



**EUROPEAN UNIVERSITY OF LEFKE**  
**European University of Lefke Regulations for Graduate Education**

The CSF Board of Trustees has made the following Regulations in accordance with Article 24(6) of the Statue Establishing the European University of Lefke.

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## Part I: GENERAL PROVISIONS

### Article 1 Aim and Scope

- a) These regulations specify the provisions relating to the graduate education carried out in the institutes affiliated to European University of Lefke.
- b) Graduate education is composed of Master's and Doctorate programmes.

### Article 2 Definitions

Terms and abbreviations used in this regulation refer to the following meanings:

- a) "University" refers to the European University of Lefke.
- b) "Senate" refers to the Senate of European University of Lefke.
- c) "Institute" refers to the Institutes affiliated to European University of Lefke.
- d) "Director" refers to the director of the institute concerned.
- e) "The Institute Board" refers to the board composed of Deputy Directors and Heads of Departments under the Chairmanship of the Institute Director.
- f) "The Institute Executive Board" refers to the Board, the Chair of which is the Institute Director and composed of Deputy Directors, three professorial academic staff selected by the Institute Board among the candidates nominated by Institute Directors.
- g) "Department" refers to the Department which has an education programme in the Graduate Institute.
- h) "Head of Department" refers to the Head of Department which has an education programme in the Graduate Institute.
- i) "Supervisor" refers to the member of professorial academic staff who is appointed by the Executive Board of the Institute to guide graduate students when taking the courses and writing their theses.
- j) "Student" refers to the student registered to the institute.
- k) "Thesis" refers to Master's or Doctoral thesis.

## PART II: STUDENT ADMISSION

### Article 3 Application to Master's Programmes and Selection Exams

*Items (b) and (d) were amended as follows:*

- a) Applicants who have valid undergraduate diplomas and meet the requirements declared by the departments concerned can apply Master's programmes. Applicants from Turkey must have a minimum ALES score of 55, the type of which is determined by the Senate (70 for Doctorate Degree for applicants with undergraduate diploma). Authorized boards of the institute concerned have the authority to determine a score above 55. Students can be accepted to the Master's and Doctoral programmes at the beginning of Fall or Spring Semesters according to their ALES scores and the result of the evaluation of their written compositions, interviews, proficiency exam, portfolio works and



similar assignments set by the institute. Grade criteria concerning the undergraduate CGPA of the candidates are determined by the Senate upon the recommendation of the Institute Executive Board. It cannot be less than 2.00.

The number of students to be accepted to the programmes and qualifications sought in candidates are decided and announced by the Institute Board upon the recommendations of departments forming the institutes. Application dates, application criteria, exam content, exam day and place are stated in this announcement.

b) Applications of foreign nationals from other countries to graduate programmes are concluded by the Institute Executive Board upon the proposal of the department concerned taking the applicants' undergraduate transcripts and diplomas into consideration and their temporary registrations are made. Temporary registration procedures of the applicants are regulated and conducted by the Institute Directorate. Candidates apply to the Institute Directorate with their undergraduate diplomas and other requested documents (either originals or copies) along with a petition until the deadline for application. Candidates must state the name of the graduate programme(s) they want to register in their petitions. In order for the registrations of the qualified students to be finalized, originals of the documents required must be submitted to the Institute Directorate. Candidates who have applied with photocopied documents and temporarily registered are obliged to submit the original documents before the end of the 2nd Semester registration period at the latest. Otherwise, they forfeit their rights to register.

c) The Institute Executive Board selects an evaluation jury which is composed of a minimum number of three members among the professorial academic staff in the fields concerned for each doctoral programme offered taking the recommendation of the related department(s) into consideration. Furthermore, the Board assigns two associate members for the jury.

The procedures regarding evaluation method(s) to be adopted (interview, written composition, proficiency exam, portfolio check, etc.), exam dates, jury selection and evaluation of applications are regulated by the Institute Executive Board referring to the view of the department(s) related.

d) Candidates who do not submit a passing score taken in one of the internationally recognized English proficiency exams are given an English Proficiency Exam (EPE) by the English Preparatory School. Unsuccessful candidates in the given EPE have to register the English Preparatory School Programme. Passing grade in this exam is 65/100. For non-English Master's programmes, the passing grade is 50/100.

e) The list of successful candidates is finalized upon the Senate decision and announced in the Institute concerned. Registration procedures are regulated and supervised by the Institute Directorate and the Registrar Office in accordance with the above mentioned provisions.

#### **Article 4 Application to Doctoral Programmes and Selection Exams**

*Items (c) and (d) were amended as follows:*

a) Applicants who have valid master's diplomas (or an undergraduate diploma if the candidate is applying the programme after undergraduate education) and meet the requirements declared by the departments concerned can apply Master's programmes. Applicants from Turkey must have a minimum ALES score of 55, the type of which is determined by the Senate (70 for applicants with undergraduate diploma). Authorized boards of the institute concerned have the authority to determine a score above 55. Students can be accepted to the Master's and Doctoral programmes at the beginning of



Fall or Spring Semesters according to their ALES scores and the result of the evaluation of their written compositions, interviews, proficiency exam, portfolio works and similar assignments set by the institute. Number of students to be admitted to the Doctorate programme(s) and the required qualifications are determined and announced by the Institute Executive Board upon the recommendation of the Departments of the Institute concerned. Application dates, application criteria, exam content, exam day and place are stated in this announcement.

b) The procedures regarding evaluation method(s) to be adopted (interview, written composition, proficiency exam, portfolio check, etc.), exam dates, jury selection and evaluation of applications are regulated by the Institute Executive Board referring to the view of the department(s) related.

The Institute Executive Board selects an evaluation jury which is composed of a minimum number of three members among the professorial academic staff in the fields concerned for each doctoral programme offered taking the recommendation of the related department(s) into consideration. Furthermore, the Board assigns two associate members for the jury.

In order to be accepted to the doctoral exam, candidates must hold a master's degree and the candidate's CGPA must be at least 75 out of 100 or 3.00 out of 4.00 or equivalents. Students who apply to the doctoral programmes with undergraduate diploma must have a CGPA of at least 85 out of 100 or 3.5 out of 4.00

If candidate is a graduate of a non-thesis master's programme, s/he must have a CGPA of at least 85 out of 100 or 3.30 out of 4.00 or equivalents in order to be able to apply to doctoral programmes.

c) Applications of foreign nationals from other countries to doctoral programmes are concluded by the Institute Executive Board upon the proposal of the department concerned taking the applicants' transcripts and diplomas into consideration and their temporary registrations are made. Candidates apply to the Institute Directorate with their Master's Degree diplomas, transcripts and other requested documents (either originals or copies) along with a petition until the deadline for application. Candidates must state the name of the graduate programme(s) they want to register in their petitions in order to take the related exam. In order for the registrations of the qualified students to be finalized, originals of the documents required must be submitted to the Institute Directorate. Candidates who have applied with photocopied documents and temporarily registered are obliged to submit the original documents before the end of the 2nd Semester registration period at the latest. Otherwise, they forfeit their rights to register.

d) Candidates who do not submit a passing score taken in one of the internationally recognized English proficiency exams are given an English Proficiency Exam (EPE) by the English Preparatory School. Unsuccessful candidates in the given EPE have to register the English Preparatory School Programme. Passing grade in this exam is 70/100. For non-English Doctorate programmes, the passing grade is 50/100.

e) The list of successful candidates is finalized upon the Senate decision and announced in the Institute concerned. Registration procedures are regulated and supervised by the Institute Directorate and the Registrar Office in accordance with the above mentioned provisions.

## **Article 5 Admission to the Deficiency Programme**

a) Candidates with the following qualifications can be registered to the deficiency programme for adaptation to the master's and doctoral programmes.



The deficiency programme is administered by the decision of the institute and the decision of the senate upon the recommendation of the department concerned.

Candidates with undergraduate degree obtained in another field, master's programme candidates with undergraduate degree in higher education institutions other than the university applied, doctoral programme candidates with undergraduate or master's degree in higher education institutions other than the university applied, candidates with master's degree obtained in another field can be accepted to the deficiency programme.

c) Compulsory courses taken in the deficiency programme are different from the ones to be taken in order to graduate from the master's programme concerned. However, a deficiency programme student may be allowed to take master's courses along with deficiency programme courses upon the recommendation of the Department and with the approval of the Institute Executive Board.

d) Students accepted to the deficiency programme must have taken their undergraduate and master's courses in line with the Undergraduate and Graduate Education Regulation of European University of Lefke and they must be successful in their deficiency programme courses (undergraduate and graduate courses) within the period defined in the Graduate Education Regulation of European University of Lefke.

#### **Article 6 Special Student Admission**

Persons who have graduated from an institute of higher education or who want to learn more about a specific subject may be allowed to take graduate level courses, as special students with the decision of the Institute Executive Board upon the recommendation of the Department.

Candidates who want to register as special student must apply to the institute directorships concerned with a petition attaching their undergraduate transcripts and diploma copies in the beginning of the semester in which the courses they want take are available and within the registration period for graduate courses.

In order for the candidates, who are eligible to take some courses determined by the Institute Executive Board, to register as special student, they should pay the fee for the academic year or the fee per class hour determined by the University Executive Board and submit the documents required by the Institute Executive Board concerned.

Legally, the special student status is gained after the completion of registration procedures and these students are given special student ID cards. Special students are not provided with a diploma or a title. However, they are provided with a document which shows the courses taken and their grades. Special students cannot benefit from the student rights that the students of European University of Lefke have.

In case a special student wants to drop a course s/he has already registered, the fee for this course is not refunded.

Special students have to obey the rules regarding attendance, exams, evaluation, discipline and other matters stated in regulations and directives of the institute concerned.



#### **Article 7 Transfer Students Admission**

European University of Lefke does not accept transfer students to the graduate programmes. However, students who are successful in the graduate exams and have registered to the programme can be given exemption for the courses taken during their previous education in other institutes with the approval of the Institute Executive Board and the recommendation of the Department concerned. The number of the courses to be given exemption cannot be more than three.

#### **Article 8 Registration to Graduate Programmes**

The list of the candidates qualified to register for Master's and Doctoral Degree programmes is finalized by the decision of the Institute Executive Board and announced by the Institute Directorship. Registration of the candidates who are qualified is done on days determined by the Institute Executive Board taking the academic calendar into consideration. These qualified candidates register by submitting the documents required by the Institute Executive Board within the stated dates. Candidates who do not register within the stated dates cannot claim the right to register.

### **PART III: EDUCATION**

#### **Article 9 Credit Values**

The credit value of a graduate course is the sum of the total theoretical hours of an ongoing course per week and half of the practical and laboratory hours per week. No credit is allocated to seminar, semester project and thesis study.

#### **Article 10 10 Add-Drop**

Students can add or drop courses within 15 days after the classes begin on condition that they get the approval of their advisors.

Students should pass all the courses they take. Compulsory courses are indicated in the related course registration forms for each semester by the advisors.

#### **Article 11 Exams, Evaluation and Repeat Courses**

In order for students to be able to take the final exams, they should attend 70% of theoretical courses and 80% of practical/laboratory courses.

How midterm exams will affect the final grade of a specific course, weekly based course description for the semester, course book and related literature, midterm exam and application dates are announced to students and the institute concerned by the course lecturer in the beginning of each semester. Final grades are given by the course lecturer in line with the principles stated in the course description submitted to students and the Institute Directorship in the beginning of the semester according to midterm exam results, final exam results and/or semester project grade and semester studies together with attendance to classes.

There is no make-up exam for graduate courses. If a student fails a course, s/he repeats it within the allowed period. If this course is an elective one, student can choose another elective course. Students



may repeat the courses they took in order to increase their CGPAs with the decision of the Institute Executive Board.

In order to be successful in a course, a graduate student should get at least C+ as semester grade.

## Article 12 Grades and Notations

*Article 12 was amended as follows:*

One of the following letter grades is given for each course as the end of semester grade. Letters and their coefficients are indicated together with equivalent scores out of a hundred:

Score	Letter	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 fulfil 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

The letter grade (TP) is given to students who are making adequate progress on their theses. The letter grade (U) is given to students who fail to make satisfactory progress on their theses. This grade is also used for non-credit courses which students fail.

The letter grade (S) is given to students who successfully complete their theses. The letter grade (S) is also given for non-credit courses that have been completed successfully.



The letter grade (I) is given to students who have been making a passing grade but are unable to complete the requirements of a course. Students receiving a letter grade of (I) must complete the missing class requirements within a month after the grade has been sent to the Institute Directorship concerned. Otherwise, the (I) grade will automatically become F.

The letter grade (E) is given for the courses taken by transfer students at other institutions provided such courses are accepted as equivalent to EUL courses and counted as part of the minimum course load by the Institute Executive Board upon the recommendation of the Department concerned.

### **Article 13 GPA/CGPA**

A student's academic standing is determined by calculating the general grade point average at the end of each semester by the Registrar. The total credit point for a course is obtained by multiplying the course's credit hours by the final grade's coefficient. The grade point average (GPA) of any semester is obtained by dividing the semester's total credit points by the number of credit hours taken by the students for that semester. The obtained GPA is given to two decimal points. The cumulative grade point average (CGPA) is based on all courses taken from time of admission to the graduate programme and all the courses taken to meet the minimal course load stipulated by the Department. The most recent grade obtained for a repeated course is used in the calculation of the cumulative grade point average (CGPA). All grades, however, are shown on the student's transcript.

Students with a CGPA of 3.7 out of 4.00 are granted with high honorary degree.

### **Article 14 Dismissal**

*Items (b) and was amended as follows and Item (l) was repealed:*

Graduate students are dismissed from their programmes for the following reasons:

- a)** If a student's cumulative grade point average is less than 1.50 at the end of the first semester and if a student's cumulative grade point average is less than 2.00 at the end of the second or any of the following semesters,
- b)** If a student receives the letter grade "U" for Masters or Doctorate thesis twice in a row or three times intermittently,
- c)** If the minimum required course load specified by the Department is not completed within four semesters by students in a masters programme with thesis or doctoral students, and within six semesters by students in masters programme without thesis or doctoral students, and/or if such a student has a Cumulative Grade Point Average (CGPA) less than 2.5 at the end of these periods,
- d)** If a masters student in a non-thesis programme fails the Qualifying Examination twice,
- e)** If a student's thesis is rejected by the jury,
- f)** If a student's corrected thesis is rejected by the jury,
- g)** If a doctoral student fails the Doctoral Qualifying Examination twice,





- h) If a doctoral student does not complete extra courses determined by doctorate qualifying committee in six semesters,
- i) If a doctoral student's thesis proposal is rejected by the jury twice,
- j) If students do not complete the programme in the specified time period,

#### Article 15 Students with Passive/Left Status

##### *Additional Article:*

For a graduate student who do not renew his/her registration for two semesters consecutively or fails to continue his/her education in a specific semester, the relevant provisions (Registration Status: Passive/Left) of the Regulations for Associate and Undergraduate Degree Education and Examinations are applied.

### PART IV: MASTER'S DEGREE PROGRAMMES

#### Article 16 Aim and Scope

*Article 15 (amended as Article 16) Item (b) was amended as follows:*

- a) Master's programme can be administered with thesis and without thesis. Which Departments will offer these programmes and how they will be conducted are decided by the Institute Executive Board upon the recommendation of the department concerned and with the approval of the Senate.
- b) Transfer between Master's with thesis and Master's without thesis programmes can be possible upon the approval of the Institute Executive Board before the end of the first semester at the latest.

#### Article 17 Master's Programme with Thesis

The object of the Master's programme with thesis is to make students learn through scientific research, evaluation and gain the ability to interpret what they learned.

#### Article 18 Period of Study, Supervisor Appointment and Course Load for Master's Programme with Thesis

*Article 17(amended as Article 18) Item (b) was amended as follows:*

- a) A masters programme with thesis is comprised of at least 7 courses, not being less than 21 credits, a seminar course and thesis studies. No credit is allocated to seminar course and thesis studies. The maximum period to complete course work in a masters programme with thesis is 4 semesters.
- b) **The Department proposes a** thesis supervisor for each student no later than the end of the student's first semester and the thesis subject no later than the end of the student's second semester. The decision relating to the thesis subject and the relevant supervisor is concluded by the Institute Executive Board. If the proposal for the thesis subject and the relevant supervisor are not approved, the Institute



Executive Board may make the necessary changing. If the student's thesis subject requires more than one supervisor, a co-supervisor may be appointed.

Thesis supervisors are chosen from the professorial faculty members or faculty members with doctorate degree. In the absence of these staff members or if the number of the relevant academic staff members is not adequate, thesis supervisors can be chosen from the professorial staff members of a related department or from the academic staff members with doctorate degree of the relevant department respectively.

The thesis supervisor organizes a schedule for the thesis study and grades the thesis as "S" or "U" according to the notes s/he has taken during the evaluation sessions with the student and informs the Institute of the grade given.

- c)** Determining the courses and issues related to registration is in the responsibility of the thesis supervisor. Until a thesis supervisor is appointed, the Department Chair is responsible for advising students concerning course work and their thesis.
- d)** Students must register for thesis work offered by his supervisor every semester following the semester, in which the supervisor is appointed.
- e)** The Master's programme with thesis can be completed within 4 semesters. However, students, who complete the required course work and the seminar course but cannot complete the thesis work until the end of the fourth semester are given 2 additional semesters to complete the thesis work.
- f)** On the recommendation of the Department Chair and with the decision of the Institute Executive Board, students may take graduate courses at other institutes affiliated to EUL or at other universities which EUL signed cooperation protocols with or within an exchange programme to be counted towards their programme requirements. Non-credit courses are not included in the calculation of CGPA, but indicated in the transcript.
- g)** Masters programme can be regulated as national and foreign integrated programme.

## **Article 19**    **Completing the Master's Thesis**

- a)** A student who has completed work on the thesis within the time period must write a thesis, using the data collected, according to the specifications determined by the institute concerned. The thesis must be written in the graduate education language. The thesis must be defended, in the graduate education language, before a jury.
- b)** A student whose thesis has been accepted by the thesis supervisor applies to the Department to take the thesis examination. The Department Chair sends the thesis in the form and number required by the Institute Directorate, with the jury's recommendation, to the Institute concerned.
- c)** The Master's thesis jury is appointed on the recommendations of the relevant Department and with the decision of the Institute Executive Board. The jury is composed of the thesis supervisor and 3 to 5 faculty members. Of the appointed jury members, at least one should be selected from another Department or University. If the jury is composed of three members, the co-supervisor cannot be a jury member.
- d)** Jury members conduct a thesis examination within one month after the thesis has been submitted. The thesis examination consists of a presentation of the thesis study, followed by a question and answer period, which is open to an audience.



e) A majority vote by the jury members determines the outcome of the thesis or examination. The vote can be for "acceptance", "rejection" or "correction". The Department informs the Institute concerned, in writing, of the jury's decision within 3 days. The student whose thesis is rejected by the jury is dismissed from the institute. A student may be given, by a decision of the Administrative Committee of the Graduate School, up to three months to complete the corrections and present it before the jury. The student whose thesis is rejected by the jury again is dismissed from the institute.

## Article 20 Master's Degree Diploma

a) A student who has completed all requirements for the Master's Degree must submit three bound copies of the thesis to the Institute Directorship concerned within one month after taking the thesis examination. If it is found to meet the specifications as for its format, the student is awarded the Master's Diploma.

b) The approved name of the Department programme completed appears on the Master's Diploma. If the student has completed the Master's programme in the same field with his undergraduate degree, the profession is also mentioned on the diploma.

## Article 21 Non-thesis Master's Programme

### Aim and Scope

The object of Master's programme without thesis is to give students deep knowledge in a professional subject and to show how to use the existing knowledge.

## Article 22 Period of Study, Supervisor Appointment and Course Load for Non-thesis Master's Programme

*Article 21 (amended as Article 22) Item (a) was amended as follows:*

a) The minimum required course load is 10 courses and a semester project course which totals no less than 30 credit hours. No credit is allocated to semester project and graded as satisfactory or unsatisfactory. The student must register for the semester in which they take the semester project course and give a written report at end of the semester.

The period for the programme can be prolonged by one semester upon the recommendation of the supervisor and with the decision of the Institute Executive Board. Students are liable for the expenses due to the extension.

If approved by the Department Chair, the semester project course can be concluded by a jury.

b) The thesis supervisor for the student is assigned upon the proposal of the Department by the decision of the Institute Executive Board no later than the end of the student's first semester in order to provide the student with advice concerning the course selection and the semester project. Thesis supervisors are chosen from the professorial faculty members or faculty members with doctorate degree.

c) Until the supervisor is appointed the Department is responsible for advising students concerning course work and issues related to registration.



- d)** Maximum period to complete the Master's programme without thesis is 6 semesters. Students who are regarded as unsuccessful in line with this regulation are dismissed from the institute before the end of this period.
- e)** Students may take undergraduate courses on the condition that the courses have not been taken during the undergraduate programme. However, at most three of these courses may be counted to the Master's course load and credits. Supervisors decide on the courses to be counted to the Master's course load during the registration.
- f)** On the recommendation of the Department Chair and with the decision of the Institute Executive Board, students may take graduate courses at other institutes affiliated to EUL or at other universities which EUL signed cooperation protocols with or within an exchange programme to be counted towards their programme requirements.
- g)** Masters programme can be regulated as a national and foreign integrated programme.

### **Article 23 Non-thesis Master's Degree Diploma**

*Item (c) is added to Article 22 (amended as Article 23):*

- a)** A student who has completed course work, semester project satisfactorily and passed the masters exam is awarded the Master's diploma.
- b)** The name of the Department programme completed will appear on the Master's Diploma. If the student has completed the Master's programme in the same field with his undergraduate degree, the profession is also mentioned on the diploma.
- c)** Graduates of secondary education branch teaching Non-Thesis Master's Programme is given a "Secondary Education Branch Teaching Non-Thesis Master's Diploma"

### **Article 24 Secondary Education Branch Teaching Non-Thesis Master's Programme**

*Additional Article*

The aim of the Secondary Education Branch Teaching Non-Thesis Master's Programme is to train students with an undergraduate degree diploma in the programmes determined by the Higher Education Council as teachers in the relevant secondary education branch in which they have an undergraduate degree diploma.

Principles relating to the examination and evaluation to be conducted for the students who will apply to the programme are determined by the Senate.

In order to be admitted to this programme, applicants should be a graduate of an undergraduate programme which is determined by the Higher Education Council shouldn't be registered to another university and should apply to the relevant Institution within the stated period in the announcement.

Academic staff members cannot apply to this programme.



## **PART V: DOCTORATE PROGRAMME**

### **Article 25 Aim and Scope**

The object of the doctoral programme is to make students satisfy independent research, comment on the scientific events with a wide and deep point of view, and determine the necessary steps to reach a new synthesis. A doctoral thesis must fulfil one of the following qualifications:

- i. Demonstrate some new aspect to the field,
- ii. Use a new scientific method,
- iii. Apply a known method to a new field.

### **Article 26 Period of Study and Course Load for Doctoral Students**

**a)** A doctoral programme, for students who hold a masters degree, is based on at least 7 courses, not being less than 21 credits in total, a doctoral qualifying examination, a thesis proposal and a thesis. For those who have been accepted with a bachelor's degree, this programme is comprised of a minimum of 42 credits or 14 courses, a doctoral qualifying exam, a thesis proposal, and a thesis. The maximum period to complete course work is 4 semesters for students holding a masters degree, and 6 semesters for students accepted with an undergraduate degree.

**b)** Doctoral programme must be completed within 8 semesters by students who hold a masters degree and within 10 semesters by students holding an undergraduate degree. However, students who have a Master's Degree and have fulfilled the conditions in the regulations may complete the programme in six semesters. Students who have completed the required course work including seminar course, passed the doctoral qualifying examination and whose thesis proposal have been accepted but could not complete the thesis work until the end of the eighth semester are given a maximum of 4 additional semesters to complete thesis work. Students who are regarded as unsuccessful in line with this regulation are dismissed from the institute before the end of this period.

**c)** Doctoral students may take undergraduate courses on the recommendation of their supervisors. However, these students should be regarded successful according to the provisions of this regulation. These courses are not counted to doctoral course load and credits.

**d)** On the recommendation of the Department Chair and with the decision of the Institute Executive Board, students may take graduate courses at other institutes affiliated to EUL or at other universities which EUL signed cooperation protocols with or within an exchange programme to be counted towards their programme requirements. They can write their theses in other national or foreign universities.

**e)** Grades taken from the courses which are not counted to doctoral credits are not included in the calculation of CGPA but mentioned in the transcript.

**f)** Doctoral programme can be regulated as national and foreign integrated programme.

**g)** In order to be entitled with the Doctor title, students who have met all other requirements are also required to publish at least an article published in a publication covered either by SCI, SSCI or AHCI core list.



## Article 27 Appointment of Thesis Supervisor

*Article 25 (amended as Article 27) Item (a) was amended as follows:*

**a)** The Department Chair proposes a thesis supervisor for students with a Master's degree no later than the end of the student's second semester and for the students with an undergraduate degree no later than the end of the student's fourth semester. Furthermore, the thesis subject to be determined by the supervisor is proposed by the Department Chair within a month following the date when the student has passed the doctorate examination. The decision relating to the thesis subject and the relevant supervisor is concluded by the Institute Executive Board. If the proposal for the thesis subject and the relevant supervisor are not approved, the Institute Executive Board may make the necessary changing. If the student's thesis subject requires more than one supervisor, a co-supervisor may be appointed. Co-supervisor should have a doctoral degree.

Thesis supervisors are chosen from the professorial faculty members or faculty members with doctorate degree.

**b)** Determining the courses and issues related to registration is in the responsibility of the thesis supervisor. Until a thesis supervisor is appointed, the Department Chair is responsible for advising students concerning course work and their thesis.

**c)** Students must register for thesis work offered by his supervisor every semester following the semester, in which the supervisor is appointed.

## Article 28 Doctoral Qualifying Examination

**a)** The aim of this exam is to check if students have in-depth knowledge about fundamental subjects and doctoral study. The Doctoral Qualifying Examinations are held twice yearly, in June and in January on the dates determined by the Institute Executive Board.

**b)** Students who complete doctoral courses and seminar course successfully and meet the requirements determined by the Institute Executive Board can take the Doctoral Qualifying Examination. Each student must take this exam until the end of the fifth semester.

**c)** The Doctoral Qualifying Examinations are prepared and administered by a five-member Doctoral Qualifying Committee chosen for three years by the Institute Executive Board upon the recommendation of the relevant Department. The committee may establish examination juries composed of different professorial academic members from relevant disciplines to administer and evaluate exams in different areas.

**d)** The Doctoral Qualifying Examination consists of a written and oral examination. Upon evaluating the written and oral examination results together, the jury decides via majority vote whether the student passes or fails. The relevant institute is informed of the decision with a written report by the Department within three days at the latest after the exam.

**e)** Students who fail the Qualifying Examination may retake the examination the following semester. Students failing the Examination a second time are dismissed from the programme.

**f)** If a student encounters with the situation stated in 14/c, the jury may require the student who has passed the Doctoral Qualifying Examination to take additional courses after the fourth semester even if



the student has completed the normal course load. Students who do not complete the course(s) within six semesters are dismissed.

**g)** A student who is accepted to a doctoral programme with a master's degree and has completed seven courses successfully may be transferred to a master's programme. The conditions for this transfer are set by the Senate.

## **Article 29 Thesis Supervising Committee**

**a)** "A Thesis Supervising Committee" is appointed on the recommendation of the Department and approval of the Institute Executive Board within one month after the student passes the Doctoral Qualifying Examinations.

**b)** The Thesis Supervising Committee is comprised of three faculty members. Except for the thesis supervisor, there is one member from inside the Department and one member from outside the Department. If there is a co-supervisor, the co-supervisor may attend the Committee meetings.

**c)** There may be changes in the members of the Thesis Supervising Committee on the recommendation of the Department and approval of the Institute Executive Board.

## **Article 30 Defence of Thesis Proposal**

**a)** Right after the thesis supervising committee is formed, the student has 6 months at most to defend his thesis proposal, the method of his thesis work and his future plans about his thesis work before the thesis supervising committee. The student should hand out a written report concerning the thesis proposal to the committee members 15 days before his defence.

**b)** The Thesis Supervising Committee decides with majority vote whether the thesis proposal is accepted or rejected. This decision is forwarded to the Institute Executive Board by the Department.

**c)** The student whose thesis proposal is rejected has the right to ask for a new thesis supervisor and a new thesis subject. In such cases, a new Thesis Supervising Committee may be appointed. The student who wants to continue with the same supervisor is required to defend his thesis proposal within 3 months and the student whose supervisor and thesis subject have been changed is required to defend his thesis proposal within 6 months. The student whose thesis proposal is rejected again will be dismissed from the programme.

**d)** The Thesis Supervising Committee for the students whose thesis proposal is accepted meets twice a year; January-June and July-December. The student submits a written report to the Committee members one month before the meeting. In this report, there is a summary of the work that has been done by that day and the plan for the next semester. The Committee gives the grade of TP or U for the student's thesis. After the evaluation, the result should be reported to the Institute Directorship by the Committee. If the Committee finds a student unsatisfactory twice in a row or three times intermittently, the student is dismissed from the programme.

## **Article 31 Completing the Doctoral Thesis**

**a)** A doctoral student who has completed work on the thesis within the time period must write a thesis, using the data collected, according to the specifications determined by the institute concerned. The



thesis must be written in the graduate education language. The thesis must be defended, in the graduate education language, before a jury.

**b)** A student whose thesis has been accepted by the thesis supervisor applies to the Department to take the thesis examination. The Department Chair sends the thesis in six copies, with the jury's recommendation, to the Institute concerned.

**c)** The Doctoral thesis jury is appointed on the recommendations of the relevant Department and with the decision of the Institute Executive Board. The jury is composed of 5 members: three thesis supervising committee members and of the appointed jury members, at least one should be selected from another University. Jury members should have a doctorate degree.

**d)** Jury members conduct a thesis examination within one month after the thesis has been submitted. The thesis examination consists of a presentation of the thesis study, followed by a question and answer period, which is open to an audience.

**e)** A majority vote by the jury members determines the outcome of the thesis or examination. The vote can be for "acceptance", "rejection" or "correction". The Department informs the Institute concerned, in writing, of the jury's decision within 3 days. The student whose thesis is rejected by the jury is dismissed from the institute. A student may be given, by a decision of the Administrative Committee of the Graduate School, an extension of up to three months to complete the corrections and present it before the jury. Students must register for the semester in which an extension is granted. The student whose thesis is rejected by the jury again is dismissed from the institute.

## Article 32 Doctorate Degree Diploma

**a)** Students who have fulfilled all other requirements should submit four bound copies of the Doctoral Thesis to the Institute concerned within one month after successfully completing the thesis defence and examination. Students with approved theses are awarded a "Doctoral Diploma".

**b)** The approved name of the Department programme completed appears on the "Doctoral Diploma".

## PART VI: MISCELLANEOUS PROVISIONS

### Article 33 Cases to Which no Provision Applies

*Article 31 (amended as Article 33) was amended as follows:*

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

### Article 34 Repeal

The regulations and principles approved by the Senate concerning the EUL Graduate Education Regulation and its alterations are repealed after this regulation take effect. Doctoral qualification rights of students who started their graduate education before 2009-2010 academic year are reserved.

**Additional Article 1.** For students coming from Turkey, principles determined by Higher Education Council are applied in the departments training teachers in the acceptance of students to non-thesis programmes and administering the education programmes.





**Temporary Article 1.** Students facing problems due to effective date of this regulation as of 2009-2010 academic year, the relevant Institute Executive Boards are given authority in resolving these problems.

## **Article 35 Enforcement**

*Article 33 (amended as Article 35) was amended as follows:*

These regulations have been approved by the Senate decision dated 14.05.2010 and numbered 07.2010 and gone into force by the decision of the Board of Trustees dated..... and numbered BOT/..... .

## **Article 36 Execution**

Provisions of this regulation are executed by the EUL Rector.