# ACADEMIC POLICIES

# INTERNAL REGULATIONS
## CHAPTER TWO: ACADEMIC POLICIES

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## 2.0. ACADEMIC POLICIES

All students are advised to read the Academic Policies and familiarise themselves with the rules, procedures and policies of the University. Clarifications and further information can be obtained from the Department of Academic Affairs.

## 2.1. ACADEMIC DEGREES

The University offers programmes of study using face-to-face and distance learning/online modes of delivery, leading to academic awards at the 1st Cycle/Bachelor Degree, 2nd Cycle/Master's Degree and 3rd Cycle/Doctoral Degree level.

A Bachelor's Degree should normally consist of at least 240 ECTS; a Postgraduate Certificate should normally consist of at least 30 ECTS; a Postgraduate Diploma should normally consist of at least 60 ECTS; a Master's degree should normally consist of at least 90 ECTS; finally, a Doctoral degree should normally consist of at least 180 ECTS.

### 2.1.1. Bachelor's Degree (1st Cycle)

A Bachelor's degree is awarded in several areas after completion of at least 240 ECTS. A minimum cumulative grade point average (CPA) of 2.0 is required. The student must complete all programme requirements.

A student enrolled on a programme of study may elect to have a Minor in another programme or discipline. Each department defines the requirements for a Minor. However, the following minimum requirements must be met:

1. A Minor should be at least 36 ECTS.
2. Departments allowing minors should clearly specify the requirements, including course prerequisites, and students should be appropriately informed.
3. The minor will be recorded in the student's transcript as (Bachelor degree in X with a minor in Y).
4. Students may use courses towards their minor that they have taken as part of the required or elective courses of their major.
5. Students may complete their minor with the minimum number of ECTS required for their Degree (e.g. 240, 300, 360) or in excess of this number.
6. Establishing minors or changing existing minors requires approval by the Senate.

### 2.1.2. Post Graduate Certificate, Diploma and Master's Degree (2nd Cycle)

A Postgraduate Certificate should normally consist of at least 30 ECTS; a Postgraduate Diploma should normally consist of at least 60 ECTS; a Master's degree should normally consist of at least 90 ECTS.

All requirements for the specific programme must be completed. A minimum Cumulative Point Average (CPA) of 2.0 is required. A Thesis can be either an elective or a required course.

### 2.1.3. Second Degree Requirements

Students seeking a second degree of the same level at the 1st and Cycle Degree (Bachelor's or Master's) must complete the requirements of the second degree with a minimum of additional half the number of ECTS for a Bachelor's Degree and with a minimum of additional two thirds of the number of ECTS for a Master's Degree, subsequent to completion of the first degree of the same level.

### 2.1.4. Doctoral Degrees (3rd Cycle)

A Doctoral Degree is awarded after successful completion of either a dissertation or a combination of a dissertation and a number of taught courses. The examination and evaluation of the Thesis or Dissertation of the student is carried out by a committee which includes external examiner(s).

More information is available in Chapter 12

### 2.1.5. Multiple/Double/Joint Degrees

The University can co-operate with other Universities in Cyprus and/or abroad to offer multiple/double/joint degrees at all levels, yielding either a jointly awarded (by all partners) single award title or multiple/two award titles issued by each partner institution.

### 2.1.6. Honorary Degrees

The University has the right to award Honorary Degrees at all levels.

**Honorary Doctoral Degree**

The University of Nicosia is empowered under its charter to bestow honorary degree. The following sets out the criteria and processes for recommending and awarding an honorary doctoral degree.

**Criteria and Conditions of Eligibility**

In general, an Honorary Doctoral Degree may be awarded to individuals who may have rendered exceptional and/or outstanding service in the education, governmental, business, economic, cultural, political, international, civic, and community affairs; and in philanthropy and service or altruism in humanitarian causes. An award should not only reflect positively on recipients in relation to their personal achievements, but should also raise the profile and/or academic standing of the University.

- Should be limited to truly exceptional individuals and should be awarded only after the recommendation of the proposed Committee for Honorary Doctoral Degrees and the approval of the Senate

- Are not normally given to serving politicians or staff employed by the University

- Should be awarded to individuals who already hold an undergraduate or postgraduate degree. In exceptional circumstances, this principle may be waived

- It is recommended that UNIC sets a target number of Honorary Doctoral Degrees per academic year and that could be something between **1-2 per School per year**.

**Procedure for Nominations**

Once a year the School Deans seek and receive nominations that may be submitted by any of their faculty members.
- The nomination(s) should be in the form of a detailed statement justifying the reason(s) for the award.
- The proposal must have the potential of being developed into the award speech to be made at the award ceremony either by the Dean of the relevant School, or by agreement with the Dean by another senior member of the faculty.
- The School Dean then refers the submitted nomination to the relevant School Council for consideration and evaluation.
- After being approved by the relevant School Council the recommendation (if any) is then forwarded to the UNIC's Committee for Honorary Doctoral Degrees which is chaired by the Rector or the Vice Rector for Faculty and Research (in case the Rector is unable to chair the committee). Its members consist of the following office holders: (i)Senior Vice Rector, (ii) Vice Rectors and (iii) Deans.

More specifically,

- Call for nominations normally takes place in early October, with a deadline at the end of November. All nominations (including the relevant supporting documentation) should be submitted to the School Dean.
- The School Council then evaluates all submitted applications sometime in December and then makes a recommendation (if any) to the Rector's Committee on Honorary Doctoral Degrees.
- The Rector's Committee on Honorary Doctoral Degrees then meets sometime in January to short-list the candidates for the award of Honorary Doctoral Degrees.
- The short-list containing the recommended candidates is then presented to the Senate in February for approval.

- Following the ratification of the Senate's decision by the Council, the invitation letters are sent to the selected nominees sometime in March or April.
- Honorary Doctoral Degrees are normally conferred at a specially convened assembly. The Senate's reasoning for the award is read and the recipients must preferably be physically present in order to receive the award and be vested with the University of Nicosia regalia.

**Honorary Doctorate Degree Award Ceremony**

The Honorary Doctoral Degree Award ceremony is a major academic event of the University of Nicosia and it takes place either at a Graduation Ceremony or at another specially convened assembly. The ceremony (which is open to the public) includes a keynote speech by the School Dean, or by agreement with the Dean by another senior member of the School faculty who expands on the qualifications and/or contributions of the nominee which justify awarding the degree.

### 2.1.7. Posthumous Degree

A posthumous degree may be awarded to a deceased student under the following circumstances. The student must have:
1. Died while a student, or within 12 months of the last registration;
2. Been in good academic standing of a high enough standard that eventual graduation was expected;
3. Completed 75% of the undergraduate or postgraduate program requirements
4. For a graduate student in a Ph.D. program, to have completed all course work, comprehensive examination (or equivalent) and thesis proposal, and submitted a complete draft of the thesis approved by the three-member supervisory committee.
5. For professional degrees, it should be at the discretion of the School with the approval of the Senate.
6. The Senate may, in special cases, decide to wave any of the above criteria.

### 2.1.8. Guidelines for Types of Award Titles

### 2.1.8.1.  1st Cycle Types of Award Titles

The University of Nicosia offers, among others, the following 1st Cycle types of Award Title:

    a. Bachelor of Arts (BA) – normally for programmes in Liberal Arts
    b. Bachelor of Arts in Architecture (BAArch) – for programmes in Architecture
    c. Bachelor of Business Administration (BBA) – for generic programmes in Business Administration
    d. Bachelor of Education (BEd) – for programmes in Education
    e. Bachelor of Laws (LLB) – for programmes in Law
    f. Bachelor of Music (BMus) - for programmes in Music

g. Bachelor of Pharmacy (BPharm) – for programmes in Pharmacy
h. Bachelor of Science (BSc) – normally for programmes in Sciences and Engineering, or Social Science, or Accounting.
i. Professional Diploma in Architecture (DipArch) – for programmes in Architecture
j. Medical Doctor Degree (MD) – for programmes in Medicine

**Guideline for deciding the type of the Award Title**: A Programme leads to an Award Title *as per above* if the majority of the ECTS of the *major/major electives/specialization courses* of the programme are courses belonging to the said type as per the classification of the prefix codes below:

| Award Title | Courses |
| --- | --- |
| Bachelor of Arts (BA) | ART, COMM, DANC, DES, EUS, HIST, INT, IREL, LALI, MULT, PHIL, PSCI |
| Bachelor of Arts in Architecture (BAArch) | ARCH |
| Bachelor of Business Administration (BBA) | BADM, ENTR, HOSP, HRM, IMGT, MGT, MKTG, PADM, REAL, THOM, TOUR, ~~TRVL~~ |
| Bachelor of Education (BEd) | EDUE, EDUP, EDUS |
| Bachelor of Music (BMus) | MUCT, MUED, MUS, MUSP, MUTX |
| Bachelor of Pharmacy (BPharm) | PHAR |
| Bachelor of Laws (LLB) | LAW, LLB |
| Bachelor of Science (BSc) | ACCT, ANTH, BIOL, CHEM, COMP, CRIM, ECE, ECON, ENEM, ENVM, ESCI, FDSC, FIN, GEOL, MATH, MED, MIS, NURS, NUTR, OGAS, OGEE, OGEN, PHYS, PSY, PTHE, SOC, SOWK, SPRT, SPSC |
| Professional Diploma in Architecture (DipArch) | ARCH |
| Medical Degree MD | MED |

The University offers also a Doctor of Medicine (MD) Degree.

### 2.1.8.2. 2nd Cycle Types of Award Titles

The University of Nicosia offers, among others, the following 2nd Cycle types of Award Title:
a. Master of Arts (MA) – for programmes on Liberal Arts
b. Master of Business Administration (MBA) – for generic programmes in Business Administration
c. Master of Education (MEd) – for programmes in Education
d. Master of Music (MMus): - for programmes in Music
e. Master of Laws (LLM) – for programmes in Law
f. Master of Public Administration (MPA) – for programmes in Public Administration

g. Master of Science (MSc) – for programmes in Sciences and Engineering or Social Science

h. Master of Architecture (MARCH) – for programmes in Architecture

i. Master of Public Health (MPH) – for programmes in Public Health

**Guideline for deciding the type of the Award Title**: A Programme leads to an Award Title *as per above* if the majority of the ECTS of the *major/major electives/specialization courses* of the programme are courses belonging to the said type as per the classification of the prefix codes below:

| Award Title | Courses |
|---|---|
| Master of Arts (MA) | ARCH, COMM, DES, EULP, GDES, MABM, MCOM,MCOUN, MIREL, MPA, MULT, PHOT , TESL, THEO, TΛX , MPTY |
| Master of Business Administration (MBA) | MBA, MBALN, MBAN |
| Master of Education (MEd) | EDUC, EDUG |
| Master of Music (MMus) | MUCT, MUED, MUSP |
| Master of Laws (LLM) | MLAW, ΠOΥ, ΠIE |
| Master of Public Administration (MPA) | MPA |
| Master of Science (MSc) | ARCH, BISC, COMP, CRIM, DFIN, ECE, ENMA, FMED, HSA, IMMU, MCOUN,  MENG, MGT, MIS, MNUR,  NURS, NUTR, OGEE, PSY, PSYC, PSYM, PTHE, SOWK, SPSC, THAL |
| Master of Architecture (MARCH) | ARCH |
| Master of Public Health (MPH) | MPH |

## 2.1.8.3. Rules and Regulations for the Naming of the Doctoral Degree Award Titles

1. The University also offers 3rd cycle programmes leading to the Award Title of "Doctor of Philosophy".

2. *A Doctoral Degree Award usually specifies the Discipline of the PhD Thesis, "Doctor of Philosophy in Discipline"*

## 2.1.8.4. Rules and Regulations for the Concentrations/Specializations and Award Titles of 1st Cycle

1st Cycle Degree Programmes that offer specializations/concentrations lead to award titles that may or may not include the name of the specialization/concentration. If the percentage of the ECTS of the specialization courses is 30% to 50% then the concentration is recorded on the award title, otherwise it is not recorded. The thesis (if any) must be conducted in the area of the specialization/concentration and its ECTS,

not exceeding 15, are counted in the number of ECTS of the specialization/concentration.

## 2.1.8.5. Rules and Regulations for the Concentrations/Specializations and Award Titles of 2nd Cycle Degrees

2nd Cycle Degree Programmes that offer specializations/concentrations lead to award titles that may or may not include the name of the specialization/concentration. If the percentage of the specialization courses is 40% to 60% then the concentration is recorded on the award title, otherwise it is not recorded. There are two options:
   A. No Thesis Option: 36-54 ECTS out of 90 ECTS or 48-72 out of 120
   B. 30 ECTS Thesis Option: 54-66 ECTS out of 90 ECTS or 72-88 out of 120. The thesis must be conducted in the area of the specialization/concentration.

## 2.1.8.6. Awards based on Specializations/Concentrations

A programme named Prog1 offering three specializations/concentrations, namely SC1, SC2 and SC3 leads to the following award titles:
   a. Prog1 (if no specialization/concentration is satisfied)
   b. Prog1 – SC1
   c. Prog1 – SC2
   d. Prog1 – SC3

The University reserves the right to change the rules and regulations regarding the concentrations/specializations and award titles and/or the specific percentage either for all programmes of the University or for specific programmes, after justified requests by Schools and Departments and/or based on requirements by the Cyprus Agency for Quality Assurance and Accreditation in Higher Education. Students can graduate and be awarded a title according to the regulations that they were admitted, or they can opt to apply to graduate and be awarded a title (subject to approval of application), under any new version of the regulation.

## 2.2. ACADEMIC HONORS

In recognition of academic excellence, the University prepares a Semester Dean's List and a Graduation Honor List.

### 2.2.1. Dean's List

Any student who completes in a semester at least 24 ECTS (excluding P/F courses) with a GPA of at least 3.7 is placed on the Dean's Honor List for that semester.

### 2.2.2. Graduation Classification

Graduation Classification is as follows:

| Summa Cum Laude | cumulative grade point average (CPA) of 3.7 or higher |
|---|---|
| Cum Laude | cumulative grade point average (CPA) of 3.5 or higher but less than 3.7 |
| Pass | cumulative grade point average (CPA) of 2.0 or higher but less than 3.5 |

For joint Programmes of Study with Greek universities, the graduation classification is as follows:

| Excellent | Grade 8.50-10.00 |
|---|---|
| Very Good | Grade 6.50-8.49 |
| Good (Pass) | Grade 5.00-6.49 |

A different classification system may be used for joint degrees with other universities.

## 2.3. NON-CREDIT AWARDS

In addition to the aforementioned awards, the University gives amongst others, the following awards:

### 2.3.1. Certificate of Attendance

This certificate is awarded to any individual who has attended courses or has participated in any short programme organised and run by the University. The Certificate of Attendance implies no evaluation of the person's performance.

### 2.3.2. Certificate of Completion

This certificate is awarded to any student who has attended courses or has participated in any short programme organised and run by the University. The individual subjects and any grades are listed on the certificate.

## 2.4. CURRICULUM AND ACADEMIC PATH

For the academic programmes, the Academic Path shows the courses that a student must complete. These are grouped in categories which are referred to as "Requirements" or "Electives". In all categories, there is usually a minimum and a maximum number of ECTS that must be satisfied.

Main categories in the Academic Pathway are:

1.  **Major Requirements** - are the specialized courses of the pathway; they are grouped into "core" and "general" requirements.
2.  **Language Expression** - are language and communication courses at various levels based on the language of instruction of the programme's pathway. Requirements vary, depending on the degree pursued.

3. **Computer Electives**
4. **Business Electives**
5. **Math Electives**
6. **Liberal Arts Electives** - include humanities, sciences (natural and physical) and social science courses.
7. **Humanities Electives** - include art, English, foreign languages, philosophy, theatre, music and religion courses.
8. **Science Electives** - include biology, chemistry, mathematics and physics.
9. **Social Science Electives** - include economics, political science, psychology, sociology, public relations and organisational behavior.
10. **Foreign Language Electives** - include French, German, Greek, Italian and others, provided they are not the student's mother tongue.
11. **General Electives** - can be any course without any restrictions.

## 2.5. ECTS

ECTS is a learner-centred system for credit accumulation and transfer based on the transparency of learning outcomes and learning processes. It aims to facilitate planning, delivery, evaluation, recognition and validation of qualifications and units of learning as well as student mobility. ECTS is widely used in formal Higher Education and can be applied to other lifelong learning activities.

### 2.5.1. ECTS Credits

ECTS credits are based on expected learning outcomes and the workload students need to achieve them.

Learning outcomes describe what a learner is expected to know, understand or be able to do after successful completion of a process of learning. They relate to level descriptors in national, sectoral and European qualifications frameworks.

Workload indicates the time an average student needs to complete all learning activities (such as lectures, seminars, projects, practical work, exams, self-study, etc.) required to achieve the expected learning outcomes.

60 ECTS credits are attached to the learning outcomes and the associated workload of a full-time year of formal learning (academic year).

One ECTS corresponds to 25 to 30 hours of work. 30 ECTS per semester thus correspond to 750-900 hours of work.

The University participates in the European Credit Transfer System (ECTS) and awards ECTS credits and Diploma Supplements.

### 2.5.2. Use of ECTS Credits

Credits are allocated to entire qualifications or study programmes as well as to their educational components (such as modules, course units, dissertation work, work

placements, laboratory work, etc.). The number of credits ascribed to each component is based on its weight in terms of the workload students need to achieve the learning outcomes in a formal context.

Credits are awarded to individual students (full time or part time) after completion of the learning activities required by a formal programme of study or by a single unit and the successful assessment of the expected learning outcomes. If students have already obtained the expected learning outcomes in other learning contexts (formal, non-formal or informal), the associated credits can be awarded after successful assessment, validation or recognition of these learning outcomes.

Credits awarded in one programme may be transferred into another programme. Such a programme can be offered by the same or another institution. This transfer can only take place the credits acquired elsewhere are recognised. Partner institutions should agree in advance on the recognition of periods of study abroad. Credit transfer and accumulation are facilitated by the use of the ECTS Key Documents (Course Catalogue, Student Application Form, Learning Agreement and Transcript of Records) as well as the Diploma Supplement.

### 2.5.3. Transfer Credits

Transfer credits are credits earned at other accredited programmes/Higher Education Institutions which are transferable to the University. All transferred courses/credits are evaluated individually, based on the University standards and the student's grades.

Transfer credits may correspond to specific University courses or may apply as credits in specific categories (computer, math, humanities or social science electives). In all cases, they appear on the student's transcript with the suffix "TR" but no grades are counted in the student's CPA.

Regardless of the credits transferred, students have to complete a one half of the number of the Bachelor's Degree ECTS (120 ECTS for a 240 -ECTS Bachelor Degree, 150 ECTS for a 300-ECTS Bachelor Degree) and two thirds of the number of the Master's Degree ECTS.

### 2.5.4. Evaluation Process for Credits Transferred from other Accredited Programmes/Higher Education Institutions

Credits earned at other accredited programmes/Higher Education Institutions (conventional, Distance Learning and Open Universities) are transferable to the University. A transcript is required. Course descriptions, syllabi and textbooks used may be required to determine the subject covered. Courses are normally evaluated individually. In some cases, validation may be required in the form of oral or written examination, transfer credits may be provisional, and students may be placed on probation. The Registrar carries out this evaluation in consultation with Department Heads and School Deans.

A currently enrolled student may petition to enroll in a course or courses at another accredited Higher Education Institution and have the credits transferred to the University. The petition must be submitted prior to enrolment.

The University may sign articulation agreements for the mutual transfer of credits with other accredited Higher Education Institutions.

## 2.5.5. Credit from National Testing and Professional Examining Bodies

The University accepts credits from the following national testing programmes.

- American College Testing – Proficiency Examination Programme (PEP)
- College Board – Advanced Placement (AP) Programme
- Educational Testing Service – College Level Examination Programme (CLEP)
- General Certificate of Education (GCE) – Advanced ("A") Level and selected ("O") level (for foreign language requirements) and IGCSE.

Credit may also be earned from the examinations of the London Chamber of Commerce & Industry (LCCI), the Alliance Francaise, the Goethe Institute, the Royal Society of Music, the Cyprus Chamber of Commerce and Industry and other professional bodies such as the ACCA, CAT, AAT, CIB, CIM, CAM, ABE. This list is not exhaustive and other similar examinations may be accepted for transfer.

As per the current regulations of the Cyprus NARIC (KYSATS) a maximum of 10% of the number of ECTS of the programme can be transferred from this category.

As per the Greek NARIC (DOATAP) no ECTS can be transferred from this category in order for an award title to be recognized by DOATAP.

## 2.5.6. Credit by Exchange (Erasmus+)

The University awards credits to students who study abroad or do a practicum under the ERASMUS+ programme. The study period is an integral part of the student's programme of study and full academic recognition is given as decided in the Learning Agreement.

## 2.5.7. Credit for Prior Learning

Pending approval by the Cyprus Agency for Quality Assurance and Accreditation for Higher Education, it could be possible to earn credit from life or work experience, business or industrial training programmes and other achievements. A portfolio must be submitted documenting the learning done outside of formal university courses. Credits could be given for the learning or achievements that have come from experience, not the experience itself. Students must demonstrate a balance between theory and practice.

### 2.5.8. Placement/Proficiency Examinations

Examinations are administered to determine proficiency or establish placement in English, Typewriting, Mathematics, Foreign Language and other subjects when appropriate.

**(1)      English Placement Examination**
All students registered under programmes that are taught in English are required to take the English Placement Examination. The result of the test will determine the number and type of courses a student can take.

**(2)      Mathematics Placement Examination**
Any student who has not demonstrated minimum proficiency through prior high school or university work or external exam scores may be required to take the mathematics proficiency examination prior to enrolling in University of Nicosia-level mathematics or statistics courses.  Students who have either not taken or failed this test will be assigned to most basic math courses such as College Algebra (MATH-105).

**(3)      Foreign Language Proficiency Examination**
Proficiency examinations are available in foreign languages and are administered as needed.

### 2.6.  STUDENT CLASSIFICATION

Students are classified in one of the following categories:

For the **Bachelor** degree:

| First year | 0-59 ECTS |
|---|---|
| Second year | 60-119 ECTS |
| Third year | 120-179 ECTS |
| Fourth year | 180 ECTS and above |
| Fifth year (for specific programmes) | 241 ECTS and above |
| Sixth year (for specific programmes) | 301 ECTS and above |

For the **Master** degree:

| First year | 0-59 ECTS |
|---|---|
| Second year | 60 - 119 |
| Third year (for specific programmes) | 120 and above |

## 2.7. STUDENT STATUS

Students are classified further according to the number of semester hours/ECTS in which they are enrolled per semester.

A student is considered full-time if enrolled for 30 ECTS during a semester or 15 ECTS during the summer session. Enrolment for fewer ECTS is considered part-time. For migration purposes the full-time status can be defined on the number of teaching hours and not on the number of ECTS and depends also on the level (Cycle) of the programme of study.

## 2.8. SEMESTER LOAD

The normal semester load for a full-time student is 30 ECTS. A Student may be allowed to register for more than 30 ECTS in exceptional cases (e.g. repeating a course, requiring a few extra ECTS during the last semester in order to graduate).

## 2.9. ACADEMIC RECORD

### 2.9.1. Grading System

Academic progress is evaluated on the 4.0 scale from A to F as follows:

| Number Grade | Letter Grade | Quality Points | Number Grade | Letter Grade | Quality Points |
|---|---|---|---|---|---|
| 93 - 100 | **A** | 4.0 | 67 - 69 | **D+** | 1.3 |
| 90 - 92 | **A-** | 3.7 | 63 - 66 | **D** | 1.0 |
| 87 - 89 | **B+** | 3.3 | 60 - 62 | **D-** | 0.7 |
| 83 - 86 | **B** | 3.0 | 0 - 59 | **F** | 0.0 |
| 80 - 82 | **B-** | 2.7 | **P** (Pass) | | 0.0 |
| 77 - 79 | **C+** | 2.3 | **AU** (Audit) | | 0.0 |
| 73 - 76 | **C** | 2.0 | **DE** (Deferred) | | 0.0 |
| 70 - 72 | **C-** | 1.7 | **I** (Incomplete) | | 0.0 |

- The grade of "**P**" (Pass) (awarded for practical courses that are not examined by a written final exam and for practicum work) is not used in computing a student's grade point average (GPA or CPA), but the credits earned are included in the earned hours.
- Incomplete work (grade "**I**") must be made up in one month after the end of the semester or else the faculty member will record zero marks in that particular exam or area of work.
- When students retake the final exam of a course for which they received an "F", the grade achieved during the Second Examination will bear an "**SE**" next to the course title.
- A "**W**" is given for a course from which the student withdrew (WS) or was administratively withdrawn (WA).

- A grade may be deferred (**DE**) when the faculty member concerned has certain doubts regarding the student's work or if the work to be completed will be submitted after a period of one month.

### 2.9.2. Grade Point Average (GPA) and Cumulative Grade Point Average (CPA)

A student's Grade Point Average (GPA) shows the average performance for the semester; it is determined by multiplying the number of credits of each course by the quality points earned for it, and dividing by the total number of semester credits.

Example of student enrolled in 30 ECTS:

| Course (ECTS) | Letter Grade | ECTS x Quality Points | Total Quality Points |
|---|---|---|---|
| DES-110 (6 ECTS) | B | 6 x 3.0 = | 18.0 |
| ENGL-101 (6 ECTS) | C+ | 6 x 2.3 = | 13.8 |
| BUS-140 (6 ECTS) | A- | 6 x 3.7 = | 22.2 |
| MATH-105 (6 ECTS) | B+ | 6 x 3.3 = | 19.8 |
| SOC-101 (6 ECTS) | C | 6 x 2.0 = | 12.0 |
| | | | ------- |
| **Total Credits = 30** | | | 85.8 |

**Equation**:  Total number of quality points (85.8) divided by total number of ECTS (30) equals grade point average (GPA). (*Example:  85.8/30 = 2.86).*

The student's Cumulative Grade Point Average (CPA) is computed in the same way and includes all courses taken in all the semesters.

The complete record of a student's progress is issued at the Registrar's Office in the form of a transcript.

### 2.9.3. Joint Degree Grading System

For joint Programmes of Study with Greek universities, the grading system is numerical and ranges from 0 to 10. The minimum pass grade for a course is 5.0.

A different grading system may be used for joint degrees with other universities.

### 2.9.4. Academic Record

The entire record of a student's academic progress showing all courses taken, all grades received, all transfer work accepted and in general all credits awarded is available at the Registrar's Office.

## 2.10. PASS or FAIL COURSES

Students may select to have some of the General Education courses taken on a Pass (P) or Fail (F) basis. In this case, the only grades shown are "P" or "F". The grade of "P" is not computed in the student's GPA or CPA but the grade of "F" is.

No major or required courses can be taken on a Pass or Fail basis. Students may indicate their choice of Pass or Fail before the end of the current semester by completing a student petition form and getting the required approval. Once made, the decision for pass or Fail is irrevocable.

## 2.11. AUDIT COURSES

If a student wishes to attend a class regularly but does not wish to receive a grade or credit, the student may choose to audit the course.

Once an audit student registers for a course, the audited course can be converted to a normal course during the Add/Drop period provided the student is qualified for normal registration; thereafter, no other change may be made.

Audit students will be charged the same tuition and other fees as those charged for a normal course.

Audit courses will be recorded on the student academic record with an "**AU**". An "AU" is not used in computing a student's grade point average, and the credit hours are not included in the earned hours.

## 2.12. INTELLECTUAL INTEGRITY

Intellectual integrity is one of the ideals for which the University stands. Students are expected to adhere to high standards of intellectual integrity and honesty.

Cheating and plagiarism are contrary to the ideals of the University. **Cheating** is defined as dishonesty of any kind in connection with assignments and examinations. It applies to both giving and receiving unauthorized help. **Plagiarism** is defined as presenting the work of someone else as one's own. Cheating and plagiarism will be treated as a disciplinary offence in addition to failure in that particular assignment or examination.

## 2.13. STUDENT STANDING

The level for good academic standing, probation and ineligibility depends on the student's progression in his/her studies as follows:

| Number of Quality Hours (1) | Good Academic Standing (2) | Probation (3) | Ineligibility (4) |
|---|---|---|---|
| 48-88 | 1.3 and over | 1.00-1.299 | less than 1.0 |
| 90-148 | 1.7 and over | 1.30-1.699 | less than 1.3 |

| 150-208 | 1.85 and over | 1.70-1.849 | less than 1.7 |
| 210-270 | 2.0 and over | 1.85-1.999 | less than 1.85 |

### 2.13.1. Good Standing

A student is considered to be in good academic standing if s/he satisfies the criteria of columns (1) and (2) above.

### 2.13.2. Academic Probation

At the end of each academic semester, students with a Cumulative Point Average (CPA) below what is required for good academic standing will be placed on academic probation as shown in column (3) above.

Students may also be placed on academic probation because of excessive course withdrawals (Ws).

All students placed on academic probation will receive a letter informing them of their status and will be encouraged to increase their CPA. There will also be a warning that should the student's CPA drop below the low end of each scale, he or she may be ineligible to reregister.

### 2.13.3. Academic Ineligibility

Students with a CPA below the lower cut-off points, shown in column (4) above might become ineligible to continue their studies. In cases of extenuating circumstances, students may be allowed a one-semester extension but only after they see the Head of Department, Coordinator of the program and together with the academic advisor a definite study plan and performance objectives are agreed upon.

### 2.13.4. Academic Readmission

Dismissed students who wish to return to the University, after an absence of at least one semester, may petition the School Dean/Rector/Vice-Rector of Academic Affairs for readmission based upon evidence that the student is willing and able to do improved quality work. Readmission is granted only once. Also, students, who change major and perform satisfactorily during the next one or two semesters, may have some previous unsatisfactory work disregarded.

### 2.14. REGISTRATION PROCEDURE

### 2.14.1. Academic Advising

Academic advising plays an important part in a student's registration and academic performance at the University.

Each student receives planning and academic advice from the Academic Advisor, Head of Department and the Programme Director/Coordinator. The Academic Advisor assists students in pre-registration and registration and counsels them with regards to the student's schedule and degree requirements. The Head of Department,

Programme Director/Coordinator is the senior faculty member in each programme and can counsel students in their major area of specialisation.

### 2.14.2. Pre-Registration and On-Line Pre-Registration

New and returning students go through pre-registration with an advisor who, together with the student, consults the website of the programme of study and the schedule of classes and pre-registers the students for the following semester. Placement and proficiency examinations are usually administered prior to freshman pre-registration. A student may declare a major at this time or defer this decision until sometime later. Students can use the Student–portal for on-line pre-registration.

### 2.14.3. Registration

Registration is a standard procedure every semester. During registration, the pre-registration of a student is finalized in view of the grades obtained and settlement of the financial obligations.

All students must be properly registered for their courses at the designated registration period. Late registration is permitted under exceptional conditions but students registering late cannot be assured of space in the courses they are interested in taking. It is also possible that some courses may be cancelled as a result of low enrolment even prior to the end of late registration.

When a student registers, a personal timetable is issued with information on the times of classes and the rooms in which they are to be held. Students are not permitted to register for courses, which are taught at the same time. Timetable changes are likely to occur during the first two weeks of classes. Such changes are published on the university website.

Students may not be able to register if they have been expelled, dismissed or suspended from the University or if their names are on the stop list . Students will be on this list if they owe money to the University or books to the library or for any other reason. Such students will have to obtain a clearance to be allowed to register.

Students should attend classes for the courses and sections they are registered for. If these need to be changed, this should take place in consultation with an academic advisor during the Drop and Add period only. Attending a course on a different section is not permitted and does not give the student any right to register. The University reserves the right to demand payment by legal means from any student who has been attending classes without being registered.

In no case will a student be registered or have grades recorded for a course he has been attending without having duly registered in the proper way and at the proper time.

### 2.14.4. Drop and Add

The drop-and-add period is a period of two weeks during a regular semester or one week during the summer session, in which a student may, in consultation with the academic officer/advisor, drop or add certain courses. Dropping a required course may delay a student's graduation. Both the status and the tuition fees may change as a result of the drop-and-add changes.

### 2.14.5. Change of Major

Students wishing to change their major must inform their Academic Advisor of their request, in writing, not later than the end of the Drop and Add period. The credits that will be transferred from one major to another will be decided by the Registrar and the Head of the Departments of the programme of study that the student intends to pursue.

### 2.15. SPECIAL COURSE ENROLMENTS

### 2.15.1. Repeat Enrolment

Students may repeat a course if they wish to improve their grade. Repeat courses are recorded on the student's transcript with the suffix R. When a course is repeated, both grades are recorded on the student's transcript.

### 2.15.2. Independent Study

In very unusual cases, a student may be allowed to complete a regular course on an independent study basis. To be taken on an Independent Study basis, a course must not be normally taught during the semester.

Independent study must cover the normal syllabus of the course and must include at least eight hour sessions with the faculty member, a mid-term and or final examination.

Permission to undertake an independent study may be granted after the student submits an application, requesting the recommendation of the Director of Academic Advising, the Head of Department/Programme Director/Coordinator/ the faculty member, and the Registrar. The approval of the Dean is also needed. Independent study is chargeable in the same way as all other courses. The Independent Study runs as a normal course and must be completed in the same manner like all other courses students register for in a semester.

### 2.15.3. Practicum/Placement

Enrolment for practicum/placement is done either during the semester, in periods specially specified, without affecting the regular course work, during the summer vacation, or after their studies are completed. In this case, a letter is required from the employer specifying the period and hours employed, the type of work performed and

an evaluation of the quality of work. Practicum/Placement is also supervised and assessed by programme faculty members.

Depending on the major, Practicum/Placement may be on a Pass/Fail basis

## 2.16. ATTENDANCE AND WITHDRAWAL POLICIES

### 2.16.1. Attendance Policy

The University believes that faculty members make a significant contribution to the development of students and, as a result, a student who is not consistent in class attendance is missing a major part of the educational experience.

Students are therefore expected to maintain regular class attendance. Being late to class may be recorded as absence. Absence is also recorded for laboratory or practical sessions as well as for other required work such as trips.

In general, absences without a valid or timely excuse will result in either failure or administrative withdrawal and a grade of "F" or "W" respectively will be given.

Unusual absences, e.g. for medical reasons, may be excused if the student contacts the faculty member before or during the period of absence, and submits relevant documentation.

### 2.16.2. Withdrawal from a Course

A student may elect on his own to withdraw from a course by properly completing a Student Withdrawal Form, available from the Department of Academic Affairs, which must be submitted by the last day of classes the latest.
A student may also be administratively withdrawn from a course because of excessive absences. In case of individual merit or extenuating circumstances, students who have been administratively withdrawn because of excessive absences may appeal for permission to be reinstated.

### 2.16.3. Withdrawal from the University

Withdrawal from the University requires a written notification (filling in a "withdrawal form" through the university portal by the student to the Department of Academic Affairs, in consultation with the Academic Advisor and clearance from the Finance Department. Students cannot withdraw from the University by merely not showing up to class. If the withdrawal from the University is for a justifiable reason, a partial refund may be possible.

## 2.17. EXAMINATIONS POLICY

The primary purpose of examinations is to check the student's progress. Students may be given unannounced quizzes to enforce good study habits. However, all major examinations are announced in advance.

All final examination scripts are retained by the University for three years. Mid-term papers quizzes and term papers are kept by the faculty member for two years.

Final grades are posted on the university portal. Grades can be changed only in case of justifiable error. Students have the right to see their examination scripts within one month of the date the examination results were officially announced.

### 2.17.1. Grade Petitions

Students wishing to dispute their semester grades have up to one month after the announcement of grades to demand a re-evaluation or second marking of their paper by completing a Grade Petition Form.

### 2.17.2. Improving a Course Grade

A student may improve his/her grade in a course by repeating the course.

### 2.17.3. Make-up Examinations/Tests

For all announced examinations missed, the faculty teaching the course may or may not give a make-up test. If a make-up test is given, the student must pay a make-up examination fee. When no make-up test is given, the student's grade will be based on the remaining tests.

No student may miss a final examination. Failure to take the final examination without permission or official withdrawal will receive zero in that exam. In case of unavoidable absence, the student must call prior to the test, report the reason for the absence, and give a telephone number where he/she can be reached. The faculty member and the Administration may ask for verifiable evidence and reserve the right to accept or reject any reason as a valid excuse. A doctor's certificate is not necessarily a valid excuse. In the case of a valid excuse a grade of "I" is given and the student has one-month to remove it, by taking a make-up examination, otherwise zero marks will be recorded in that exam.

### 2.17.4. Examinations Regulations

During examinations, students are **NOT** allowed to:

- talk to other students or allow others to talk to them.
- look at the papers of other students or allow other students to look at their paper.
- bring with them anything other than pens, pencils and eraser (or a calculator if it is required).
- enter the room after half-an-hour or leave the room before half an hour elapses.
- leave the room for any reason and return without permission.
- remove from the room any questions, answer sheets or papers unless permission is given.

- exchange calculators, dictionaries, watches, cigarette packs, etc. with other students.
- copy or keep multiple-choice questions and answer sheets
- smoke, drink, eat or make noise
- use mobile/smartphones, smartwatches, tablets or other smart devices.

For term papers and other individual or group work, students should avoid plagiarism by using footnotes and quotations to give credit to all sources of information. They should also keep all working notes as proof of their work.

### 2.17.5. Second Examination

Students that have failed courses over the Fall or Spring semester of the most recent academic year are eligible to apply for a 2$^{nd}$ Examination. With this option, students have to take a comprehensive final examination.

Nearly all courses can be re-examined through the 2$^{nd}$ Examination, and exceptions will be decided by Departments and Schools.

The following Grading Format applies: The final numeric mark of the initial F will have a 30% weight on the new final numeric mark after the second exam. The numeric mark of the second exam will thus have a weight of 70%.

Example 1
Initial Grade F = 30 (final numeric mark)
Numeric Mark of second exam = 80 results in: 30*30% + 80*70% = 9+56 = 65 (D)

Example 2
Initial Grade F = 0 (final numeric mark)
Numeric Mark of second exam = 90 results in: 0*30% + 90*70% = 0 + 63 = 63 (D)

Example 3
Initial Grade F = 59 (final numeric mark)
Numeric Mark of second exam = 100 results in: 59*30% + 100*70% = 18 + 70 = 88 (B+)

Second exam policy for Prerequisite Courses:

- If a student fails (F) a course A which is a prerequisite for a course B, s/he may register for the course B during the next semester of the same academic year (Spring or Summer I), assuming that s/he has achieved an overall final numeric mark of at least 30 in course A.

- A student can be re/examined in both courses A and B (if failed) during the September Second Exam period.

Registration is performed through the student intranet account, at a fee of 65 Euro per course/exam.

## 2.18. STUDENT PETITIONS

Students have the privilege of submitting petitions requesting special permission for exemptions from regulations and policies. These petitions are submitted to the Registrar and are then forwarded to be considered by the Deans of Schools in consultation with the appropriate faculty, Heads of Departments and Programme Directors/Coordinators. All student petitions are considered on an individual basis with attention being given to the student's academic record and the reason for the request. Student petition forms are available through the university portal.

## 2.19. STUDENT RECORDS

According to University policy non-registered inactive students' files are kept for two years, after which, only the University transcripts/degrees are available.

### 2.19.1. Confidentiality of Student Records

Students have the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the institution, unless the student waives this right. The University of Nicosia complies with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regards to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation or GDPR).

It also insures that records cannot be released in other than emergency situations, without the written consent of the student, except in the following situations:

1. To appropriate school officials and faculty, under the supervision of the Registrar or Senior Registration Officer;
2. To potential employers or colleges and universities, which the student intends to transfer, upon condition that the student is notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
3. Student Records: To authorised representatives of the legitimate government agencies in Cyprus;
4. To a student's financial sponsor;
5. Where the information is classified as directory information. The following categories of information have been designated by the University as directory information: student's name, address, telephone listing, major programme of study, dates of attendance, degrees and awards received, the most recent educational institution attended by the student, enrolment status (full or part-time), place and date of birth, date of admission, date of graduation, whether or not currently enrolled, classification (freshman, etc.) and whether the student has participated in officially recognized activities and sports sponsored by the University.