

**GIRNE AMERICAN UNIVERSITY  
REGULATIONS FOR EXAMINATIONS AND ASSESSMENT**

- Short Name**      1. These regulations are named as “Girne American University Regulations for Examination and Assessment”.
- Aim**              2. These regulations aim to set out the principles and assessment methods to be employed at the midterm and final exams.
- Term Grade**     3. Term grade shows the status of success of a student in the course s/he is enrolled at the end of the term. Midterm exams, final exam, laboratory/workshop/studio reports and/or exams, quizzes, projects and/or assignments, if any, are considered in the process of calculating the term grade. **The following principles shall be applied in the process of calculating the term grade:**
- (1) Number of exams and weights, and any laboratory / workshop / studio reports, examinations and quizzes, if any, are notified in writing to students by the instructor or the department chair at the beginning of the term.
  - (2) In cases when there is more than one section for any course and the same course is given by different instructors, a course coordinator shall be assigned by the department chair to evaluate the course. Course coordinator and/or department head coordinates by taking the opinion of the instructor concerned.
  - (3) The weight of the final exam should be at least 40 per cent and up to 60 per cent.
  - (4) The student's letter grade for the course is assessed by the instructor within the framework of the following table.

<b>Letter Grade</b>	<b>Score Interval</b>	<b>Coefficient</b>
<b>A</b>	<b>(95-100)</b>	<b>4.00</b>
<b>A-</b>	<b>(90 – 94)</b>	<b>3.70</b>
<b>B+</b>	<b>(85 – 89)</b>	<b>3.30</b>
<b>B</b>	<b>(80 – 84)</b>	<b>3.00</b>
<b>B-</b>	<b>(77 – 79)</b>	<b>2.70</b>
<b>C+</b>	<b>(74 – 76)</b>	<b>2.30</b>
<b>C</b>	<b>(70 – 73)</b>	<b>2.00</b>
<b>C-</b>	<b>(67 – 69)</b>	<b>1.70</b>
<b>D+</b>	<b>(64 – 66)</b>	<b>1.30</b>
<b>D</b>	<b>(60 – 63)</b>	<b>1.00</b>
<b>D-</b>	<b>(50 – 59)</b>	<b>0.70</b>
<b>F</b>	<b>( 0 – 49)</b>	<b>0.00</b>
<b>NG</b>	<b>Nil Grade</b>	<b>0.00</b>
<b>S</b>	<b>Satisfactory</b>	<b>---</b>

<b>U</b>	<b>Unsatisfactory</b>	---
<b>I</b>	<b>Incomplete</b>	---
<b>W</b>	<b>Withdraw</b>	---
<b>Ex</b>	<b>Exempt</b>	---
<b>T</b>	<b>Transfer</b>	---

Any student with a grade letter of A, A-, B +, B, B-, C +, C, or S is considered successful in that course.

**(a)** Any student with a grade letter of C-, D+, D, D- is considered provisionally successful in that course. If a student gets one of the F, NG or U in any course, s/he is considered unsuccessful, and s/he is obliged to repeat that course in the term the course is given.

**(b) "I" Incomplete:**

"I" grade for a course is given to a student with no absenteeism, who has not entered the final exam due to a valid excuse and / or not fulfilled partial requirements of a project, studio, laboratory, workshop, which play role in calculating the term grade.

This grade is given to the student upon filling the incomplete form by the consent of the instructor and Faculty Board decision. Students must pay fees set by the Executive Board of the University.

("I" grade process must be completed before the end of add / drop period for the following term, otherwise, the "I" grade automatically changes into "F" grade).

However, if students continue to excuse, period and conditions of 'I' grade completion are discussed and decided by the Faculty Board upon the proposal to the relevant department heads.

"I" grade, until it is converted to a different grade, shall not be taken into account in calculation of grade point average (GPA) and overall grade point average (CGPA).

To give "I" grade to a student, that student must submit the form required and official documents concerning the excuse to the secretary of the faculty of the course within 3 working days at the latest following final exam date.

**(c) "W" Withdrawal:**

The student, for any reason, starting from the first day of classes between 3 and 11 weeks of registration, withdraws from the course registered. "W" is shown in the student's report card and in the transcript.

**(d) "S" Satisfactory and "U" Unsatisfactory:**

Upon successful completion of course work with no credits or an internship, a student is given "S", if the student fails, the "U" grade shall be given.

**(e) "NG" Unsuccessful due to absenteeism (No grade):**

"NG" grade is given to a student by the course instructor if s/he has not met attendance requirements and / or not fulfilled the conditions based on the evaluation of the course.

"NG" grade is taken into account in the calculation of GPA and CGPA.

**(f) "Ex" Exempt:**

"Ex" is given to the transfer students from universities outside GAU for the courses previously taken and accepted for the course loads.

**(g) "T" Transfer:**

"T" grade is given to the transfer students for the courses previously taken and recognized as equivalent to those in accordance with the relevant provisions of Regulation. Here, the letter-grade equivalents out of 100 are determined in accordance with the Article 3 (4).

**Midterm Examinations**

4. At least one mid-term and one final exam must be held for each term. Quizzes are beyond this limitation. No mid-term exam shall be given within the week before classes end.
5. At the beginning of each term, a detailed course syllabus is prepared by the course instructor including the course content and issues of laboratories, workshops, studios, and number and weight of examinations to be held. At least within two weeks after the beginning of the term, it is notified in writing to the head of the department and all students enrolled in the course.
6. Specified studio, laboratory, project, the workshops anticipated by the course instructor in the curriculum for a course must be fulfilled. Any student, who has not completed the course work, is considered to have failed in that course.

**Final Examinations**

7. The principles applied to the final exams are as follows:
  - a. Final exams are held at the dates specified in the Academic Calendar.
  - b. To be successful in the midterm exams is not required to participate in the final examination.
  - c. Final exams are held at the end of the term, at the day, place and time determined by the relevant faculty and in

accordance with the academic calendar prepared by the Rectorate. Sitting for the final exam is mandatory for success. (After taking at least 40% in the relevant course final exam, the student's academic standing is evaluated.) Final exam is arranged to cover the entire term.

- d. No midterm exam shall be held at the last week of the term.
- e. Exams are prepared and evaluated by the instructor in charge of that course. Co-ordination is essential in the courses with more than one section.
- f. Final evaluation of a course is done according to the article 3 (4) of this regulation.
- g. Final exams are evaluated within the period specified by the Rectorate and the results are given to the faculty dean and department head. Final letter grades are announced by Student Affairs Office at a date determined by the Rectorate.

**Other Considerations in Evaluation**

- 8.
  - a. Evaluation in practical courses can be made through projects, workshops, studio work, laboratory reports and / or examinations. Exams may be oral or written. Evaluation of workshop / laboratory / studio is made by the course instructor or staff assigned by the course coordinator.
  - b. All exams can be written, oral or practical. Exams can be held on Saturdays except for religious and national public holidays.

**Make-up Examinations**

- 9. (1)
  - a. Make-up exams are given to the students who have not attended an exam with a valid excuse. Students who demand the right to take a make-up exam are required to submit their excuses to the faculty dean within three working days following the exam.
  - b. An 'Incomplete' exam is given to the students, who have not participated in the final examination or whose written requests are accepted by the Faculty Executive Board, at the time and place determined by the faculty dean.
  - c. A new make-up exam is given when student's excuse continues during the make-up exam announced. However, in the cases when make-up exam is not held within at a least a week at the beginning of the new course registration period, the student's status is discussed and decided by the relevant Faculty or School Executive Board.
  - d. Students are required to pay for the make-up exams and amounts to be paid per exam are determined by the Rectorate.

**Graduation Make-up Examinations**

- (2) Students who have failed maximum three courses may apply make-up exams for graduation although they have completed the prescribed number of credits for graduation and whose

Grade Point Averages (CGPA) are below 2.00 and / or they have received all courses required for graduation. Applications are made directly to the Deans and departmental heads under the following conditions.

- a. To be able to enter graduation make-up exams, the course or courses must have been attended in earlier periods, all exams must have been entered and the letter grades been given. (F, D, U, etc.). (The courses assessed by "NG" are excluded from additional examination rights.)
- b. The student's General Point Average (CGPA) of at least 2.00, must be a case that can be achieved after the graduation make-up exam. A Student who fails the graduation exam can use the right to enter one more make-up exam in future terms only if s/he failed in one course exam or if s/he would achieve an average. A student with a very low average or s/he fails more than one course is required to take courses in sufficient numbers for the graduation in following terms.
- c. Students are required to pay for the graduation make-up exams and amounts to be paid per exam are determined by the Rectorate.
- d. Project-based courses are outside the scope of this process, no graduation make-up exams shall be given for these kinds of courses.

**Objection to Grades**

- 10. A student may object to the grade s/he has received from any course, studies or practices.
  - a. All kinds of exams and documents involved in the evaluation of term grade shall be shown to the student by the instructor, if requested, within one week following the date of results announced.
  - b. In cases when the student is not satisfied with the instructor's evaluation, s/he may object to the grade in writing to the department head within one week the latest following the date of results announced. Head of Department forms a commission consisting of instructors including those of the relevant course and announces the result in at least a week. The commission's decision is final.
  - c. Objection to the grade shall be made in writing to the department head within one week the latest following the date of results announced. Head of Department forms a commission consisting of instructors including those of the relevant course and announces the result in at least a week. Evaluation of the department head is notified to the Faculty Executive Board for approval and the result is notified in writing to the student within one week the latest. In case of any decision to change the final term grade, this is presented to the Faculty Executive Board with a 'Grade Change Form' accompanied with reasons.

- General Rules to be Applied in Examinations**
- 11.** **a.** Examination questions are prepared by the course instructor. In cases where a course is given by more than one instructor, exams are held jointly and exam questions are prepared by the contribution of the course instructors under the responsibility of department head and / or course coordinator.
- b.** Exam papers are assessed by the course instructor. In cases where a course is given by more than one instructor, exam papers are assessed by the course instructors in collaboration with course coordinator.
- c.** To be able to enter exams, showing GAU Student Identity Card or an identity card with photo is required.
- d.** Exam answer sheets after keeping for about two months by the instructor are delivered to the department head. Head of the Department delivers these papers to 'Achieves of the Student Affairs' with a written report. In cases when the course instructor leaves the university over a period of less than two months, the answer sheets shall be transferred to the head of department of the relevant course before leaving.
- Executive Power**
- 12.** These Regulations are executed by the Rectorate of Girne American University.
- Enforcement**
- 13.** These Regulations come into force at the beginning of the 2007-2008 academic year.

<b>EXAMINATION RULES</b>	
<b>1.</b>	Students shall come to exams on time and with photo identification with them. After half an hour from the start of exams, students are not accepted to take the exam. Students shall not leave the exam the exam hall within the first half hour.
<b>2.</b>	After half-hour when exam begins, students who complete exam early can leave the exam hall but they shall not be allowed to enter exam hall back. Students are not allowed to leave the examination hall except for emergencies.
<b>3.</b>	Students are required to bring all the tools / materials (pen, eraser, calculator, ruler, etc.) in advance. Such tools / materials are not permitted to be given to other students during exam.
<b>4.</b>	Students are permitted to bring the materials such as dictionary, calculator allowed by the course instructor in the examination rooms. The materials such as all books, notes, notebooks are put down in a place determined by the examiner. Using computer and similar tools is subject to permission of the course instructor.
<b>5.</b>	The students who are caught cheating are immediately asked to leave the examination hall. This student is unsuccessful in that course and reported to the disciplinary committee. If a student cheats from another student, each of the students shall be responsible. The confidentiality of each student's responses to exam papers is his or her sole responsibility.
<b>6.</b>	Talking shall not be allowed during the examination from the beginning.
<b>7.</b>	Students are required to comply with the rules expressed by examiners during the examination. Those who fail to do so or argue with the examiners are asked to leave the exam hall and they fail the exam.
<b>8.</b>	Eating anything shall not be allowed during exams and nothing except water shall be allowed to drink.
<b>9.</b>	No cell phones shall be allowed in the exam halls.