



UNIVERSITY *of*
NICOSIA

ACADEMIC POLICIES

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**INTERNAL REGULATIONS
CHAPTER TWO: ACADEMIC POLICIES**

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2. ACADEMIC POLICIES

2.1. Department of Academic Affairs

The Department of Academic Affairs is committed to maintaining a comprehensive and effective student guidance and advising system, in order to provide the best possible support to students. The purpose of such a system is to help students to:

- acquaint themselves with their programmes of study and courses
- become aware of their rights and responsibilities and acquaint themselves with the various rules, regulations and policies of the University
- adapt quickly to the educational environment of the institution
- achieve their educational goals and objectives
- support their academic and professional development

In order to achieve its aims, the Department of Academic Affairs is committed to providing and maintaining:

- clear, user-friendly and accurate information regarding all academic issues which concern students
- qualified and well-trained staff for student guidance and advising
- student orientation and help sessions
- a student-oriented environment and culture, where students are respected and treated as mature and responsible individuals.

2.2. ACADEMIC POLICIES

All students are advised to read carefully 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.

2.3. ACADEMIC AWARDS

The University offers academic awards, using traditional and modern teaching and learning modes (such as distance learning), at the Bachelor Degree and Postgraduate Degree level (Masters, PhD, etc.) as follows:

2.3.1. Bachelor Degree of (Arts or Science)

This is the same as a Baccalaureate degree at the BA or BS level awarded in both the UK and USA. It is awarded in several areas after completion of at least 120 credits/240 ECTS. A minimum cumulative grade point average (CPA) of 2.0 is required. The student must complete all programme requirements.

A student pursuing a Bachelor Degree on a programme may elect to have a Minor in another programme or discipline. Each department will define the requirements for a Minor. However, the following minimum requirements must be met:

1. A Minor should be at least 35 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 240 ECTS or in excess of this number.
6. Establishing new minors or changing existing minors requires Senate approval.

2.3.2. Second Degree Requirements

Students seeking a second degree must complete the requirements of the second degree with a minimum of additional 60 credits/120 ECTS subsequent to completion of the degree.

2.3.3. Post Graduate Diplomas and Master Degrees

The Master Degrees require completion of a minimum of 30 credits/75-180 ECTS, according to particular programme requirements. All requirements for the specific programme and major must be completed. Other postgraduate diplomas may be also awarded. For postgraduate studies, the examination and evaluation of the Thesis or Dissertation of the student is carried out by a Committee.

2.3.4. Doctoral Degrees

The University awards Doctoral Degrees such as PhD, EdD, DBA, etc. A Doctorate Degree will be 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).

2.3.5. Dual and Joint Degrees

The University can co-operate with other Universities in Cyprus and/or abroad to award dual and/or joint degrees at all levels. Such co-operation maybe under the ERASMUS Mundus Scheme.

2.3.6. Honorary Degrees

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

2.3.7. 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.

2.4. ACADEMIC HONORS

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

2.4.1. Dean's List

Any student who completes in a semester at least 12 credits/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.

2.4.2. Graduation Honors

Academic honors are awarded at Graduation as follows:

Summa Cum Laude	is awarded to any student who has a cumulative grade point average (CPA) of 3.7 or higher
Cum Laude	is awarded to any student who has a cumulative grade point average (CPA) of 3.5 or higher but less than 3.7
Best Student	the student with the highest CPA of the graduating class in each Degree Objective (e.g. Bachelors, Masters, etc.) each year

2.5. NON-CREDIT AWARDS

In addition to the aforementioned awards, the University gives two types of non-credit awards:

2.5.1. Certificate of Attendance

This certificate is awarded to any individual who has participated in any short programme organised and run by the University on a non-credit basis. The Certificate of Attendance implies no evaluation of the person's performance.

2.5.2. Certificate of Completion

This certificate is awarded to any student who has completed a number of selected subjects on credit or non-credit basis. The individual subjects and the grades are listed on the certificate.

2.6. CURRICULUM AND ACADEMIC PATH

The curriculum of professional programmes refers to the subjects, which a student will be examined in.

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 credit hours that must be satisfied.

Main categories in the **Curriculum Pattern Sheets** are:

1. **Major Requirements** - are the specialised courses of the area in which the student plans to "major" or concentrate and get his degree. They are grouped into "core" and "general" requirements.
2. **Language Expression** - are English and communication courses at various levels. Requirements vary, depending on the degree pursued.
3. **Computer Electives** - are computer courses.
4. **Business Electives** - are business courses.
5. **Math Electives** - are mathematics and statistics courses.
6. **Hotel Electives** - are hotel management courses.
7. **Travel and Tourism Electives** - are travel and tourism courses.
8. **Liberal Arts Electives** - include humanities, sciences (natural and physical) and social science courses.
9. **Humanities Electives** - include art, English, foreign languages, philosophy, theatre, music and religion courses.
10. **Science Electives** - include biology, chemistry, mathematics and physics.
11. **Social Science Electives** - include economics, political science, psychology, sociology, public relations and organisational behavior.
12. **Foreign Language Electives** - include French, German, Greek, Italian and others, provided they are not the student's mother tongue.
13. **General Electives** - can be any course without any restrictions.

2.7. 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.

2.7.1. 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). Normally, student workload ranges from 1500 to 1800 hours for an academic year, and one credit corresponds to 25 to 30 hours of work.

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

2.7.2. 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.

<p>Attempted credits - are credits for which the student registers.</p>

<p>Earned credits - are completed credits</p>

2.7.3. Transfer Credit

Transfer credit is credit earned at other accredited programmes/colleges/universities, which are transferable to the University. All courses are evaluated individually, based on the University standard and the student's grades.

The general philosophy governing transfer credits is that a student's knowledge, no matter how it was gained, can be considered as long as it is relevant and can be documented. Thus, credits may be transferred to the student's record from a variety of sources. Where the credits duplicate, credits will transfer from only one source.

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.

2.7.4. Credit Earned at other Colleges and Universities

Credits earned at other accredited colleges and universities or in accredited programmes 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 Schools' Deans.

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

The University will also accept formal evaluations by the World Education Service or other authorized evaluation services for work completed at colleges and universities around the world. Also, the University may sign articulation agreements for the mutual transfer of credits with other colleges and universities.

2.7.5. 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 and IGCE.

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.

A currently enrolled student with a CPA of 2.0 or higher may petition to enrol in a course at another accredited programme or at an accredited college or university and have the credits transferred to the University. The petition must be submitted prior to enrolment at the other college or university.

2.7.6. Credit from Correspondence and Distance Learning

Students are permitted to transfer credits from correspondence, distance learning or Web-based learning at accredited colleges and universities. Individual schools and departments decide on the credits awarded for specific courses.

2.7.8. Credit for Prior Learning

It is 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. Credit is given for the learning or achievements that have come from experience, not the experience itself. Students must demonstrate a balance between theory and practice.

2.7.9. 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. These examinations are used to earn credits in a foreign language or to determine placement at the appropriate level.

2.8. STUDENT CLASSIFICATION

Regularly admitted students are classified in one of the following categories:

For the **Bachelor** degree (120 credits / 240 ECTS):

First year	0-32 credits / 0-59 ECTS
Second year	33-64 credits / 60-119 ECTS
Third year	65-96 credits / 120-179 ECTS
Fourth year	97 credits and above / 180 ECTS and above

For the **Master** degree:

First year	Up to 18-23 credits / 0-59 ECTS
Second year	19-24 credits and above / 60 ECTS and above

2.9. STUDENT STATUS

Students are classified further according to the number of semester hours in which they are enrolled per semester. An undergraduate student is considered a full-time student if enrolled for at least 15 hours during a regular semester or 6 hours during the summer session. Enrolment for fewer hours is considered part-time.

A graduate student is considered full-time if he or she is enrolled in 9 credits/21-30 ECTS during a regular semester or 4 credits/7-10 ECTS during the summer session.

2.10. SEMESTER LOAD

The normal semester load for regular full-time students is 15 credits/30 ECTS.

To qualify for this load, a student must have a 2.0 cumulative grade point average (CPA) in the previous semester or session. Students may be allowed to register for more than 15 credits/30 ECTS in exceptional cases (e.g. if they are repeating at least one course, which they had previously passed but are retaking in order to raise their grade, or if they require a few extra credit hours during the last semester in order to graduate).

Students on special Academic Admission may not register for more than 12 credits/24 ECTS.

2.11. ACADEMIC RECORD

2.11.1. 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 bare 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.
- A different grading system may be used for Joint programmes of study.

2.11.2. 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.

2.11.3. 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. A transcript/Diploma Supplement of this record can be obtained by the student (unofficial copy) or sent to other colleges or universities (official copy) at a charge.

2.12. 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 special form and getting the required approval. Once made the election for pass or Fail is irrevocable.

2.13. 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. For this to occur, the student must do the following:

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.

2.14. 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 unauthorised 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.

2.15. STUDENT STANDING

The level for good academic standing, probation and ineligibility depends on the student's progression in his 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

2.15.1. Good Standing

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

2.15.2. 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.

2.15.3. Academic Ineligibility

Students with a CPA below the lower cut-off points, shown in column (4) 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 Dean and a definite study plan and performance objectives are agreed upon. If students fail to meet these objectives, they will be dismissed from the University without further notice. Students may also be dismissed because of continued course withdrawals.

2.15.4. Academic Readmission

Dismissed students who wish to return to the University, after an absence of at least one semester, may petition the School Dean/Academic Dean/Rector/Vice-Rector 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.

2.16. REGISTRATION PROCEDURE

2.16.1. 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 Officer/Advisor assists students in pre-registration and registration and counsels them with regard 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.

There are two other types of officers. First, the officer in charge of transfer credits from or to other universities and, second, the officer in charge of job employment services.

2.16.2. Pre-Registration and On-Line Pre-Registration

New as well as returning students go through pre-registration with an officer/advisor who, together with the student, consults the catalogue, the schedule of classes and a particular curriculum pattern sheet 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 some time later. Students can use the Student Intranet for on-line pre-registration.

2.16.3. 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 financial obligations are settled.

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 each 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 notice boards.

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 Registration Pending 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 slip 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 with the approval of the Director of Academic Affairs 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.

2.16.4. 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.

2.16.5. Change of Major

Students wishing to change their major must inform the Department of Academic Affairs 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/or the Director of Academic Affairs.

2.17. SPECIAL COURSE ENROLMENTS

2.17.1. 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, only the highest grade is recorded on the student's transcript.

2.17.2. 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 one-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, with the recommendation of the faculty supervisor and the Head of Department/Programme Director/Coordinator. Independent study is chargeable in the same way as all other courses.

The Independent study must be completed within four months from the time the student registers for it.

2.17.3. Practicum

Enrolment for practicum work 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 is also supervised and assessed by programme faculty members.

Depending on the major, practicum work is designated with a P/F or a letter grade.

2.18. ATTENDANCE AND WITHDRAWAL POLICIES

2.18.1. 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 strongly encouraged 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. Furthermore, if a course has a percentage of the in-course assessment dedicated to student participation, student absences may result in a low mark in that component.

International students are required by law to attend classes regularly.

A student who has not been attending regularly, has not presented himself to the Final Examination and has not completed the major part of his in-course assessment will be given a “W” by the lecturer when final grades are submitted after the examination period.

2.18.2. Withdrawal from a Course

A student may elect on his own to withdraw from a course by properly completing a special form available from the Department of Academic Affairs by the last day of classes. Telling your lecturer that you are withdrawing or simply not showing up to class is not proper withdrawal.

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.

Withdrawal from a course, whether done by the student or the administration, does not reduce the tuition fees payable.

2.18.3. Withdrawal from the University

Withdrawal from the University requires a written notification (filling in a "withdrawal form" obtainable from the Academic Affairs Department) by the student to the Department of Academic Affairs, conference with the Academic or Personal Advisor and clearance from the Office of Finance. 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 during the first four weeks of classes (see Financial Policy). Justifiable reason is deemed to be death, serious illness or military induction.

2.19. 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 two years. Mid-term papers quizzes and term papers are kept by the faculty member for two years.

Final grades for all courses are posted on the student notice board and on the Student Intranet. Grades can be changed only in case of error. Students have the right to see their examination scripts within one month of the date the examination results were officially announced.

2.19.1. Grade Petitions

Students wishing to dispute their semester grades have up to one month after the announcement of results to demand a second marking of their paper by completing a Grade Petition Form available at the Department of Academic Affairs.

2.19.2. Improving a Course Grade

A student may improve his/her grade in a course only by taking the course again. In exceptional cases, such as when a student is graduating, and the course needed is not offered, the student may appeal for permission to retake part of whole of the course assessment requirements in order to improve the grade.

2.19.3. 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 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.

2.19.4. 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 phones.

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.

2.20. STUDENT PETITIONS

The University students have the privilege of submitting petitions requesting special permission for exemptions from regulations and policies. These petitions will be considered by the Vice President for Administration/Deans of Schools/Academic Dean 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 at the Office of Academic Affairs.

2.21. STUDENT RECORDS

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

2.21.1. 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. 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.

2.22. POLICY ON STUDENTS WITH SPECIAL NEEDS

A student with special needs is a student having one of the following conditions:

- physical impairment (visual impairment, hearing impairments, physical movement impairment)
- learning disability (e.g. dyslexia and similar conditions)
- psychological condition (extreme stress, serious anxiety, depression and similar problems of a personal or family nature)

The University acknowledges its proactive duty to serve the educational needs of such students by doing its utmost to secure the necessary means, facilities and personnel.

Such measures may include:

- physical access to buildings and facilities
- psychological/personal counselling services
- alternative assessment methods (e.g. more time allowed, oral examinations, etc)
- other measures as and when they are professionally prescribed.