

Girne American University
Graduate Education and Teaching Regulations

Article 1: Aim and Scope

This Regulation regulates the graduate education and teaching at Girne American University. Graduate studies cover education for master's and PhD degrees.

Article 2: Definitions

Hereinafter this Regulation

GAU: Girne American University,

University: Girne American University,

Institute: Girne American University Institute of Graduate Studies and Research,

YOK: Council of Higher Education,

TR: Republic of Turkey,

ALES: Academic Personnel and Graduate Education Entrance Exam,

Plagiarism: Using other people's ideas, methods, data or work without referring in compliance with scientific rules, in order to perform the manner of presenting such work, partly or as a whole as one's own work,

OSYM: Measuring, Selection and Placement Centre Presidency,

YDS: Foreign Language Exam,

GAU LIYS: Girne American University Graduate Studies English Proficiency Exam,

HID: Head of Institute Department; Deans/ School Directors or lecturers assigned by Deans/School Directors of faculties/schools which have master's and/or PhD programmes,

IB: Institute Board comprises of Director of the Institute, Vice Directors and Heads of Institute Departments

IAB: Institute Administrative Board comprises of Director of the Institute, Vice Directors, and 3 lecturers selected by the IB.

Article 3: Student Admission

- a. In order to be admitted to the master's programs with thesis, the completion of a bachelor's degree is a requirement. Also, providing the minimum ALES score determined by YOK will be required for the citizens of Turkish Republic.
- b. Admission to master's without thesis programs requires the completion of a Bachelor's degree.
- c. Admission to Doctoral programs requires the completion of a Master's degree. Also, providing the minimum ALES score determined by YOK will be required for the citizens of Turkish Republic.
- d. The English Proficiency level of the candidates applying for the graduate programs will be determined according to the results of YDS and other international language exams or by the GAU LIYS. The IAB determines the minimum success grades for the English proficiency exams. Students who have completed their Bachelor's degree with English language as medium of instruction are not obliged to submit a language document. There is no language requirement for the master's programs with Turkish language as medium of instruction.
- e. English Proficiency levels of the candidates applying for doctoral programs will be determined according to the results of YDS and other equivalent international language exams. For English programs the minimum score requirements are determined for YDS, UDS and YÖKDİL 55, for CPE and CAE "C", for TOEFL-IBT 66 and for PTE 50. Additionally for TRNC and other nationals, the minimum score requirements are determined as IELTS 5.5 and GAÜ Doctoral English Proficiency Exam 70. Likewise, for Turkish Doctoral Programs the minimum score requirement is determined from GAÜ Doctoral English Proficiency Exam as 50.
- f. For programs and/or circumstances which require special conditions, extra requirements can be determined by the proposal of the HID and the decision of the IAB based on local regulations, or foreign regulations when necessary

Article 4: Admission of Transfer Students

- a. A successful student who has completed at least a semester in a program of graduate studies at Girne American University or another higher education institution can be admitted to graduate programs at Girne American University provided that the student applies within the deadline with necessary documents as a transfer student upon the proposal of the HID and the decision of the IAB. In addition, this decision specifies which courses of the program to which the student was admitted will be exempted from the student's course load. Regarding English proficiency level of students who have been transferred to Girne American University from another university, conditions that have been specified in Article 3.d. for students who have been transferred to master's programs, and conditions that have been specified in Article 3.e. for students who have been transferred to doctoral programs will be in effect. The equivalence of the credits for students coming from a university where the length of the semester is different from that of Girne American University is determined by the IAB.
- b. Master's students who have been transferred to GAU, must complete minimum of two compulsory academic semesters, doctoral students must complete four compulsory academic semesters within GAU. Seminar and thesis is non-transferable in master's programs and qualifying exam and thesis is non-transferable in doctoral programs.

Article 5: Student Admission to Scientific Preparation Program

- a. The scientific preparation program is a program carried out with the aim of enabling successful students to adapt to the program to which they have applied. Scientific Preparation program cannot exceed 18 credits. Conditions for the students admitted to this program are determined by the HID by evaluating the candidates' success at the undergraduate and/or graduate programs and the structure of the programs that they have attended to.
- b. The study program of a master's student admitted to the scientific preparation program consists of courses at bachelor's level. These courses cannot substitute courses that are necessary to complete the master's program.
- c. The study program of a doctoral student admitted to the scientific preparation program consists of courses at bachelor's degree and/or master's degree level. These courses cannot substitute courses that are necessary to complete the doctoral program.
- d. Students in the scientific preparation program may take graduate courses amongst with the scientific preparation courses upon the proposal of the HID and the approval of the IAB. The semester in which graduate courses have started to be taken is considered to be within the students' maximum duration for completion of the graduate program. Semesters in which students take only scientific preparation courses cannot be included in the period of the master's or doctoral programs mentioned in this Regulation.
- e. The grades that graduate students who are admitted to the scientific preparation program achieve at this program, will not affect their average grade points that they should achieve to be able to complete the graduate program.
- f. In order to start the master's program applied for; the master student admitted to the scientific preparation program must pass all courses of this program with a minimum grade of D and complete the program with a cumulative grade point average of 2.00.
- g. In order to start the doctoral program applied for; the doctoral student admitted to the scientific preparation program must pass all courses of this program with a minimum grade C and complete the program with a cumulative grade point average of 3.00.
- h. The principles of application of the scientific preparation program are determined by the IAB.

Article 6: Admission of Special Students

- a. A graduate student or student of a higher education institution who wants to improve her/his knowledge on a certain subject may be admitted to graduate courses as a special student upon the proposal of the HID and the decision of the IAB.
- b. Special students are not granted the rights of regular students. The duration of special studentship cannot exceed two semesters and the maximum number of courses per semester cannot be more than 2. Total amount of courses a special student can take during special studentship cannot exceed more than 50% of the program courses.

Article 7: Attendance Obligation

- a. In accordance with the principles determined by the HID, students have to attend min. 75% of all theoretical courses, laboratories, studios, seminars, qualification, thesis and other applications, and they have to attend all kinds of exams, juries and other studies that are considered relevant by the

course instructor or thesis supervisor. Students' attendance is followed up by the relevant instructor or advisor.

- b. Graduate students who want to conduct research related to their thesis topics are able to continue their studies in another institution, university or in another country, with the approval of their thesis supervisors and the decision of the IAB. However, submission of reports related to thesis, and attendance to monitoring juries at doctorate level are obligatory.

Article 8: Credit values of Graduate Courses

The total credit value of a graduate course is calculated by multiplying weekly theoretical hours of a course with 1.0 and weekly practical hours with 0.5. Credit values of graduate courses are determined upon the proposal of the HID and the decision of the IAB. Seminar, Graduation Project and Thesis Study are non-credit courses.

Article 9: Exams and Assessments

Students are assessed through final exams and/or term projects as well as midterm exams and/or midterm projects. Final exams are held on the dates and in places specified and announced by the University. The final grade is granted by the course instructor taking into consideration midterm results and/or midterm projects, final exams and/or final projects, semester work and student attendance. Students are given make-up exams if their excuses are considered valid and approved by the HID.

Article 10: Course Grades

One of the following letter grades are granted to students by the course instructor as the final grade of the course.

Letter Grade	Coefficient	Letter Grade	Coefficient
A	4	C	2.00
A-	3.70	C-	1.70
B+	3.30	D+	1.30
B	3.00	D	1.00
B-	2.70	F	0
C+	2.30		

Grades not included in calculating the average:

- I – Incomplete
- S – Satisfactory
- U – Unsatisfactory
- P – Progress
- NG – Nil Grade – Unsuccessful due to absenteeism

(I) grade is assigned to students who are successful during the semester but have not satisfied the requirements of the course due to illness or any other valid reason. Such students must complete the requirements of the course in question within 15 days after the submission of the grades to the Registrar's Office. Otherwise, the (I) grade will automatically become (F) grade. In case of prolonged illness or similar cases, this period can be extended until the registration period of the next semester upon the application of the student and the proposal of the HID and by the decision of the IAB.

(S) grade is assigned to students who complete their thesis study successfully. (S) grade is also assigned to students who are successful in non-credit courses.

(U) grade is assigned to students who are unable to complete their thesis study successfully. (U) grade is also assigned to students who are not successful in non-credit courses.

(P) grade is assigned to students who are successfully progressing through their thesis study.

(NG) grade is assigned to students who are unsuccessful due to not fulfilling either attendance or course requirements. (NG) grade is equivalent to an (F) grade in the calculation of grade point average. Upon submission to the Registrar's Office at the end of the semester, grades are finalised and announced by the same office.

Article 11: Grade Averages

Students' success is specified by calculating the cumulative grade point average (CGPA) at the end of each semester. The grade point received by a student per course is obtained by multiplying the course credit value with the coefficient of the grade obtained at that course at the end of the semester. To find out the grade point average of any semester, the total grade points of all the courses taken by the student in that particular semester are added up and this amount is then divided by the total credit values of courses. The average obtained is represented by two decimal places. The CGPA is calculated by taking into consideration all the courses that the student took since her/his admission to the graduate program with the aim of completing the minimum course load specified by the HID. Only the last grade obtained from repeated courses or courses taken as equivalent is taken into account in calculating the CGPA. All grades appear on the student's transcript. In order to complete the graduate program successfully, the student's CGPA must be at least 3.00.

Article 12: Course Transfer

Conditions for being exempted from courses as a result of being a special student, transfer, transferring one or more courses taken from previous graduate programs and exemption exam, and accordingly reducing the duration of study for completing the program are determined by the IAB upon the proposal of the HID.

Article 13. Course Repetition

In order to be considered successful in a course, a master's students must obtain at least (C), and a doctoral students must obtain at least (B) from that course as the semester grade. Students who are unsuccessful in a must course have to repeat the same course, or for elective courses take an equivalent elective course accepted by the HID. Students may repeat a course that they passed or take an equivalent course accepted by the HID to improve their CGPA. However, the HID must inform the Registrar's Office of the courses to be repeated at the beginning of the semester.

Article 14. Master's Program

- a. Master's programs can be carried out in two forms as master's programs with thesis and non-thesis master's programs. The University Senate determines in which departments of the Institute and how these programs will be carried out.
- b. Transition between master's programs with thesis and non-thesis master's programs can be realized at the beginning of each semester upon the student's application, the proposal of the HID and the approval of the IAB. The transfer of students between master's with thesis and non-thesis master's programs can be executed only once. The transfer student is responsible for completing the requirements of the new program upon the approval of her/his application for transfer.

Master's Program with Thesis

Article 15. Aim and Scope

The aim of the master's program with thesis is to enable the student to gain the ability to access, evaluate and interpret information by doing scientific research.

Article 16. Duration and Course Load of the Master's Program with Thesis

- a. Apart from the scientific preparation program, the duration of the master's program with thesis is four semesters, starting from the period in which the courses related to the program the student has been registered to are given, regardless of whether the student is enrolled for each semester or not, and at the very most it is completed in six semesters. Upon the proposal of the HID, the IAB decides about the students who can graduate before the duration of the program specified in this Regulation.
- b. Master's program with thesis consists of at least seven courses with no less than 21 credits in total, one seminar course and thesis study. The completion period of the master's program with thesis courses and seminar is 4 semesters at most. Maximum of 4 courses may be taken in a semester.
- c. Students can take credit courses from summer school in an attempt to reduce the course load during the semester, but summer school is not a substitute of the semester and a maximum of 2 courses can be taken during the summer school.
- d. The seminar course can be taken together with the last courses. The principles of application for the seminar course are determined by the IAB.
- e. Upon the proposal of the HID and the decision of the IAB, a thesis supervisor is appointed to the student in master's program with thesis latest within the first month of the semester in which the student is enrolled to the seminar course. Thesis supervisors are selected from among the academic staff members holding a PhD degree. In cases where the nature of the thesis requires more than one thesis supervisor, the second thesis supervisor may be appointed. The conditions related to appointing and changing the thesis supervisor and the second thesis supervisor are determined by the IAB.
- f. The determination and the enrollment of the courses which will be taken by the student is carried out by the thesis supervisor and until the appointment of the thesis supervisor, it is carried out by the relevant HID.

- g. The students who are going to start their thesis studies must have completed their course obligations (including seminars) successfully. In the case of completing the program, the students should be enrolled only to the thesis study course, thesis course can not be taken along with other courses.
- h. During the period of study, a student, who is registered in a master's program, may freeze registration for up to two semesters, in the case of a valid excuse. Frozen semesters are included in calculating the normal duration of the program.
- i. Upon the proposal of the HID and the decision of the IAB, the student can take graduate courses from universities other than Girne American University to be counted as part of the course load of the graduate program s/he is following. But the number of courses should not exceed 3.
- j. Students who fail to fulfill the conditions of success within the maximum duration are dismissed from the higher education institution.

Article 17. Completion of the Master's Thesis

- a. The student who completes the master's thesis study within the duration specified in the Article 17 has to write the results s/he obtained in English in accordance with Girne American University Thesis Writing Guide and defend her/his thesis in English in front of a jury. In the master's programs where the medium of instruction is Turkish, the thesis is written in Turkish and it is defended in Turkish in front of the jury.
- b. Preliminary similarity check concerning the thesis is carried out by the thesis supervisor before the thesis exam application, using the software program accepted by the University. The student hands in the preliminary similarity check report of the plagiarism software program to the Institute during the thesis exam application.
- c. The principles of application related to the thesis delivery process, the number of plagiarism check applications and the acceptable similarity ratio are determined by the IAB.
- d. In order for thesis jury to be assigned, the candidate must also have at least one publication related to the thesis subject published or accepted for publication in a national and/or international journal or conference.
- e. The student, who fulfills the pre-conditions about plagiarism and publication in this Regulation, applies to the HID to take the thesis defense exam. The HID sends a digital copy of the thesis with the thesis jury proposal to the institute. The dates at which the students can take the thesis exam are determined and announced annually by the IAB.
- f. The jury, which will be appointed by the proposal of the relevant HID and the decision of the IAB consists of 3 members, one of them being the student's thesis supervisor, at least one of them from within the University but from another Institute department or from outside the University, or it consists of 5 members who will be appointed according to this basis. If the jury consists of 3 members, the second thesis supervisor can not be a jury member. The jury members must hold a PhD degree.
- g. The jury convenes during the thesis defense period determined by the IAB and calls the student for the thesis defense exam. The thesis defense exam consists of presentation of the thesis study followed by a question-answer session and is open to listeners.
- h. After the completion of the thesis defense, the jury meets without listeners and can reach one of the decisions by simple majority as "acceptance", "rejection" or "correction". The HID informs the

Institute of the decision of the jury in writing within 3 days at the latest. The student whose thesis is given a "correction" defends the thesis in front of the same jury in the following defense period (with the condition of re-enrolling to thesis) at the latest, by making necessary corrections.

- i. The student, whose thesis has been found unsuccessful and rejected, is dismissed from the higher education institution.

Article 18. Master's Diploma

- a. On the condition of fulfilling the other requirements, the student submits the master's thesis, which had been written in accordance with the Girne American University Thesis Writing Guide, to the Institute for final similarity check. A "Master's Diploma" is awarded to a master's student who has submitted at least 3 bound copies of the thesis, which have been successful in the last similarity check and approved in format, to Institute within one month from the date of entrance to the thesis exam. Institute Administrative Board may extend the delivery period for up to two months upon request. Within these two months, the student who has failed the plagiarism check and/or have not submitted her/his thesis must register for the following semester and defend her/his thesis again.
- b. The approved name of the Institute department program that the student had followed and the phrase "with thesis", is found on the "Master's Diploma". If available, the title of the profession is also written on the diploma of the student who completes the master's program on the branch s/he received the bachelor's degree.

Non-Thesis Master's Program

Article 19. Aim and Scope

The aim of the non-thesis master's program is to provide students with a deep knowledge of the professional subject and to demonstrate how to use existing knowledge in practice.

Article 20. Duration and Course Load of the Non-Thesis Master's Program

- a. The duration of completion of the non-thesis master's program is at least two and at most three semesters. This period may be extended by not more than two semesters with the proposal of the HID and the decision of the IAB. Students who fail or who are unable to complete the program at the end of the program are dismissed from the higher education institution.
- b. The non-thesis master's program consists of at least ten courses with no less than 30 credits in total and a non-credit graduation project. In a semester, students can take up to half of the course load of the program they are registered to. The student must be enrolled to the Graduation Project in the semester in which the graduation project is taken and submit a written report at the end of the semester. Students who will enroll in the Graduation Project must have a GPA of at least 3.00 / 4.00 in the related semester.
- c. Students can take credit courses from summer school in an attempt to reduce the course load during the semester, but summer school is not a substitute of the semester and a maximum of 2 courses can be taken during the summer school.
- d. In the non-thesis master's program, for every student the HID appoints a faculty member holding a PhD degree as an advisor by the beginning of the second semester at the latest to guide the student

in selecting courses and compiling the Graduation Project. The determination and the enrollment of the courses which will be taken by the student is carried out by the advisor and until the appointment of the advisor, it is carried out by the relevant HID.

- e. During the period of study, a student, who is registered in non-thesis master's program, may freeze registration for up to one semester, in the case of a valid excuse. Frozen semesters are included in calculating the normal duration of the program.
- f. Upon the proposal of the HID and the decision of the IAB, the student can take graduate courses from universities other than Girne American University to be counted as part of the course load of the graduate program s/he is following. But the number of courses should not exceed 3.

Article 21. Non-Thesis Master's Diploma

- a. Non-Thesis Master's Diploma is given to a graduate student who successfully completes the credit courses and graduation project.
- b. The approved name of the Institute department program that the student had followed and the phrase "without thesis", is found on the "Non-thesis Master's Diploma". If available, the title of the profession is also written on the diploma of the student who completes the master's program on the branch s/he received the bachelor's degree.

DOCTORAL PROGRAM

Article 22. Aim and Contents

The aim of the doctoral program is to enable the student to research independently, to interpret scientific events by investigating through wide and deep perspectives and to gain the ability to determine necessary steps in order to reach new syntheses. A thesis to be prepared at the end of the doctoral study, should achieve at least one of the following qualifications; i. Introducing an innovation to science ii. Developing a new scientific method and iii. Applying a known method to a new field.

Article 23. Duration and Course Load of Doctoral Program

- a. Apart from the scientific preparation program, the duration of the doctoral program is eight semesters starting from the semester in which the courses related to the program the student has been registered to are given, regardless of whether the student is enrolled for each semester or not. With the proposal of the HID and the approval the IAB, students who complete all the requirements indicated in this Regulation can graduate two semesters earlier than their normal duration. The student who completed all credit courses successfully, passed the qualification exam, and had her/his thesis proposal accepted but could not complete her/his thesis and defend it within the time allocated is given an extension of maximum four semesters to defend her/his thesis in front a jury. The student who cannot complete her/his thesis study until the end of the time allocated are to be dismissed.
- b. The doctoral program comprises of at least 7 courses with no-less than 21 credits in total, one seminar course, qualification exam, thesis proposal and thesis study. Maximum of 4 courses may be taken in a semester. The duration of completing the doctoral program courses is four semesters at most. During this period, the student who cannot complete her/his credit courses or obtain a grade

point average of 3.00 which is foreseen by the higher education institution is dismissed from the higher education institution.

- c. The seminar course can be taken together with the last courses. The principles of application for the seminar course are determined by the IAB.
- d. The determination and the enrollment of the courses which will be taken by the student are carried out by the thesis supervisor and until the appointment of the thesis supervisor, it is carried out by the relevant HID.
- e. The student who is going to start the doctoral thesis study must have completed their course obligations successfully and accomplished the qualification exam. It is obligatory that the student enrolls for thesis at least three semesters. Thesis course cannot be taken along with other courses.
- f. A student who completes the doctoral qualification exam successfully can carry out her/his thesis study in another university or research institution for a certain amount of time with the approval of the IAB.
- g. Upon the proposal of the HID and the decision of the IAB, the student can take graduate courses from universities other than Girne American University to be counted as part of the course load of the graduate program s/he is following. But the number of courses should not exceed 3.
- h. During the period of study, a student, who is registered in a doctoral program, may freeze registration for up to four semesters, in the case of a valid excuse, with the condition of not freezing consecutively more than two semesters. Frozen semesters are included in calculating the normal duration of the program.

Article 24. Appointment of Thesis Supervisor

Upon the proposal of the related HID and the decision of the IAB, a thesis supervisor (an academic member of the University staff) is appointed to the student in the doctoral program latest within the first month of the semester in which the student is enrolled in the seminar course. In cases where the nature of the thesis requires more than one supervisor, a second thesis supervisor may be appointed. The thesis supervisor is selected from among the academic staff members holding a PhD degree. The conditions related to appointing and changing the thesis supervisor and the second thesis supervisor are determined by the IAB.

Article 25. Doctoral Qualification Exam

- a. To be able to enter the doctoral qualification exam, students need to complete all courses and seminars, and they also need to enroll to this course at the beginning of the semester in which they will enter the exam.
- b. There can't be any other enrollment for another course, seminar or thesis study along with the qualification course. The doctoral qualification exam is conducted between the dates determined by the IAB.
- c. The qualification exams are organised and conducted by the HID. The HID forms exam juries, consisting of three or five members one of whom is the student's thesis supervisor, in order to prepare, carry out and evaluate the exams. The jury members must hold a PhD degree.
- d. The doctoral qualification exam consists of written and verbal exams which aim at specifying the student's ability in the related field and her/his tendency towards research.

- e. The doctoral qualification committee, evaluates the written and verbal exam results together and decides whether the student is successful or unsuccessful by a simple majority. This decision is declared to the Institute within three days at the latest by a report from the HID.
- f. The student who is unsuccessful in the doctoral qualification exam has one more right to enter the exam. If the student is once more unsuccessful in the exam, s/he is dismissed from the doctoral program.
- g. The principles of application of the doctoral qualification exam are specified by the IAB.

Article 26. Thesis Monitoring Committee

- a. Upon the proposal of the HID and by the approval of the IAB, a Thesis Monitoring Committee is formed for the student who was successful in the qualification exam within one month.
- b. The thesis monitoring committee consists of three staff members with a PhD degree. Apart from the thesis supervisor, there are two staff members in the committee, one from the same field of study and one from another field of study. In case there is a second thesis supervisor, s/he may attend the committee meetings.
- c. During the semesters after the thesis monitoring committee is established, the committee members may be changed upon the proposal of the HID and the approval of the IAB

Article 27. Thesis Proposal Defense

- a. The student whose thesis monitoring committee is appointed defends orally before the thesis monitoring committee her/his thesis proposal which contains all the work done until that time, the method of the thesis and the future study plan, at the beginning of the semester in which s/he is enrolled to thesis. The student distributes a written report about the thesis proposal to the thesis monitoring committee members at least fifteen days prior to the oral defense.
- b. The thesis monitoring committee decides whether the thesis proposal made by the student to be accepted or rejected by a simple majority. This decision is reported to the Institute in writing by the HID within three days following the defense of the thesis proposal.
- c. The student whose thesis proposal is rejected has the right to choose a new thesis supervisor and a thesis topic. In such case a new thesis monitoring committee may be appointed. The student whose thesis proposal is also rejected in the following thesis proposal defense is dismissed from the higher education institution.
- d. For the student whose thesis proposal is accepted, the thesis monitoring committee meets twice a year, once between January and June and once between July and December. The student presents a report to the members of the committee at least one month prior to the meeting date. In this report a summary of the work done until that time and the study plan for the next semester are stated.
- e. The student's thesis study mark is determined as "progress" (P) or "unsatisfactory" (U) by the committee. The student who is found unsatisfactory for two times consecutively, or three times at intervals by the committee is dismissed from the higher education institution.
- f. The student who does not enter the thesis proposal defense jury within the time period indicated in Article 27.a. without having a valid excuse will be considered as unsatisfactory and her/his thesis proposal will be rejected.

Article 28. Completion of the Doctoral Thesis

- a. The student who completes the doctoral thesis study within the duration specified in the Article 23 has to write the results s/he obtained in accordance with Girne American University Thesis Writing Guide and defend her/his thesis in front of a jury.
- b. Preliminary similarity check concerning the thesis is carried out by the thesis supervisor before the thesis exam application, using the software program accepted by the University. The student hands in the preliminary similarity check report of the plagiarism software program to the Institute during the thesis exam application.
- c. The principles of application related to thesis delivery process, the number of plagiarism check applications and the acceptable similarity ratio are determined by the IAB.
- d. For thesis jury members to be appointed, the candidate must also have at least one publication related to the field of her/his doctoral study published or accepted for publication in a journal cited by SCI, SSCI, AHCI, or other international indices that are proposed by the HID and approved by the IAB. In addition to that, a letter indicating that a thesis article including the content of the thesis is published or accepted for publication from GAU Journal must be submitted to the Institute during the submission of the thesis.
- e. The student, who fulfills the pre-conditions about plagiarism and publication in this Regulation, applies to the HID to take the thesis defense exam. The HID sends a digital copy of the thesis with the thesis jury proposal to the Institute. The dates at which the students can take the thesis exam are determined and announced annually by the IAB.
- f. The doctoral thesis jury is appointed upon the proposal of the HID and by the decision of the IAB. The jury consists of five members, three of whom being the student's thesis monitoring committee, at least one of them being a staff member from another university and one of them from another Institute Department within the University. Jury members must hold a PhD degree.
- g. The jury convenes within the thesis defense period determined by the IAB and calls the student for the thesis defense exam. The thesis defense exam consists of presentation of the thesis study followed by a question-answer session and is open to listeners.
- h. After the completion of the thesis defense, the jury meets without listeners and can reach one of the decisions by simple majority as "acceptance", "rejection" or "correction". The HID informs the Institute of the decision of the jury in writing within 3 days at the latest. The student whose thesis is given a "correction" defends the thesis in front of the same jury in the following defense period (with the condition of re-enrolling to thesis) at the latest, by making necessary corrections. The student, whose thesis has been found unsuccessful and rejected, is dismissed from the higher education institution.

Article 29. Doctoral Diploma

- a. On the condition of fulfilling the other requirements, the student submits the doctoral thesis to the Institute for final similarity check. A "Doctoral Diploma" is awarded to a doctoral student who has submitted at least 3 bound copies of the thesis, which have been successful in the last similarity check and approved in format, to Institute within one month from the date of entrance to the thesis exam. Institute Administrative Board may extend the delivery period for up to two months upon

request. Within these two months, the student who has failed the plagiarism check and/or have not submitted her/his thesis must register for the following semester and defend her/his thesis again.

- b. The approved name of the Institute department program that the student had followed is found on the “Doctoral Diploma”.

Article 30. Other Points

Procedures related to graduate students’ registration, permission and the like are executed according to “Girne American University Rules, Regulations and Guidelines”.

Article 31. Coming into Force

This Regulation becomes effective as of the beginning of the 2016-2017 academic year.

Article 32. Executive Power

These regulations are executed by the Rector of Girne American University.