

# EUROPEAN UNIVERSITY OF LEFKE

## **Associate Degree- Undergraduate Education-Teaching, Examination and Exam Evaluation Regulations**

This methodology has been prepared according to articles 18(8), 25(3), 26(5), 29(1), 30, 31 and 32 of the Cyprus Science Foundation (KBV) and European University of Lefke Establishment Charter

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## **Section I : General Provisions**

### **Article 1 Aim**

The objective of this directive, is to order the student registration-acceptance, education-teaching and examinations within European University of Lefke.

### **Article 2 Scope**

This directive, includes the undergraduate and graduate programmes of European University of Lefke, the English Preparation School and non-graduate education programmes are not included within the directive.

### **Article 3 Definitions**

Within this directive are specific definitions;

- a) University: European University of Lefke,
- b) Trustee Delegation: Trustee Delegation appointed by the Cyprus Science Foundation,
- c) Rector: Rector of European University of Lefke,
- d) Senate: Senate of European University of Lefke,
- e) Board of Directors: Board of Directors of European University of Lefke,
- f) Dean: Faculty Deans,
- g) Director: College and Career College Directors,
- h) Units: European University of Lefke Faculty, College and Career College,
- i) Student Supervisors: Responsible for student education, teaching and other student involved issues and are appointed by faculty heads, the dean or directors,
- j) Course Credit Values: The value of loads for theory, laboratory practical, application, studio related course and how many hours are appointed as such,
- k) Conditional Courses: Courses that are preconditioned by the success of former courses,
- l) Mandatory Courses: Courses that are excluded from optionality and must be undertaken by the student,
- m) Optional Courses: Courses that the student is responsible to choose from.

## **Section II Registration-Acceptance, Transition and Exchange Programmes**

### **Article 4 Student Admissions**

Students that are accepted into degree and undergraduate programmes are accepted according to the conditions of European University of Lefke registration-acceptance directives.

### **Article 5 Special Students**

Students that have permission to undertake certain courses, without having to select others. Students of this status do not receive diplomas/certificates. Although they will receive unique certificates showing that they have undertaken certain courses. Students of this status pay standard tuition fees and must act in accordance to standard course rules. Students that have cancelled their education at other institutions cannot be afforded this status.

### **Article 6 Registration to the University**

- a) Students that have been accepted into undergraduate or graduate programmes are responsible to undertake their registration to the Registration-Acceptance Directory. Students that do not undertake their registration on time or provide the necessary documents are not admitted past registration. Students that wish to register, renew or other similar procedures can contact their student advisors for assistance.
- b) For students to have their registration accepted they must adhere to the following;
  - i. To have a high school or similar diploma
  - ii. To pay the necessary fees accordingly
  - iii. To bring the necessary University requirements to their place
- c) Found in the 8<sup>th</sup> article of this directive, students that are registered are required to take the necessary measures provided by the University to consolidate their registration, or renewal.

### **Article 7 Tuition Fees**

University education at EUL is subject to fees. Fees that are taken from students must be paid to the Rectorate before entrance examinations.

### **Article 8 Registration Renewal**

Students are required to renew their registration at every other half semester and at the beginning of the new academic year. They do so by paying their registration and tuition fees, consulting their student advisor and faculty head, for the necessary acceptance. Students are required to do this within certain time periods, as stated by the dean and faculty heads. Students that do not complete this within the stated time frame cannot participate in their courses, or partake in their examinations. Students are expected to be responsible for all of their registration procedures. Students that provide an adequate reasoning for not being able to do so will still be expected to pay additional fees following their registration and tuition payments.

### **Article 9 Student Transfers**

Transfers are handled by the horizontal and vertical domestic and international transfer directory and the prerequisites are defined accordingly.

### **Article 10 Exchange Programmes**

- a) The University and international Universities have mediated certain conditions for exchange programmes, when these are fulfilled by the student, they may apply for them. Students registration is continued when they are abroad and it counts toward their overall degree. Students, rather than their courses at EUL, are instead swapped for the courses at their international programme, thus are responsible for their courses abroad. This directive is confirmed by their college head and coordinator.
- b) Students in preparatory school are not eligible for international programmes.
- c) Fees are calculated in accordance with their academic condition at EUL and the institution students will attend abroad.

### **Article 11 National and International Joint Programmes**

Students may be eligible for joint programmes at the degree level, these are specified by the EUL senate. Students in summer school or on an exchange programme can take courses, as specified by the Senate.

### **Section III: Education-Teaching**

#### **Article 12 Education-Teaching Language**

Apart from courses specified to be taught in Turkish, the primary language of the University education programme is in English. Decisions made by the Senate may specify that certain courses originally to be taught in English may be taught in Turkish. Students that are admitted to the University will be required to take an English Language examination to determine their level. Students that do not pass the required grade will be required to attend the English Preparatory School. Students that possess a TOEFL or IELTS diploma will be excluded from the examination and preparatory school. The conditions for this exclusion are stated by the Senate.

#### **Article 13 Education-Teaching Normal and Maximum Periods**

Education-teaching is based on a half-year basis. Every academic year is based on two semesters which are each 16 weeks long. This period includes examination periods too. Based on the decision made by the Senate summer school may begin. The summer school includes a separate fee. As long as the Senate makes no changes, the standard time periods for Dentistry and Pharmacy Faculties is 10 semesters (5 years), other faculties 8 semesters (4 years), career graduates 4 semesters (2 years). The Maximum semesters of Dentistry and Pharmacy is 16 semesters (8 years), other undergraduate programmes 14 semesters (7 years) and career graduates 8 semesters (4 years). The maximum period of English Preparatory School is 4 semesters (2 years).

#### **Article 14 Academic Calendar**

Every year the academic calendar is constructed by the Senate and is distributed accordingly to the Rectorate.

#### **Article 15 Degree Programmes**

- a) New graduate and undergraduate programmes: Education-teaching programmes are recommended by the subsequent coordinators and are presented to the Senate. Definitive decisions are made when the Senate decides.
- b) Changes made to existing graduate and undergraduate programmes: For the following year changes, changes are made no later than November. For new programmes, the latest time in which they are released is January. Teaching programmes, optional and mandatory theory based courses and applicative courses (seminar, practical, laboratory) are included. Pre-requisite courses may be included and are decided by the relevant coordinators and Senate. Basis for internships are decided by EUL Internship Directives.
- c) Lateral Programmes: Students that are successful and willing to undertake more academic load can apply for lateral programmes.
- d) Double Major Programmes: Students that are exceptional in their programme may be able to apply for Double Major Programmes with an accompanying language.

Students that are eligible for lateral and Double Major Programmes are decided on the basis of the Senate.

## **Article 16 Course Load**

A student's respective course and work load will be defined according to their programme.

- a) For a student's course load, their grade average must be at least 2.0, with their advisor's recommendation and subject coordinator they can partake in one extra course. Without paying the additional fee for the course to the payment office, the student cannot be registered to the additional course. Regardless of the student's bursary and scholarship status, students that partake in additional courses must pay the additional fee. Additionally, students with a grade average of 3.0 and above can elect to take two additional courses with their advisor's permission. For both courses, students must pay the additional fees or their registration will not be finalised.
- b) Students in their graduation year, with the permission of their advisors and approval of the Board and Head of School can invest and elect to take two additional courses. A student in their graduation semester can elect to retake up to two courses, with the passing of these courses, the student will be subsequently awarded their graduation.
- c) When the students course load is at least 5 and must take at least 3 courses, they will have to pay the additional fees for courses.
- d) Fees for students that are partaking in additional courses are decided annually by the Financial Board.

## **Article 17 Course Selection, Additional Courses and Leave and Removal from Course**

- a) Students registration and course selection is directed by their advisor every academic year. Students are expected to select and partake in their respective courses. Students without a passing grade in the previous semester, or in withdrawal status are prioritised to retake these courses in the following semester.
- b) Students partaking in prerequisite courses are expected to adhere to the following points:
  - i. For a prerequisite course to be considered students must have a grade of "T", "E", or at least "D-".
  - ii. Students in their graduation semester, for courses that require prerequisites must register along with their respective "FF" and "F" courses.
  - iii. Inclusive of the graduation semester, for prerequisite courses of every semester; students cannot continue to the following course without a passing grade or withdrawal from the previous course. Passing grade would be higher than "FA" and "W".
- c) For students with clashing courses, in their respective course programmes can indicate a selection of "course selection outside of specified credit" and register accordingly. These courses, following article 16 of this directive are outside the specification of additional course load. A student's success in these courses are not taken into account for their graduation status but are specified in their transcript.
- d) The points that are taken into account for repeating a course are listed below;
  - i. A student that is awarded a grade of "D-", "F", "FA" or "U" is expected to retake the course when the subsequent course is open again in the following semester. (For courses that are partaken outside of specific semesters, this particular is not to be expected).

- ii. For students that must retake a certain course, with the advice of their advisor or Head of School can instead elect to partake in an alternative course.
- iii. A student repeating a course will receive their new score, however their failed course will still appear on their transcript.
- e) In a student's registration the prioritisation of courses for election will be as follows;
  - i. "F", "FA", "FF", "U", "D-", "W" grades.
  - ii. Courses not taken in the previous term.
  - iii. Courses not taken in the concurrent term.
  - iv. Other applicable courses.
- f) Withdrawal principles for courses are listed below;
  - i. A student, in any given academic semester, for a course they are registered in, with the knowledge of their lecturer and academic advisor and the subsequent approval of the authority of their respective School, can at the undergraduate level withdraw from up to 3 courses and at the graduate level up to 1 course. A student who has withdrawn from a course will have "W" marked for the respective course on their transcript, but are not calculated into their yearly and semester based course averages.
  - ii. A student that has not received a passing grade in a previous course will not be eligible for withdrawal status for that course.
  - iii. A student that has withdrawn and received a "W" mark will be required to retake the course in the subsequent academic semester. (This is not required for courses that are taken outside of normal semester conditions).

#### **Article 18 Continuation of Courses**

For classes, laboratory time, and application, students are required to partake in the mandatory hours. Theory based courses require %70 participation, and %80 participation for laboratories. Students that cannot fulfil this requirement receive the "FA" grade and cannot partake in the end of semester conditional examinations. For students that have the necessary participation percentage and have eligibility for course repetition will not be required to continue that course. However, the student is expected to fulfil all precursors for passing any given course.

#### **Article 19 Examinations**

In any given semester at least 1 mid-semester examination is required for every course. The teaching authority can elect to assign homework, projects or a laboratory practical for their mid-semester assignment and examination. At the end of every semester an examination is conducted. At the end of each semester the grading calculations are listed below;

- a) The number of examinations conducted by the learning authority and end of semester grading calculation, and if applicable laboratory or practical assignments and quizzes as well as homework weight in grading are informed to the necessary Head of Department and students.
- b) For courses that have more than one teaching authority, educators are selected by the applicable Head of Department and Teaching Coordinator. For the load of these courses, the necessary teaching authority and Teaching Coordinator will decide and state at their discretion.

The Dean and Heads of Department will provide end of semester grades to the Registration-Acceptance Board and are finalised at this stage.

### **Article 20 Grades**

For every course, the grading system below is utilised. The respective coefficient detailing accompanies as follows;

Grade	Coefficient
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	0.70
F	0.00
FA	0.00

Students are graded "FA" for a course when they do not fulfil the requirements of a certain course. In the grading system the "FA" grade is equivalent to "F" grade.

### **Grades not included in grade averages**

I – Incomplete

S – Sufficient

U – Unsatisfactory

E – Exempt

W – Withdrawal

T – Transfer

PP – Successful

FF – Unsuccessful

For courses without credit the "S" grade is awarded for a successful pass and for the unsuccessful grade a "U" is awarded.

Whether due to illness or another approved reason given by the necessary department authorities, a student that cannot complete their course procedures or cannot attend examination is awarded the "I" grading.

"W" grading is given when a student has withdrawn from a registered course. This grade is not calculated in the final grading average, yet is displayed on the student's transcript accordingly.



The "E" grade is given when a student, by approval of the Senate, succeeds in passing the exemption examination. This grade is shown on the transcript of a student, yet is not utilised in the final grading average.

Due to force majeure reasons, students may be awarded a "PP" grade when passing and when force majeure reasons occur with a failing grade students are awarded "FF" grading. These grades are not calculated for final averages, yet are displayed on the students' transcript.

Students registered for graduate and undergraduate programmes can provide relevant transcripts and documentation to be exempt from certain courses. This is contingent on the relevant educative authorities that the student is currently studying and their ability to provide all relevant documentation to prove exemption. These subsequent grades must then be converted to the University's respective grade point average system and must be at least 2.00 of score. The courses that are exempt are displayed on the relevant transcript of the student.

For students that were previously in higher education and given exemption or inapplicable credit score scenarios for Turkish Language and Turkish Republican History courses, students can apply to the relevant department to be given a 'T' score.

A student must apply for their exemption with their initial registration and must include their original transcript, their course history and a separate exemption application and must provide these details within two weeks of their initial registration to the Registrar and Faculty Dean.

For students with horizontal and vertical registration, they must provide exemption details from their previous higher education institute regarding their passing grades. Courses that are exempt for the student cannot be partaken at any stage of their degree.

### **Article 21 Repeating a Course**

"D-", "F", "FF", and "U" grades indicate a failing grade for a student. Subsequently, students must repeat these courses in the following semester and are prioritised for them. (These do not include courses outside of the student's initial programme).

### **Article 22 Correction of Material Errors**

For mid-semester and end of semester examination grading objections, the application must be made within 3 business days to the adequate Dean and Head of Faculty. The objection is analysed by the Educative Head and the final decision is forwarded to the Dean and Head of Faculty. The decision is made within 5 business days. The change of grading is always decided and finalised by approval of the Head of Faculty and Dean. If a student wishes to object their grading, all necessary information and material must be submitted to their educative authority. If adequate reasoning is provided, the Faculty Board and Dean will provide permission to adjust the grade. All relevant documentation and the grade change form must be sent to the Registration-Acceptance registrar.

### **Article 23 Excuse and Conditional Examinations**

Excuse and Conditional Examinations are based on the following principles;

- a) Excuse/Make-up Examinations
  - i. For students that cannot attend their initial examinations, make-up examinations are conducted.

- ii. For every course, make-up examinations are conducted at the end of the semester. If students must attend more than one make-up examination the course with the heaviest grading load is selected.
- b) Resit and conditional examinations
  - i) At the end of autumn and spring, for students that have eligibility to sit their final examinations, they can elect to resit if their grade is "D-" or "F".
  - ii) Resit examinations are considered as end of semester examinations. At the end of their resit examinations, the subsequent grade is calculated based on the entire grading of the student during the year for that course.
  - iii) At the end of the resit, the final grading is calculated for the student on their transcript.
  - iv) Resit examinations are not applicable to the English Preparatory School

#### **Article 24 Copying in Examinations**

For students that copy in examinations, attempt to copy, or assist in copying of their examination an "F" grade is awarded. A disciplinary investigation is also launched against that student.

#### **Article 25 Calculation for Grade Point Averages**

For any given course that awards credit; that courses grade score is multiplied by the coefficient of the course. End of semester grading is displayed on the OBS system of the University, subsequently being finalised.

Semester grading average (GPA); Registered courses average grade point, the cumulative and subsequent average of all courses taken that semester.

Cumulative grade point average (CGPA); Grades calculated from the start of the entrance to the faculty and the cumulative and subsequent average of all courses partaken by the student.

Semester and cumulative grade point averages are calculated based on article 20 of this directory and is based on the nearest 2 decimal points.

#### **Article 26 Success status of students**

The end of semester and average success status is determined by the following criteria:

- a) For a student to be considered successful in their studies, their grade point average must be at least 2.00 (maximum score is 4.00). Students who average the score of 3.00 and 3.49 are considered honour students, whilst students average scores between 3.50 and 4.00 are considered higher honour students.
- b) During the academic year, students' CGPA scores will indicate toward their next semester scores. It is determined regarding the students' respective academic semester, the education-teaching programme they are partaking in, and their grades are considered respective of their current scores.
- c) Students' cumulative grade point average of their eight semester courses are of detectable (probation) status when below the following scores;

Second academic semester score 1.00

Fourth academic semester score 1.50

Sixth academic semester score 1.80

- d) For students partaking in four semester courses they will be at detectable status when their CGPA is below the following:

Second academic semester score 1.00

- e) Students of detectable status are given a formal academic warning and ordered to improve their scores. Until students improve their scores they are on formal probation.
- f) Students who receive a formal academic warning, in accordance with their own discretion and advisor's discretion are provided the following directive:
- In the semester following the formal academic warning, students who receive a failing grade of "F", "FA", "FF" or "D-" are required to re-register. Since students are not applicable to apply to more than three new courses, they are required to take the necessary precautions.
- g) In semesters where students are required to take additional courses they cannot surpass the maximum education time periods.

## **SECTION IV: TEMPORARY AND PERMANENT SEPARATION**

### **Article 27 Permissive Leave and Freezing of Registration**

- a) For students, where applicable and contributory to their education such as scholarships, internships, research etc. Following this, they may apply to the relevant board and University Board of Directors for permissive leave from their degree. For students partaking in permissive leave internationally they must have the relevant documentation legally notarised.
- b) Students due to debilitating health status can freeze their registration. The relevant Faculty and Higher Education Board will finalise this decision.
- c) Within the entirety of their education, students cannot freeze more than 6 academic semesters.
- d) Permissive leave is exclusive to the bounds of the students' education period. Applications for permissive leave outside of necessary reasons, with the necessary and relevant documentation are required to be provided up to the final day of registration.
- e) Permissive leave/registration freezing and the necessary fees are provided separately to this directive, specific to the case. Regarding students' application for permissive leave – this is determined by the relevant registrar of the University and informed accordingly.
- f) When a student freezes their registration, are required to act in accordance to the following information:

For students freezing their registration for the first time, they are required to pay one semesters fees. For students freezing their registration for the second time, they are required to pay one academic year's fees. For students freezing their registration for the third and fourth time, they are required to pay double the amount of one academic year's fees. For students freezing their registration for the fifth and sixth instance, they are required to pay triple the amount of one academic year's fees.

### **Article 28 Instances where permissive leave is not included**

Being taken into custody, arrested, any student being sought by the authorities is not counted to be on permissive leave. However, students whose detention resulted in a non-prosecution or acquittal shall be deemed to be on leave for these periods.

### **Article 29 Students who did not register/abandonment status**

- a) For the relevant academic year, students who register within the timeframe of the late registration will be afforded a waiting period. For students who do not register for two concurrent semesters, will be required to register within the relevant time frame. Not adhering to this will indicate that the student is of abandonment status.
- b) If the student does not register for four semesters, their registration will be deleted for both undergraduate and graduate studies.
- c) For students who register late, in their registration must pay additional fees.
- d) For students who register late or of abandonment status, students who owe the University fees or other loans will not be given any official documentation.

### **Article 30 Returning from Leave**

Students who complete their permissive leave will return to the University and continue their education where they left it.

Students who required leave by providing health documentation may be required to provide additional reports when returning to the University.

For students who required leave for two semesters, at the end of the first semester will be required to apply to the registrar (excluding English Preparatory School). The directive used to determine applicable leave will be utilised and judged formally by the Board.

### **Article 31 Excuses**

For students' excuses for leave to be determined and applicable, they must provide adequate documentation and formal applications. These applications must be provided within one week and late applications are not accepted. For students' health leave to be accepted, they must be formally obtained from an official health institution. A doctor at the European University of Lefke or a specialised doctors report may be additionally required. As long as the student has an adequate report, their grades will not be taken into account of their final scores.

The reports official period will not be included in the final education time of the student. However, including official reports, a student's failure to be present cannot be more than %30. If a student's attainment is inadequate their registration will be frozen, with discretion to the relevant Board.

### **Article 32 Paying fees during permissive fees or when providing a report**

For students who are afforded permissive leave, on detention or provided a report are still required to pay their tuition fees. Failure to do so will result in the dismissal of the student.

### **Article 33 Deletion of registration**

Students who delete their registration are still required to pay the tuition fees of their respective registration. Students of this status will be informed to the relevant Board, Faculty and Dean.

## **Section V: Diploma and Graduation**

Students who are registered and completed their necessary accreditation, internships and awarded grading based on this directive with at least a CGPA score of two will be eligible for graduation and receiving their diploma. Students eligible for graduation will have a relevant diploma prepared for them by the registrar, which includes their name, graduation date as well

as the title earned. On the students' diploma will be the confirmation of the Registrar Director, Faculty Dean, and Higher Education Director and the Rector's signature as well as the stamp of the University.

If a student, conditional to their registration, and receives a passing score will subsequently be of graduating status. Certain principles will be applied to students of this status;

- When students receive their final grades, they must apply formally to the Dean. The relevant Board will determine the application of the student and inform them of which additional examination they must undertake.
- Based on this principle, students are only awarded the additional examination once. Students who fail the examination are required to retake the course. Students who receive the "FA" grade will be outside the jurisdiction of the additional examination.
- Students who receive "F" or "D-" and have a cumulative grade point average below 2.00 will only be allowed to take three additional courses.

### **Article 36 Undergraduate Diploma**

In accordance with the principles of a four semester degree programme, students will be awarded a subsequent diploma. Consequently, a student registered to a programme and have at least a CGPA score of 2.00 and have grades of at least "D", "S", or "PP" will be awarded an undergraduate degree.

### **Article 36 Graduate Diploma**

- a) For a student to be awarded a graduate diploma, they must have at least a 2.00 score in all their accredited and unaccredited courses and must have completed all their practical application and internships where applicable.
- b) Students who have applied through horizontal programmes from another University, must have completed at least two semesters at European University of Lefke.

## **Section VI Varying Provisions**

### **Article 37 Rescinded Provisions**

The directive in force has been confirmed since 12.10.2021 and BOT 511.10 numbered approval, has been subsequently rescinded.

### **Article 38 Cases Not Provisioned in Regulation**

Scenarios not provided in this directive are decided by the Senate and Board of Directors

### **Article 39 Operations**

This directive is effective as of the 2022-2023 academic year.

### **Article 40 Executive**

This directive is decided and executed by EUL rectorate.