re-evaluation at the beginning of each semester. All the scholarships/discounts are competitive 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 3.50 out of 4.00 possible, then a student will lose the discount. In case of withdrawal from the University, a student will be asked to pay back the equivalent to the amount of the scholarship that was awarded. Scholarship/discount 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. Passport
2. Student registration form
3. Student visa
4. Financial statement
5. Proof of accommodation
6. Health insurance
7. 2x recent passport photos
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. 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 a 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.

Multicultural 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, teaching 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 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
- Organized seminars given by professionals (in the framework of the academic seminar program)
-...
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 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
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<tr>
<th>NAME</th>
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<td></td>
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<tr>
<td>Fatma Erşükrü</td>
<td><a href="mailto:fotrosersukri@gau.edu.tr">fotrosersukri@gau.edu.tr</a></td>
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<td>GENERAL SECRETARY'S OFFICE</td>
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<tr>
<td>ENGLISH FOUNDATION PROGRAM</td>
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<td>1368</td>
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</tbody>
</table>
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 wide range of psychological and guidance issues, counseling is an interpersonal 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 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 registered as FED students on the second floor of the Millennium Building, where they will be allocated to a Group and learn their academic timetable.

A booklet is available for students, which gives additional technical and academic information about the FED. This information is also available online on the official Girne American University website.

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. In 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 online users with 156 courses. The courses are a mixture of full online 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 website can be accessed by using the following address:

http://elearning.gau.edu.tr

For more information please send an email 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 Library
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 the library) consists of materials supporting both quick-facilitating 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 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 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 9 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 faculty and students. Find all resources online at www.gau.edu.tr/cybrary.

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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 much 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 TV 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 merge 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. 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, gaufm@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 students to purchase. Instructors often print and sell their lecture notes at reasonable prices. 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 a health service for students and staff. A nurse is available to provide their needs. Biochemistry, microbiology and clinical chemistry are referred to the hospital. 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 every day. Their office is located 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 buses 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 & Gentleman barber are in separate sections. GAU Student are given a special discount on prices. Hair cut, style, perms, color and many more can be provided at the Hair Salon. It is advisable to schedule an appointment beforehand.

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, 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

Academic dormitory: 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 single rooms, two-room apartments and three-room apartments. All rooms have Air Conditioning, TV, wardrobe, a table and chairs, beds, WC and fridge. Among the shared facilities are a laundry room, study rooms, kitchen and a study hall. Services offered in the dormitory are 24 hours hot water, cleaning, security, electricity, generator, e-net connection and technical support.

GAU Louise 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, wardrobe, a table and chairs, beds, WC and a mini-fridge. Among the shared facilities are laundry rooms, study rooms, cafeteria and kitchen. Services offered in the dormitory are 24 hours hot water, cleaning, security, electricity, generator, e-net connection and technical support.
GAU University 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, WC and a mini-fridge. Among the shared facilities are laundry room, study room, cafeteria, restaurant, billiards and table-tennis halls, and a big screen 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, swim diving, horse riding, scuba diving, archery, french fencing, wrestling, soccer, orienteering, Turkish Cypriot folk dancing, search and rescue, badminton, cricket, search and rescue, badminton, aviation and field hockey are available.

If you would like to join any of these sport 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, relax with free weights as well as completing a cardio-pulmonary 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.

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 10 meters and depth of 2.0 meters. With its 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. Some programs for nursery, primary and secondary schools are arranged. Private and group lessons are also available.

Tennis Courts
GAU has built new 2 outdoor tennis courts which has a special tennis surface. GAU offers you a great tennis facility, convenient location in the campus and you have 2 brand new hard courts with lights.

For sports scholarships, GAU offers sport scholarship to those students who are skilled in their respective sports. Upon being on the team, our professional team will design a tailor-made training program for you. If you are currently in your own national team, you will be able to receive a favorable sport scholarship offer. For more details and application please visit the Sport 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 DOĞGÜN
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 these 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 maybe 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 suddenly. It is better to change your money at an exchange bureau or in a bank. 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 drink 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-pin plug, then an adaptor can be purchased from the stores and supermarkets. 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 employees 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. The terms and conditions of work are agreed by the employee and employer. 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

220/240 Volts A. A standard three pin British plug is needed. If you only have the continental 2-pin plug, then an adaptor can be purchased from the stores and supermarkets. Power cuts might occur. It is therefore useful to bring a torch.
### General Information

#### Important phone numbers

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<th>Number</th>
<th>Extension</th>
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<td>Fire</td>
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<td>815 2111</td>
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<td>Girne hospital</td>
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<td><strong>Airlines</strong></td>
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<td>Cyprus Turkish Airlines</td>
<td>815 2512/4</td>
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<td>Turkish Airlines</td>
<td>227 1361</td>
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<td>Ercan airport</td>
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<td>HSBC</td>
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<td>Is Bankasi</td>
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<tr>
<td>Kilicas Vakif</td>
<td>815 1756</td>
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<tr>
<td>Garanti Bank</td>
<td>815 1974</td>
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<tr>
<td><strong>Pharmacies</strong></td>
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<tr>
<td>Enver (near Tempo)</td>
<td>815 49138</td>
<td></td>
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<tr>
<td>Kucuk (centre of Girne)</td>
<td>815 63420</td>
<td></td>
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<tr>
<td>Roki (opposite Astro)</td>
<td>815 3496</td>
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<tr>
<td><strong>Cinemas</strong></td>
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<tr>
<td>Cineplex (near Karagilim)</td>
<td>822 2365</td>
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<tr>
<td><strong>Dentists</strong></td>
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<tr>
<td>Turgut Ertac (centre of Girne)</td>
<td>815 3023</td>
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<tr>
<td>Sedika Sarig (opposite the p-o)</td>
<td>815 9011</td>
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<tr>
<td>Ayten Cemal (old Girne)</td>
<td>815 4689</td>
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<tr>
<td><strong>Doctors</strong></td>
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<tr>
<td>Dr. Aliyar Hacioglu</td>
<td>815 2227</td>
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<td><strong>Exchange bureaux</strong></td>
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<td>Sun (near the Rocks bank)</td>
<td>815 4979</td>
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<td><strong>Foreign embassies and offices</strong></td>
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<td>American Consulate</td>
<td>227 3300</td>
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<td>Australian Embassy</td>
<td>227 7332</td>
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<tr>
<td>Service</td>
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<td><strong>General Information</strong></td>
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<td>British High Commission</td>
<td>228 7054</td>
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<td>German Embassy Office</td>
<td>227 5181</td>
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<td>Ministry of Foreign Affairs</td>
<td>228 3559</td>
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<td>Ministry of Foreign Affairs</td>
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<td>Immigration Office</td>
<td>228 3559</td>
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<td>Immigration Office</td>
<td>815 2040</td>
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<tr>
<td>Layar</td>
<td>822 3551</td>
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<td>Layar</td>
<td>815 3253</td>
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<tr>
<td>Tempo (Girne)</td>
<td>815 6332</td>
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<td><strong>Takeaway food</strong></td>
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<tr>
<td>Venue Restaurant</td>
<td>822 3338</td>
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<tr>
<td>Alprina Patisserie</td>
<td>446 1933</td>
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<tr>
<td>Ezic Restaurant</td>
<td>815 4556</td>
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<tr>
<td>Passport supermarket</td>
<td>815 9842</td>
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<td>Café Achille</td>
<td>815 9888</td>
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<td>Café Nukseß</td>
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<td><strong>Travel agencies</strong></td>
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<tr>
<td>G.A.U Fonline Tourism</td>
<td>816 0553</td>
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<tr>
<td>Sayar tourism</td>
<td>815 81544, 815 9564</td>
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<td>Bodur tourism</td>
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<td><strong>Water deliveries</strong></td>
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<td>Evi (drinking water)</td>
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<td><strong>Hotels</strong></td>
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<tr>
<td>Kyrenia Jasmine Court Hotel</td>
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<td>Grand Ayia Napa Hotel</td>
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<td>Polis Hotel</td>
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<td>Atlanta Hotel</td>
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<td>Grand Bosphorus Hotel</td>
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<td>The Colony Hotel</td>
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