

EUROPEAN UNIVERSITY OF LEFKE Regulations for Examination Evaluation

These regulations are prepared in accordance with the relevant articles of the Regulations for Associate and Undergraduate Degree Education and Examinations of the European University of Lefke, Cyprus Science Foundation (CSF).

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PART I: GENERAL PROVISIONS

Article 1 Aim

The aim of these regulations is to regulate the principles to be adopted and the evaluation methods for mid-term and final examinations together with quizzes, assignments, studio-lab studies, projects, etc. deemed suitable by course instructor at the EUL Faculties and the Schools providing education at the levels of associate and undergraduate degree.

Article 2 Scope

These regulations cover the methods and the principles to be adopted for mid-term and final examinations together with quizzes, assignments, studio-lab studies, projects, etc. deemed suitable by course instructor at the Faculties and the Schools of EUL providing education at the levels of associate and undergraduate degrees.

Article 3 Definitions

Terms and abbreviations used in these regulations refer to the following meanings:

- a) “University” refers to the European University of Lefke.
- b) “The Board of Trustees” refers to C.S.F. (Cyprus Science Foundation) Board of Trustees.
- c) “Rector” refers to the Rector of European University of Lefke.
- d) “Senate” refers to the Senate of European University of Lefke.
- e) “The Administrative Board” refers to the Administrative Board of European University of Lefke.
- f) “Unit” refers to Faculties or Schools of European University of Lefke.

PART II: EXAMINATIONS

Article 4 Common Provisions

Examinations given at EUL are as follows: mid-term examination(s) and quiz(zes), final examination(s), make-up examination(s), graduation make-up examination(s), re-sit examination(s), and the additional examination(s) given to students who are at the end of the maximum education period allowed. The dates on which these examinations will be administered are clearly stated in the EUL Academic Calendar. Examination dates are announced to the students one week before the examination date as stated in the academic calendar at the latest. If required, examinations can be administered on Saturdays and Sundays by the decision of the Executive Committee of the relevant unit.

Article 5 Mid-term Examinations

(a) These are the examinations administered within a semester for the courses required by the relevant education programmes. At least one examination is administered for each course Within a semester, as required by the relevant article of the Regulations for Associate and Undergraduate Degree Education and Examinations. This examination period is indicated in the academic calendar as Mid-term Examination Week.

(b) The course instructor can regard assignments, projects, laboratory studies and similar studies as a mid-term examination. There is no mid-term examination for separate project studies, graduation project, seminar and summer training.

(c) Results of mid-term examinations are announced by the relevant units within two week at the latest.

(d) Within a semester, as required by the relevant article of the Regulations for Associate and Undergraduate Degree Education and Examinations, the weight of the mid-term examination cannot be more than 40% of the semester grade of a course. Accordingly, the weight of the mid-term examination determined by the course instructor is stated in the course description and syllabus.

Article 6 Final Examinations

(a) These are the examinations administered at the end of the semester on the dates specified in the Academic Calendar. As required by the relevant article of the Regulations for Associate and Undergraduate Degree Education and Examinations, the students who meet the attendance condition (80%) for theoretical, laboratory, practical and other studies deemed suitable by course instructors are allowed to take final examinations.

- (b) The final examination results are recorded in the Student Information System (SIS) by the relevant course instructors prior to the deadline stated in the academic calendar.
- (c) Following approval by the relevant units, grades are submitted to the Registrars' Office for announcement to students.
- (d) Within a semester, as required by the relevant article of the Regulations for Associate and Undergraduate Degree Education and Examinations, the weight of the final examination cannot be more than 60% of the semester grade of a course. Accordingly, the weight of the final examination determined by the course instructor is stated in the course description and syllabus.

Article 7 Quizzes/Assignments/Studio-Lab Studies/Projects

(a) These are short examinations administered during a course, the results of which are not necessarily announced during the semester. At the beginning of each semester, the course instructor informs the relevant Department Chair and the students in writing about the weight of the quizzes to be administered as required by the relevant article of the Regulations for Associate and Undergraduate Degree Education and Examinations. No quiz, assignment or project is given the week before the final examinations.

(d) The course instructor can regard assignments, projects, studio studies, laboratory reports and/or examinations and similar studies in a practical course as a mid-term examination as required by the relevant article of the Regulations for Associate and Undergraduate Degree Education and Examinations and this is stated in the course description and syllabus by the course instructor.

Article 8 Make-up Examinations:

(a) These are the examinations administered as required by the relevant article of the Regulations for Associate and Undergraduate Degree Education and Examinations for students who have failed to take mid-term and final examinations due to a valid reason.

(b) If the cause of the student's absence persists during the time allocated for the make-up examination, a new make-up examination is given. However, the make-up examinations should be completed before the last day of the registration period for the following semester.

Article 9 Re-sit Examinations

These are the examinations administered with the assent of the relevant Executive Committee on the dates stated in the academic calendar and upon the request of students who have failed with "D-" or "F" grade in the final examinations, as required by the relevant article of the Regulations for Associate and Undergraduate Degree Education and Examinations.

Article 10 Graduation Make-up Examinations:

These are the examinations administered on the dates stated in the academic calendar for students, who have a CGPA of 2.00 but cannot graduate because they have failed two courses at most with "F" or "D-" grade, as required by the relevant article of the Regulations for Associate and Undergraduate Degree Education and Examinations. A student who fails a graduation make-up of a specific course

must register for that course again in the following semester. Grades obtained from the graduation make-up examinations are evaluated as letter grades for the relevant semester.

Article 11 Additional Graduation Make-up Examinations

(a) As required by the relevant article of the Regulations for Associate and Undergraduate Degree Education and Examinations, students in the graduation semester are allowed to take two additional graduation make-up examinations for each course they previously took and failed.

(b) Despite being successful in each course taken in order to graduate, if a student is to be dismissed due to a CGPA of less than 2.00, s/he is given the opportunity to take additional graduation make-up examinations for the courses – which they will choose among the courses offered within the last four semesters- in order to increase his/her CGPA.

PART III: END-of-SEMESTER GRADES and APPEALS

Article 12 End-of-semester Grades

(d) As required by the relevant article of the Regulations for Associate and Undergraduate Degree Education and Examinations, the principles adopted in the calculation of end-of-semester grades are as follows:

- (i) At the beginning of each semester, the students and the relevant department chairs are informed about the number of examinations to be administered and their weights, as well as the weights of quizzes and lab/workshop reports by the course instructor.
- (ii) For courses with more than one instructor, a course coordinator is assigned by the relevant Department Chair. The weights of such courses are determined by the course coordinator after taking the course instructor's opinion.

(b) As required by the relevant article of the Regulations for Associate and Undergraduate Degree Education and Examinations, one of the below mentioned letter grades is given to the students as their end-of-semester grade: Letters and their coefficients are indicated together with equivalent scores out of a hundred:

| Score | Letter Grade | Coefficient |
|--------------------------|--------------|-------------|
| 95-100 | A | 4.0 |
| 90-94 | A- | 3.7 |
| 85-89 | B+ | 3.3 |
| 80-84 | B | 3.0 |
| 75-79 | B- | 2.7 |
| 70-74 | C+ | 2.3 |
| 65-69 | C | 2.0 |
| 60-64 | C- | 1.7 |
| 55-59 | D+ | 1.3 |
| 50-54 | D | 1.0 |
| 45-49 | D- | 0.7 |
| 0-44 | F | 0.0 |
| Failing from Absenteeism | FA | 0.0 |

Unsuccessful students who fail to fulfill the requirements for attendance and course practices are given an “FA” grade by the relevant course instructors. In the calculation of CGPA/GPA, “FA” grade is regarded as an “F” grade.

Notations excluded in the calculation of the CGPA/GPA

I-Incomplete

S-Satisfactory

U-Unsatisfactory

E-Exempted

W-Withdrawal

TP- Thesis in progress

Article 13 Appeals

(a) As required by the relevant article of the Regulations for Associate and Undergraduate Degree Education and Examinations, the announced examination results and grades are absolute. In the case of an appeal against the calculation of exam scores or grades, the student first consults the relevant course instructor. If the student is not satisfied with the result of the application, s/he may apply in writing to the relevant Dean's Office or the Directorate. If the course instructors discover a material defect, they may also apply in writing to the relevant Dean's Office or the Directorate. Applications should be made within two weeks following the announcement of the results by the Registrars' Office as stated in the academic calendar.

(b) Upon appeal to the relevant Dean's Office by the course instructor or the student, the Dean's Office or the Directorate requires the relevant Department to re-evaluate the examination paper. The Department and the course instructor re-evaluate any examination paper and document relating to the studies conducted, which are used in the calculation of the end-of-semester grade, and show them to the student if requested. The result of the evaluation is communicated in writing to the relevant Dean's Office/Directorate by the Department in a week. The relevant Dean's Office/Directorate communicates in writing the result of the appeal to the student.

(c) Upon appeal of the student against the result of the re-evaluation, s/he is required to reapply in writing to the relevant Dean's Office/Directorate in four days following the submission of the re-evaluation result to the Dean's Office/Directorate by depositing the determined examination re-evaluation fee to the Financial Affairs Department. The relevant Dean's Office/Directorate finalizes the student's appeal through a committee composed of the relevant course instructors within one week at the latest. The decision of the committee is absolute. The relevant Dean's Office/Directorate communicates in writing the decision of the committee to the student. In the case of a change in the grade, the examination re-evaluation fee is refunded.

Article 14 Cheating

As required by the relevant article of the Regulations for Associate and Undergraduate Degree Education and Examinations, and as defined in Part II, a student who cheats, attempts to cheat or helps another student to cheat in an examination receives a score of “0”. Disciplinary proceedings are also initiated for this student.

PART IV: EXAMINATION RULES and MEASURES

Article 15 Examination Rules

The rules to be obeyed in the examinations which are administered on the dates indicated in the academic calendar and defined above are as follows:

- (a) Students are required to submit their University ID Cards together with a separate official identification certificate/card such as a national ID card or a driving license in order to be allowed to take an examination. The ID Cards are kept on the desk throughout the examination period and showed to the invigilator during ID check while signing the examination attendance list. Students who do not show their ID Cards for any reason whatsoever, are expelled from the examination room.
- (b) The list of the students who will take the examination, examination dates and venues are announced by the relevant units before the examination.
- (c) All students have to take the examinations on the dates and in the classrooms announced by the relevant units.
- (d) Measures for the proper administration of an examination are regulated by a directive.
- (e) All directions by the invigilator, including those related to reseating, will be followed without any objection both before and during the exam. Invigilators don't have to give reasons for their directions.
- (f) Students are accountable for any prohibited the materials during an examination such as notebooks, study notes, things written on the desk, etc. nearby where they sit in the examination room even if they do not belong to them. Such materials will be considered as an attempt to cheat and the student(s) concerned will be subjected to disciplinary investigation as required by EUL Student Disciplinary Code. Students are responsible for informing the invigilator if they notice such material near or on the seat where they sit before the examination starts.
- (g) Students who acts or make noise in a way that disturbs other students and the proper administration and discipline of an examination are warned by the invigilators. If, despite these warnings, a student insists on continuing such disruptive acts or behaviour, s/he is expelled from the examination room by the invigilator.

Article 16 Exam Discipline

The disciplinary measures to be taken before or during the examinations defined above are as follows:

- (a) When an attempt to cheat is detected, this shall be reported to the relevant Dean's Office/Directorate concerned with the minutes signed by the relevant invigilator(s) and course instructor. The evidence(s) of cheating is/are also attached to these minutes.
- (b) Invigilators should not engage in any type of quarrel with students. It is reported to the relevant Dean's Office/Directorate with the minutes when such an adverse event occurs or students ignore invigilators' warnings.
- (c) The assigned invigilators have to be in the examination places at the determined time.
- (d) During invigilation, the academic/assistant personnel assigned as invigilators cannot act or behave in a way that hinders their invigilation duties.

PART V: MISCELLANEOUS and FINAL PROVISIONS

Article 17 Repeal

The regulations (EUL Regulations for Examination Evaluation) which were approved by the decision dated 06.04.2005 and numbered BOT/278.11 and which were in force at the time these regulations were approved have been repealed.

Article 18 Cases to which no Provision Applies

For those cases to which no provision of these regulations applies, the Regulations for Associate and Undergraduate Degree Education and Examinations provisions, the Senate and the University Administrative Board decisions are applied.

Article 19 Enforcement

These regulations have been approved by the Senate decision dated 07.04.2010 and numbered 06.2010 and gone into force by the decision of the Board of Trustees dated..... and numbered BOT/..... .

Article 20 Execution

The provisions of these regulations are administered by the Rector of EUL.