

**CYPRUS INTERNATIONAL UNIVERSITY
GRADUATE STUDIES REGULATION***

The Board of Trustees of Cyprus International University shall make the following regulations based on the authority granted to it by Paragraph (A) of Article 8 of the main regulation of Cyprus International University.

*Note: This document was translated to English with the aim of helping foreign students to understand the rules on Graduate Studies at the Cyprus International University. However, in such instances where there are any differences between the Turkish language and English language versions of the Regulation, the Turkish version shall be applicable.

PART ONE		
General Provisions		
Scope 28/08/2017 ST-10/16-17	1.	This regulation regulates the procedures and principles based on graduate education at Cyprus International University (CIU). It covers post-graduate education, graduate, doctoral and post-graduate education program consisting of several courses within the relevant subject or certificate programs aiming to improve academic title without qualifying for any academic title.
SECTION TWO		
Student Admission		
Application Authority	2.	Applications for graduate programs shall be submitted to the Institute for Graduate Studies and Research (IGSR). The conditions related to the candidate registration shall be announced by the Institute Directorate prior to the commencement of each semester.
Programs and Conditions of Admission	3.	(1) Certificate Programmes
28/08/2017 ST-10/16-17		Certificate programs are opened in the fields with the course contents determined by the Senate. Candidates with Bachelor's Degree have the right to apply for Graduate education certificate programs; These are the programs, which are included in a graduate education program, which consist of various courses with the aim of increasing knowledge in related subject or area without qualifying for any academic title. Academic Personnel and Graduate Education Entrance Exam (ALES) is not required from the candidates who will be accepted to the program; The success levels of the candidates, interview results, foreign language levels, grade point averages, and references are evaluated according to the opinion of the IGSR Institute. The successful applicants are accepted to the certificate programs.

		(2) Graduate programs
		In order to qualify for submitting an application for a graduate program, an applicant shall be the holder of an undergraduate degree diploma. Applicants who are citizens of the Republic of Turkey or holding TR/TRNC citizenship shall have obtained a score of 55 points in the Admission Examination for Academic Staff and Graduate Studies (ALES) within the subject matter of the program that they wish to study in. The ALES score requirement is not applicable when evaluating applications concerning non- thesis graduate programs, and applications concerning the Faculty of Fine Arts, Design and Architecture and Conservatorium. The opinion of the head of the related department shall be taken into consideration by the Institute Administrative Council (IAC) when evaluating success level, interview outcomes, foreign language level, grade point averages and references of applicants. Successful applicants are accepted to graduate programs. In addition, students who are in the last year in CIU's undergraduate programs and have a GPA of at least 2.00 can also register as a special student for non-thesis Master's Programs.
		(3) Doctorate programmes
11/04/2018 SD-3/17-18 04/10/2017 SD-12/17-18		In order to apply for doctoral programs, candidates must have a bachelor's or master's degree with thesis. TR; TR / TRNC double nationality candidates must have a minimum score of 55 (80 applicants with a bachelor's degree) in the score type of the program applied by ALES. During the admission to the Ph.D. program, students, who have registered to the non-thesis master's programs before 06/02/2013, are not required to complete a master's degree with a thesis. However, the criteria for applying to the Ph.D. programs of candidates other than TR, TR / TRNC double nationalities are determined by the Senate upon the proposal of the IAC.
		Those applicants, who do not hold a foreign language achievement certificate, must achieve the required score in the Foreign Language Examination which shall be administered by the CIU School of Foreign Languages.
		The opinion of the head of the related department shall be taken into consideration by the IAC when evaluating success level, interview outcome, foreign language skills level, grade point average and references of applicants, prior to admitting successful applicants to doctoral degree programs.
Transfer Students	4.	A student, who has completed at least one semester at CIU or at any other institution of higher education, may submit an application, complete with the required documents, to the Institute of Graduate Studies and Research during the application period, under the condition of satisfying admission requirements established in articles 3(1) and 3(2). The applicant may be admitted as a transfer student to an equivalent graduate degree program at CIU upon approval by the Director of the relevant degree program and by the decision of IAC. This decision also specifies which courses in the program the will be exempted is informed separately.
Scientific Preparation Program	5.	Scientific Preparation Program shall be administered in graduate or doctoral degree programs to overcome the scientific inadequacies of applicant students who have either completed their undergraduate and/or graduate degree in an institution of

		higher education other than CIU, or who hold an undergraduate degree or undergraduate and graduate degree in a different domain of study, respectively, the graduate degree or doctoral degree program for which they submitted an application. The maximum length of time to be invested in the scientific preparation program and the number of courses to be followed therein will be determined by the Senate.
		(1) Students shall be admitted to the Scientific Preparation Program in compliance with the admission relevant provisions of articles 3(1) and 3(2).
		(2) Courses that are compulsory in the Scientific Preparation Program shall not be substituted for the core required courses of the relevant graduate program. However, a student enrolled in the Scientific Preparation Program may follow courses from the curriculum of the graduate degree program in addition to the preparatory courses upon a proposal of the relevant Program Directorate and approval of the Institute Administrative Council.
		(3) In order for a student enrolled in the Scientific Preparation Program to conclude the said program, the student must obtain the grade “S” (sufficient) in all courses followed under the program.
Special Students	6.	A student, who has graduated from or who is enrolled at an institution of higher education, and who wishes to build up their knowledge in a specific subject, and/or wishes to profit from the accelerated education program offered at CIU in a specific subject, may be allowed to attend graduate degree courses upon a proposal by the relevant program directorate, and by an approval of the Directorate of the Institute. A student, who follows courses with the title of a special student, shall not be allowed to benefit from the rights of a regular student. Each special student shall be issued a document by the Student Affairs Directorate (SAD) showing the courses followed by the student and the grades that were given.
Withdrawing from a Course	7.	Students enrolled in a graduate degree program are not allowed to withdraw from their courses.
Leave of Absence	8.	Students may be given a leave of absence from the university during a maximum period of 2 semesters for such matters as health, national service, education at domestic or overseas higher education institutions and financial reasons upon a proposal by the president of the related program and with the approval of the institute director. This period can be extended by the Senate. Students, who wish to return to their studies before the expiration of the allocated period, must contact the president of the relevant program with a petition before the start of the interactive registration.
SECTION THREE Course Examinations and Assessment		
Attendance	9.	Students must attend 70% of their courses. Instructors must keep a record of students’ attendance records.
Credit Value of Graduate Courses	10 .	Institute Administrative Council shall determine the credit value of graduate courses and decide on which courses are to be offered as non-credit courses. Seminars, term projects, and thesis dissertation works are non-credit courses.
Final Course Grade	11 .	Students shall be assessed through midterm examinations and/or works to be undertaken during the semester, and final examination and/or project works to be assigned at the end of the semester. Lecturers shall determine the final grade to be given to students in a given course at the end of the semester by taking into consideration the final examination results and/or

			project works undertaken at the end of the semester, and the mid-term examination results and/or works effected during the semester and attendance by students during the semester.			
Issuing Grades	12	(1)	Students shall be assigned one of the grades below at the end of the term by the responsible lecturer:			
			Course Final Grade	Coefficient	Other Grades	Explanation
			A	4.00	I	Incomplete
			A-	3.70	S	Satisfactory
			B+	3.30	U	Unsatisfactory
			B	3.00	P	In progress
			B-	2.70	T	Transfer
			C+	2.30	NA	Fail due to Non-Attendance
			C	2.00		
			C-	1.70		
			D+	1.30		
			D	1.00		
			D-	0.70		
			F	0.00		
			Those students, who obtain a letter grade of A, A-, B+, B, B-, C+, C, or S in a given course within a master's degree program, shall be deemed to have passed the course. On the other hand, those students, who get a grade of C-, D+, D, D-, F, NA or U in a given master's degree course, shall be deemed to have failed in the course, and they must register for that course (in instances where the course is not an elective course) in the very next semester that the said course is offered again.			
			Those students, who obtain a letter grade of A, A-, B+, B and S in a given course within a PhD degree program, shall be deemed to have passed the course. On the other hand, those students, who get a grade of B-, C+, C, C-, D+, D, D-, F, NA or U in a given PhD degree course, shall be deemed to have failed in the course, and they must register for that course (in instances where the course is not an elective course) next semester, that the said course is offered again.			
		(2)	The letter grade "I" will be given by the lecturer of a given course to those students who were unable to meet the requirements of the course due to illness or another acceptable excuse, despite having performed successfully in the said course during the semester.			
			In those instances where the students obtain a letter grade of "I" in any course, the students must meet the requirements of the said course within 15 days following the date of submission of grades to the Registrar's Office in order to obtain another letter grade. Short of complying with this requirement, the letter grade "I" shall automatically be replaced by the letter grade "F" at the end of the allocated time. However, in instances of a prolonged period of illness and other similar situations, the Institute Administrative Council may			

			extend the validity of the letter grade “I” until the beginning of the next registration period.
		(3)	Letter grade “S” will be given to students when they are successful in a course that is not added to their Grade Point Averages (GPA).
		(4)	Letter grade “U” will be given to students when they are not successful in a course that is not added to their Grade Point Averages (GPA).
		(5)	“Letter grade “P” will be given to students who are successfully progressing in their thesis studies.
		(6)	Letter grade “T” will be given to a student who was admitted as a transfer student either from another program within CIU or from any other university for the courses which they took prior to their transfer, and in which they obtained a passing grade, with the condition that Institute Administrative Council confirms equivalency of the said courses. The letter grade “T” shall not be taken into consideration in calculating the student’s grade point average.
		(7)	The “NA” grade is given by the instructor of the relevant course to the student who fails because he/she has not fulfilled his/her attendance obligations. The letter grade “NA” shall be processed as the letter grade “F” in calculating semester GPA, and CGPA of the student.
		(8)	The end of the semester letter grades shall be announced by the Registrar’s Office.
		(9)	A total number of credits to be transferred for credits obtained during courses taken while enrolled in a student exchange program shall be computed, and allocation/registration of the credits shall be carried out by the Institute Administrative Council subject to the approval of the Senate.
		(10)	A student must obtain a minimum cumulative grade point average of 3.00 to be able to graduate from any graduate degree program.
Make-Up Examination Right	13	.	A student, who has not attended to any examination, must communicate to the lecturer of the relevant course their reasons for failure to attend the examination, within 3 working days following the missed examination at the latest. In those instances where the head of the relevant program has deemed the student’s reason for absence from the examination to be acceptable, the student will be given the right to sit for a make-up examination.
		(1)	End of semester make-up examinations shall be held, at the latest, within a reasonable period of time prior to the beginning of the student registration for the following semester, on a date to be determined by the chair of the relevant program.
		(2)	Provisions of Article 12(3) shall be applicable in those instances where the reasons have led to the absence of a student from an examination continue.
Objections to Grades	14	.	procedures pertaining to cases of material errors in grading, or objections to given grades shall be executed as below:
		(1)	In those instances where a material error was detected after submission of grades to the Registrar’s Office at the end of the semester, the student or related lecturer shall submit a petition to the chair of the program, at the latest, within 1 week following the announcement of the grades by the Registrar’s Office to obtain a correction of the grade. The petition shall be ruled on by the approval of the president of the relevant program and the

			Institute Director. This procedure must be concluded prior to the commencement of the student registration period for the following semester.
		(2)	In those instances where the student requests to see the examination papers and the documents pertaining to all other works that their grade was based on, the related lecturer shall show these documents to the student at the latest within 1 week following the date on which the grades were announced.
			An objection concerning grades obtained in examinations held during and at the end of the semester, and grades obtained for other works, shall be filed with the chair of the related program within 3 working days following the announcement of the said grades. The objection shall be evaluated by the related lecturer and result submitted to the chair of the relevant program. A decision must be taken within 5 working days at the latest. In those instances where the student is not satisfied with the outcome of evaluation undertaken by the lecturer, can file a petition to the chair of the relevant program, to have the-grade re-evaluated at the latest within 3 working days following the announcement of the decision about their objection. The chair of the relevant program, together with a commission to be comprised of lecturers approved by them, shall reach a final decision on the petition of the student within 5 days at the latest. Any changes in the grades shall only become official upon approval by the chair of the program.
			In those instances where the student's objection results in the changing of a letter grade, the change will become official upon a proposal to be made by the president of the relevant program and by the approval of the Institute Director. The letter grade change form as well as all required documents indicated on the document shall be submitted to the Directorate of the Registrar's Office.
Academic Success	15	.	Registrar's Office shall determine the academic success of a student at the end of every semester by calculating their semester-end grade point average and cumulative grade point average. The total number of credits, which a student obtains from a course, shall be computed by multiplying the hour-academic credit value of that course by the coefficient of the grade that the student obtains for that course at the end of the semester. The grade point average for a semester shall be computed by dividing the total number of credits obtained in all the courses that the student has taken during that semester by the total hour-academic credit value of these courses. The cumulative grade point average (CGPA) of the student shall be computed by including the grades obtained in all of the courses which they have taken since their admission to the university. In what concerns repeat courses, the most recently obtained grade shall replace the earlier grade in a repeated course, and be included in CGPA computations. Letter grades and equivalent coefficients indicated in article 12(1) shall be employed in computing the semester-end grade point average, and the cumulative grade point average. The GPA and CGPA thus obtained shall be rounded to two-digital places after the comma. All the grades obtained by a student shall be recorded on their transcript.
Exemption from Courses	16	.	Requirements concerning admission as a special student, admission as a transfer student, transfer of credits for courses taken during a previously attended graduate degree program, exemption from one or more courses on the basis of results obtained in exemption tests and relevant procedures shall be determined by the

		Institute Director with views of the president for the relevant program also being taken into consideration.
Repetition of Courses or Obligatory Changes in the Curriculum	17 .	In order to raise their cumulative grade point average, a student must repeat a given course where the student has obtained a passing grade, or in instances involving obligatory changes in the curriculum of a given program, a student must follow another course deemed to be equivalent, upon proposal of the president for the relevant program and by approval of the Institute Director. The Institute Director must inform the Registrar's Office at the beginning of the semester concerning those courses which must be repeated.
SECTION FOUR Graduate Degree Programs		
Graduate Degree Programs	18 .	(1) A graduate degree program may be conducted either as a thesis programmes or as a non-thesis program. The Institute Administrative Council shall determine how these programme will work.
		(2) A student enrolled in a given a non-thesis/thesis graduate degree program may obtain admission to a thesis/non-thesis graduate degree program by applying for such a change; contingent to their application is deemed appropriate by the president of the program, and approved by the Institute Director.
PART ONE A Graduate Degree Program with Thesis		
The Aim of a Graduate Degree Program with Thesis	19 .	The aim of a graduate degree program requiring thesis work is to provide students with an opportunity to develop skills necessary for accessing information through scientific research, evaluating and interpreting the information.
General Criteria Concerning the Graduate Degree Program	20 .	(1) A graduate degree program requiring thesis work shall consist of at least 7 courses, a seminar, and thesis work, for not less than 21 credits in total. The number of courses and the total number of credits may be increased upon a proposal of the president for the related program, an opinion of the Institute Administrative Council, and by the approval of the Senate. Seminar and thesis work shall be non-credit and shall be graded as either satisfactory (S) or unsatisfactory (U). The letter grade "P" will be given to the thesis work which is progressing successfully.
		(2) In the Master's program with thesis, a thesis advisor for each student is recommended by the related program chair until the end of the first semester at the latest; and the thesis subject determined by the student's advisor to the Institute by the end of the second semester at the latest. The thesis advisor shall be selected from among lecturers or academicians holding a doctorate degree. If the qualification of the Master's thesis requires more than one advisor, the co-thesis advisor may be appointed. The thesis advisor and the thesis subject are finalized by the decision of the Executive Board of the Institute.
		(3) The determination and registration of the courses to be taken by the student is carried out by the course advisor to be determined by the program chair.
		(4) At most two of the courses to be taken by the student may be selected from the undergraduate courses provided that they were not taken during the undergraduate education. In addition, a maximum of three courses from other programs of the CIU and a maximum of two courses from other higher education institutions can be selected to be counted from the course load with the recommendation of the related

			program chair and approval of The Graduate School Executive Board.
		(5)	The Master's program with a thesis can be implemented as the second graduate program.
Program Duration	21 .	(1)	Except the period spent for the scientific preparation, the duration of thesis based master program is four semesters regardless of whether the student registers for each semester or not. This duration begins with the first registration for the courses of the department/program in question. The program period can be reduced to three semesters with the demand of the thesis advisor and the approval of the head of related program and then the approval of the Director of the Institute. However, the program should be completed in a maximum of six semesters.
		(2)	The student, who fails to complete his / her credit courses and seminar course successfully at the end of four semesters or cannot be successful at his/her thesis work within the maximum period of time or does not enter his/her thesis defense, is dismissed from the Institute.
Thesis Work for a Graduate Degree Program	22 .	(1)	The Graduate thesis is written in accordance with the thesis preparation guide of the Institute and defended in the same language in front of the jury in Turkish and English according to the type of program the student is enrolled at.
		(2)	The graduate thesis work of a student must be controlled for plagiarism by their thesis advisor, using a plagiarism detection program prior to admission of the work for defense before a jury. The thesis must not bear a resemblance to anyone given source in the text and in overall, over and above the proportion which was proposed by the Institute Administrative Board and approved by the Rector's Office. All citations must be referenced without any exceptions. A graduate thesis work must be corrected in line with proposals from the thesis advisor until the work meets these requirements.
		(3)	In instances where the graduate thesis work of a student is admitted by their thesis advisor due to a positive result of the plagiarism test, the chair of the program shall take into consideration provisions of article 22(4) and the opinion of the thesis advisor prior to submitting the report on the plagiarism test to the Institute Directorate.
		(4)	View of the thesis advisor, opinion of the president of the program, and approval of the Institute Directorate shall be taken into consideration when establishing the date for the defense of a graduate thesis and appointing the members of the thesis jury. The jury shall be constituted of three individuals including the student's thesis advisor and at least one person from another program within the institution of higher education, or from another university. However, in instances where the thesis co-advisor was appointed as a jury member, the jury shall consist of 5 people.
		(5)	The jury members meet within one month after the thesis has been submitted to them and take the student to the thesis defense. The thesis defense consists of the presentation of the thesis work and the following question and answer section and is open to the audience.
		(6)	At the end of the defense, the jury, closed to the audience, makes a unanimous or by the majority decision about the thesis as "accepted", "rejected" or "must be corrected". The jury shall notify in writing the Institute Directorate of their decision within three days at the latest. In

			instances where the decision is “revision”, the student shall do required adjustments prior to defending their thesis in front of the same jury within three months at the latest. The student must register for the semester which covers the extension period.
		(7)	In instances where a student’s thesis was deemed unacceptable, or was refused after having undergone the revision demanded by a jury, the student may submit an application to the Institute Directorate until the beginning of the semester that follows the semester in which the jury’s decision of refusal was communicated to them, in order to seek admission to a “Non-thesis Graduate Degree Program”. Those students, whose petition was approved by the Institute Directorate and were accorded admission, shall be issued a Non-Thesis Graduate Degree Diploma on the condition that they follow at least three courses (9 credits), successfully complete a term project, and meet other conditions that the Institute Directorate may require.
Diploma and the Completion of the Program	23 .	(1)	After the completion of the necessary conditions and the submission of at least three bound copies of the Master's thesis to the Institute, the graduate students who are sent by the Institute Directorate to the rectorate and approved by the Senate are awarded the “Master's Diploma”.
		(2)	The approved name of the program followed by the student is found on the Master's degree. The Diploma of the student who completes the master's degree program in the branch where he/ she received his / her master's degree is written in his / her professional title if there is any.
		(3)	Within three months after the submission of the thesis, a copy of the master's thesis is sent electronically to the related institutions to be submitted to the service of scientific research and activities.
PART TWO Non-Thesis Graduate Degree Program			
The Aim of a Non-Thesis Graduate Program	24 .		The aim of a non-thesis graduate program is to enable students to gain information in the relevant field at the graduate level, and to demonstrate to the students how to put their existing knowledge to practical use.
General Criteria Concerning the Degree Program	25 .	(1)	A non-thesis graduate program shall consist of a term project and at least 10 courses with a total credit of not less than 30 credits. The number of courses and the total number of credits may be increased upon a proposal of the president for the related program, suggestion of the Institute Administrative Council by the approval of the Senate. The term project shall be concluded within the semester that the student is registered for. However, upon a proposal of the project advisor, a positive opinion of the chair of the related program, and approval of the Institute Administrative Council, students may

			be given an extra semester during which to conclude their project work, with the condition that they renew their registration. The student is required to register for the semester project course in the semester during which the semester project course is taken and to submit a written project and/or report at the end of the semester. The term project course shall be non-credit and shall be graded as satisfactory (S), or unsatisfactory (U). A term project shall be graded "P" when it is not concluded within the foreseen period of time, given that it is progressing successfully. The student must register for the term project during the same semester as when the student was given the right to follow the term project, and they must subsequently submit a written report at the end of the semester.
		(2)	The related program chair in the non-thesis Master's program determines a faculty member or a doctoral degree instructor who will advise each student on course selection and the execution of the term project by the end of the semester at the latest.
		(3)	A maximum of three of the courses that will be taken by the student may be selected from the undergraduate courses if they have not been taken during undergraduate studies.
		(4)	The student may choose a maximum of three courses from other programs or a maximum of two courses from undergraduate programs to be counted as the from the course load of the program followed by the suggestion of the head of the program and the approval of the director of the Institute, providing that he/she has not taken at the time of undergraduate education. The term project report, which is prepared and submitted to the advisor by following the project preparation guide, must be evaluated by the project advisor by the end of the term.
		(5)	The term project that was prepared by the student in conformity with the provisions of the Project Preparation Guide before being submitted to the advisor must be evaluated by the advisor until the end of the semester.
Duration of the Program	26 .		The period of completion of the Master's program without thesis is at least two semesters, at most three semesters regardless of whether or not they have registered for each semester, starting from the semester in which the courses related to the program are offered, except for the period in scientific preparation. The student who fails to complete the program at the end of this period is dismissed from the Institute.
Completing the Program and the Diploma	27 .	(1)	After the completion of the necessary conditions, "Master Diploma without Thesis" is awarded to the graduate students who are sent by the Institute Directorate to the Rectorate and approved by the Senate.
		(2)	The approved name of the graduate program followed by the student is found on the Graduate Diploma. In the branch where the master's degree is obtained, the Diploma of the student, who completes the master's degree program, is

			also written as a vocational title if any.
		(3)	Those, who continue in the Master's program without thesis, can transfer to the Master's program with the thesis, providing that they meet the minimum requirements set for the Master's program with the thesis. In this case, the courses taken in the Master's program without thesis can be considered as a substitute for the courses in the Master's program with the thesis by the decision of the Executive Board of the Institute.
SECTION FIVE Doctorate Program			
Aim of the Doctorate Program	28 .	(1)	The aim of the Ph. D. program is to guide students to gain the ability to conduct independent research, to interpret scientific events with a broad and deep perspective and to determine the necessary steps to reach new syntheses.
			Doctoral thesis to be prepared;
			(A) Bringing innovation to science,
			(B) Developing a new scientific method,
			(C) Applying a known method to a new field must carry one of its attributes.
		(2)	The Doctorate program shall consist of at least 7 courses of not less than 21 credits in total, a seminar, a proficiency examination, a thesis proposal, and the thesis work for those students who hold a graduate degree. For those students, who were admitted to the doctorate program with an undergraduate degree, the doctorate program shall consist of 14 courses of at least 42 credits, a seminar, a proficiency examination, a thesis proposal, and the thesis work.
		(3)	In the doctoral program, with the recommendation of the chair of the related programme, with the approval of the Executive Board Of The Institute, from courses that are being offered at other higher education institutions for the students who are admitted with a master's degree, two courses at the most, and for the students who are admitted with a bachelor's degree, four courses at the most can be selected. Not more than 3 of the graduate courses (9 credits in total) (A maximum of 6 courses (18 credits in total) for those students who were accorded admission with an undergraduate degree diploma) may be chosen from among graduate courses offered under other graduate degree programs upon a recommendation of the chair of the program, and by a decision of the Institute Directorate.
		(4)	A student may be obliged, by a decision of the chair for the related program, to take a maximum of 2 undergraduate courses which they had not already taken during their previous program. The undergraduate courses shall not be counted for the course load nor for the credit load under the curriculum of the Doctorate program.
		(5)	The doctorate programs may be held as local and foreign integrated

			programs.
Duration	29 .	(1)	For those who are accepted with a master's degree with a thesis except for the period of scientific preparation, there are eight semesters for each semester, regardless of whether they are registered or not, and the maximum completion period is twelve semesters. For those, who are accepted with a bachelor's degree, there are ten semesters and the maximum completion period is fourteen semesters. For students, who are in a waiting status to fulfil the publication requirement, frozen the registration procedure in this regulation is applied one semester before the completion of the maximum period. For students, who are exempted from the courses, or whose thesis is proposed by the advisor, who can defend it in a shorter time, the program chair may suggest to shorten up the duration to two semesters with the decision of the Institute Directorate. Regulations regarding which students can graduate in a shorter time are carried out by methods determined by the Senate.
		(2)	The maximum duration for completing the for-credit curriculum courses of a Doctorate program shall be 2 years for those students who were administered based on a graduate degree, and 3 years for those students who were administered based on an undergraduate degree. Those students who failed in completing their for-credit curriculum courses at the end of this period shall be dismissed from the Institute.
		(3)	In those instances where a student completed their for-credit courses successfully, succeeded in the proficiency examination, and had their thesis proposal accepted, yet were not allowed to defend their thesis on the grounds of failing to complete their thesis within the period indicated under article 29(1) , the student may be accorded an extension of not more than 2 years, upon a proposal of the chair of the department of the related program and by a decision of the Institute Directorate to defend their thesis before a jury.
		(4)	Students, who applied to the Ph.D. program with a Bachelor's degree and who could not complete their credit courses and/or who could not complete their thesis within the maximum period, or who are not successful in the doctoral dissertation, can be given non-thesis master's degree on the condition that that they fulfil their credit load,

			projects and other similar conditions.
		(5)	The thesis defense shall be held within 2 months following the submission of the thesis to the Institute.
Thesis Advisor	30 .	(1)	A thesis advisor shall be appointed to each student admitted to a doctorate program upon suggestion of the chair of the related program and by an approval of the Institute Directorate at the latest by the end of the second semester for those students who were administered on the basis of a graduate degree diploma, and at the latest by the end of the fourth semester for those students who were administered with an undergraduate degree. In those instances where the thesis work by its nature requires more than one thesis advisor, a thesis co-advisor may be appointed. The thesis co-advisor may be chosen from among academics employed at other universities and holding the Professor title. The thesis advisor shall determine a thesis subject in accordance with the principles determined by the Institute Administrative Council and shall inform the Institute Directorate of the chosen thesis subject through the president of the relevant program. Requests concerning a change of the thesis advisor shall be evaluated and decided on by the Institute Directorate upon a proposal of the president for the program.
		(2)	The thesis advisor shall be chosen from among professors and associate professors serving under the related subject matter, and in instances where it is not possible, it should be chosen from among the assistant professors of the subject matter.
Qualifying Examination 30.11.2016 ST-17/15-16	31 .	(1)	The purpose of the Qualifying Examination is to test whether the student has thorough knowledge of the subjects related to the main subjects and doctoral studies. Qualifying exams are held twice a year on the dates determined by the Institute Directorate and approved by the Rectorate.
		(2)	The student can take the qualification exam when he/she has completed his/her courses. Students who are accepted with a master's degree must take the qualifying examination by the end of the fifth semester at the latest; and students, who are accepted with a bachelor's degree, must take the qualifying examination by the end of the seventh semester at the latest.
		(3)	Qualifying examinations shall be organized and held by a five-person Doctorate Qualifying Committee that is suggested by the chair of the relevant program, and approved by the Institute Directorate. The doctoral qualifying Committee sets up juries to prepare, apply and evaluate exams in different fields. The examination jury consists of five faculty members including the advisor and at

			least two of the committee members should be from outside the CIU. The Executive Board of the institute decides whether the advisor has the right to vote or not. In case the advisor does not have the right to vote, the jury consists of six faculty members. Qualifying examination interviews are held open to the participation of the audience consisting of lecturers, graduate students and experts of the field.
		(4)	The doctorate qualifying examination shall be held as two sessions, with the written session taking place first, followed by the oral session. The Doctorate Qualifying Examination Committee shall evaluate the performance of a student in the written and oral parts of the qualifying examination, and shall take into consideration the suggestions of the examination jury and reach to a decision whether the student The chair of the related program shall notify to the Institute Directorate of the decision by submitting a report within 3 days after the Qualifying examination.
		(5)	A student, who failed in the qualifying examination, shall be allowed to re-sit the examination in the following semester. If the student fails in the second qualifying examination, he/she shall be dismissed from the doctorate program.
		(6)	Even a student has fulfilled the curriculum course load requirement and passed the qualifying examination, the Doctorate Qualifying Committee may still require the student to take additional course(s), after the fourth semester if the student was accepted with a graduate degree, and after the sixth semester if the student was accepted with an undergraduate degree. The number of additional courses cannot exceed two (6 credits total) for students admitted with a master's degree; four (12 credits) for students admitted with a bachelor's degree.
		(7)	A student, who was accepted with an undergraduate degree, and who has completed at least 7 courses successfully may commence to a graduate degree program with a thesis or without thesis if such a programme exists at the beginning of the fourth semester at the latest. It is essential to be successful at the seminar course in the master's program with a thesis in the fourth semester and the master's thesis must be completed in the following two semesters. A student, who was admitted to a Doctorate Program with their Undergraduate degree diploma, shall not be allowed to change to another doctorate program in those instances where the student has completed more than 3 semesters in their current Doctorate degree program.
Establishment of the Thesis Monitoring Committee	32	(1)	In those instances where a student has passed their qualifying examination, a Thesis Monitoring Committee shall be established concerning the thesis subject within a month's time upon a recommendation of the chair of the related program and by the approval of the Institute Directorate.
		(2)	The Thesis Monitoring Committee shall be included three lecturers. In the committee, there should be two lecturers from the relevant field one of whom is from the outside of the university in addition to the thesis advisor. In those instances where there is a thesis co-advisor, the co-advisor shall be allowed to take part in the Committee meetings, should they wish to do so.
		(3)	In semesters following the establishment of the Thesis Monitoring Committee, members of the Committee may be changed upon a

			recommendation of the chair of the related program, and by the approval of the Institute Directorate.
Work of the Thesis Monitoring Committee	33 .	(1)	A student, who has passed their doctorate qualifying examination, shall orally defend their thesis proposal within six months. The thesis proposal shall include the aim, methodology, and work plan of the relevant research work that the student intends to undertake. The student shall distribute to the members of the committee a written report concerning their thesis proposal at least fifteen days before their oral presentation.
		(2)	The absolute majority of the Thesis Monitoring Committee shall reach a decision about to accept or to refuse the thesis proposal defended by the student. A month is given for correction. At the end of this period, the decision made by the absolute majority about the acceptance or rejection of the proposal is notified to the Institute Directorate by an official report within three days following the end of the process by the chair of the related programme.
		(3)	In those instances where a student's thesis proposal was accepted, the absolute majority of the Thesis Monitoring Committee shall assemble twice a year at the end of each semester. The student shall submit a written report to the Committee members at least one month before the date on which the Committee is to assemble. This report shall include a summary of all the works that have been effected until the date of submission and shall indicate the work plan that is to be undertaken during the next semester. The thesis work of the student shall be graded as "successful" or "unsuccessful" by the Committee. In those instances where the committee grades the work of a student as unsuccessful two consecutive times, or three inconsecutive times, or where a student did not attend the thesis Monitoring Committee meeting two consecutive times without justifying their absence by a report, the student shall be dismissed from the Institute.
		(4)	The student, whose thesis proposal is rejected, has the right to choose a new advisor and/or thesis subject. In this case, a new thesis monitoring committee may be appointed. The student, who wishes to continue the program with the same Advisor, shall be taken to the defense of the thesis proposal within three months and the student, who changes the advisor and thesis subject, shall be taken to the defense of the thesis proposal again within six months. The student, whose thesis proposal is rejected in this defense, is dismissed from the Institute.
		(5)	The student must submit at least three thesis monitoring committee reports to complete his / her thesis.
Thesis jury and Defence 27.12.2017 ST-15/17-18	34 .	(1)	To be able to appoint the thesis jury, candidates enrolled in doctoral programme at least a publication derived from a doctoral thesis must be accepted for publication in one of the journals searched in ISI Master List, the "Science Citation Index (sci), Social Science Citation Index (SSCI) and Arts & Humanities Citation Index (AHCI), Science Citation Index-Expanded (SCI-EX)".

		(2)	A Doctorate student must write his/her thesis by following the thesis preparation manual and defend it orally in front of a jury in Turkish and English, according to the type of the program in which he/she is registered.
11/04/2018 ST-3/17-18		(3)	The thesis advisor has to check the student's thesis through the plagiarism program after ensuring that the thesis is prepared by following the thesis preparation guide. The total similarity ratio in the text section of the thesis should not exceed 20% and the similarity ratio of the excerpt from the single source should not exceed 2%. References should be referenced. The doctoral thesis must be corrected with the recommendation of the thesis advisor until it meets these conditions.
		(4)	The plagiarism report of the thesis of the student accepted by the advisor in terms of format and plagiarism test is reported to the Institute Directorate along with the original jury of 5 persons and one substitute member list prepared by taking into consideration the criteria in Article 34(5).
		(5)	The doctoral thesis jury is appointed with the opinion of the thesis advisor and the approval of the head of the related program and the approval of the director of the Institute. The thesis jury consists of five faculty members, including three faculty members who are on the student's thesis Monitoring Committee and at least two other faculty members holding the Professor title who are from outside the CIU. The Executive Board of the institute decides whether the advisor has the right to vote. The jury consists of six faculty members in case the advisor does not have the right to vote. Also, the thesis advisor may take part in the jury without voting rights.
		(6)	The jury members must meet within a maximum of two months from the date the thesis is submitted to them and take the student to the thesis exam. The thesis exam consists of the presentation of the thesis work and the following question and answer section.
		(7)	After the completion of the thesis examination, the jury decides to "accept", "reject" or "correct" as unanimously or by the majority taking into account the reports prepared by the members about the thesis. This decision shall be notified to the directorship of the institute within three days following the thesis examination by the concerned department. The student whose thesis is rejected will be dismissed from the program. The student who has decided to correct his / her thesis may defend his / her thesis in front of the same jury at the request of the jury by making the necessary decision within six months at the latest. At the end of this defense, the student, whose thesis is not accepted, is dismissed from the program. For those, who are accepted to the doctorate with a bachelor's degree, and, who are not successful in the thesis, a master's degree without thesis is awarded according to Article 29(4) upon their request.
Completion of the	35	(1)	After the completion of the necessary conditions and after the submission of at least three bound copies of the doctoral

program and Diploma			thesis to the institute within one month from the date of entry to the thesis examination, the doctoral students who are sent by the Directorate of the Institute to the rectorate and approved by the Senate are awarded the “Doctoral Diploma”.
		(2)	The approved name of the Doctoral Program on which the student is registered is found on the doctoral Diploma.
		(3)	Within three months after the submission of the thesis, a copy of the doctoral thesis is sent electronically to the related institutions for submission to the service of scientific research and activities.
SECTION SIX Final Provisions			
Executive Power	36 .	This Regulation shall be executed by the Rector’s Office.	
Validity	37 .	This Regulation shall take effect on the date onwards it is approved by the Chair of the Board of Trustees of Cyprus International University.	