BY-LAW [SENATE]: POST-GRADUATE STUDIES

(By-law under article 8 of the Regulations for the Establishment of the Institute of Post-graduate Studies And Research, Its Operation and Working).

The Rector’s Office has prepared the By-law below in accordance with Article 8 of the “Post-Graduate Studies and Research Institute Establishment, Operation and Working Principles [Board] Regulation” with the approval of the Senate.

I. GENERAL PROVISIONS

Short Title 1. Post-graduate Studies By-law

Scope 2. Courses to be taken, thesis studies to be conducted, examinations and conditions of success and diplomas to be given are governed by this By-law.

II. PROVISIONS REGARDING POST-GRADUATE STUDIES

Post-graduate Courses 3. The graduate program courses, comprise of graduate courses opened upon the suggestion of the Academic Departments and the approval of The Faculty Board. The Institute Directorate is informed of the decisions.

Master Degree Programs 4. 1. Post-graduate studies leading to a Masters degree are based on a minimum of 21 credit-hour courses and the preparation of a thesis. Master programs that do not require the preparation of a thesis can be offered, subject to the approval of the Institute Council. Such programs must be based on a minimum of 42 credit-hour courses, or a minimum of 30 credit-hour courses comprising a minimum of 10 subjects and a Semester Project.

2. The duration of a Master program with Thesis for full-time students is a minimum of 2 semesters and a maximum of 4 semesters. For Master programs without a Thesis, the minimum duration is 12 month and maximum is 4 semesters.

3. For part-time Master students the duration of studies is a minimum of 3 semesters and a maximum of 6 semesters.

4. Upon the proposal of the Thesis Supervisor defined under Article 5(1), based on the assessment of the student, and approval of the Head of Department, duration of study can be extended for a further 2 semesters. The Institute Directorate is informed of the decision.

5. Time spent in the “Scientific Preparation program” or in the “Post-graduate English Preparatory Program”, is not considered as time spent within the official graduate studies duration.

6. Students who have not been able to fulfill the requirements of the Post-graduate studies program by the end of their duration are dismissed from the program.
5. An Academic Advisor or a Thesis Supervisor amongst the Professorial staff is appointed to each student accepted into a Post-graduate program with the approval of the Department Chair, and the Director of the Institute is informed. Appointment of a Thesis Supervisor, replaces the Academic Advisor if exists and the duties of the Academic Advisor are assumed by the Thesis Supervisor. If need arises, a co-supervisor from within or outside the university can be appointed to contribute towards the supervision of the thesis. Reasons for the appointment of a co-supervisor and areas of contribution of each supervisor must be indicated in the appointment form.

2. In Master programs with a thesis, a thesis supervisor should be appointed taking into consideration the preference of the student and subject to the acceptance of the concerned academic staff, not later than the add drop date of the third semester of the student in accordance Article 5(1). A thesis topic should be proposed by the thesis supervisor, approved by the Head of Department, and the Director of Institute is informed. Students, whose thesis topic is approved, should register to the thesis.

3. The supervisor or the thesis topic of a Post-graduate student may be changed subject to the approval of the Department Chair. The Director of the Institute is informed of the change.

4. In the case that the program includes a Term Project, the Department Chair appoints a Term Project Supervisor. A student who registers to the term project, can register to at most one course. Only the MBA students are allowed to register to more than one course together with a term project.

6. The academic advisor or the thesis supervisor determines the courses to be taken by a Post-graduate student in agreement with the principals set by the relevant departmental committees. The student then registers to the advised courses. Registration must be approved by the academic advisor or the thesis supervisor, the Department Chair and the Director of the Institute.

2. Of the courses to be taken by the student, at most one course can be chosen from the under-graduate curriculum, previously not taken by the student. Upon the suggestion of the academic advisor or the thesis supervisor, the consent of the Department Board and the approval of the Director of the Institute, courses offered in the same language as the post graduate program the student is registered to, by the Post-graduate program of another University may be taken. The equivalence of the grades obtained from such courses will be determined by the Department Board and the Institute.

3. The semester grades for courses taken by Post-graduate students are given in Table I. Minimum passing grade is “C”.

4. A student getting a grade below “C” will be considered unsuccessful. Such students will have to repeat the same course in the first semester the course becomes available, if the course is a compulsory one, or take another course in its place, if the course is an elective one, with the approval of the academic advisor or the thesis supervisor.

5. Students who fails a subject with the same code twice or fails a total of 3 courses (Even if a certain subject was passed in the second time), will be dismissed from the program.

6. Successful completion of the Post-graduate subjects necessitates a CGPA of at least 3.00. Students who complete their courses, but fail to attain a CGPA of 3.00, can take at most four more courses to raise their CGPA. These extra courses may be chosen from previously taken courses or may be new courses replacing previously taken courses. Students who still remain below a CGPA of 3.00 after completing the extra courses are dismissed from the program.

7. A Master thesis has to be testing of a known method/s or a detailed (thorough) study of such a method.
2. At the end of each semester, work regarding thesis study is evaluated Satisfactory (TP) or as Unsatisfactory (TU) according to Table I by the Supervisor with the approval of the Head of Department. Students who receive the grade TU in the second time will be dismissed from program.

3. The thesis has to be written in conformance with the general “Thesis Writing” guidelines set by the Institute. Number of copies to be submitted to the Institute through the Department must be the same as the number of Jury members (including the substitute member).

**Thesis Jury And Evaluation**

8. 1. Following the submission of a thesis to the Institute Directorate, the Director of the Institute in consultation with the concerned Department Head appoints, a thesis jury consisting of at least three and at most five members, including the thesis supervisor. A substitute jury member is also appointed and each jury member including the substitute is given a copy of the thesis. In the presence of a co-supervisor for the thesis, the jury consists of five members.

2. The thesis jury convenes on a date approved by the Director of the Institute and elects the Head of the Jury. Thesis supervisor or the co-supervisor can not be elected as the Head of the Jury.

3. The candidate defends the thesis before the thesis jury. The thesis jury, having evaluated the written thesis and the defense of the candidate can reach to one of the following decisions by simple majority. Possible decisions are “Accept”, “Accept subject to some corrections”, “Renewal of the Thesis Defense”, or “Reject”. Decision of the jury is verbally given to the candidate and in writing together with the relevant explanation to the Directorate of the Institute. Students who receive “Reject” are dismissed from the program. Students who receive “Accept subject to some corrections” or “Renewal of the Thesis Defense” are expected to comply with the requirements set out by the thesis jury within the specified period set out in article 8(4) and 8(5). Such period of time is in addition to all study periods indicated for the Post-graduate program in this by-law. Such students will be required to register to the program for the indicated period.

4. Necessary corrections to the theses, evaluated as “Accept subject to some corrections” have to be completed within one month and submitted to the jury members. The thesis will be considered as “Accepted” following the written confirmation that the required corrections have carried out to the satisfaction of the majority or all jury members. The jury members report will be relayed to the Directorate of the Institute by the concerned Department Chair.

5. A candidate, who was evaluated as “Renewal of the Thesis Defense” is required to appear before the jury within three months following the first jury. Some of the second jury members may be different and appointed according to criteria set in article 8(1). A candidate whose thesis is evaluated as “Reject” by the second jury will be dismissed from the program.

6. A candidate whose thesis is evaluated as “Accepted” is required to submit bounded copies of the thesis to the Department. Number of copies to be submitted is determined by the Institute.

**Semester Project and its evaluation**

9. 1. A “Semester Project” in the Post-graduate programs without thesis, is a work that requires the students to demonstrate the ability in applying their accumulations in finding realistic, applicable and new solutions to problems in their fields.

2. A student can take a semester project during the summer school, subject to successfully completing all other courses required by the program. The student will appear before a project jury at the end of the semester. The jury consists of the project supervisor and two other members appointed by the Department Chair. The jury will convene on a date approved by the Department Chair and
elect a member as the Head of the Jury. The jury evaluates the project and the presentation of the student with simple majority as Satisfactory (S), Corrections to the Project or Unsatisfactory (U). Required corrections should be finished within 2 weeks and submitted to the jury members. Written report of the jury members confirming the satisfactory completion of the required corrections to the Department Chair will mean the Satisfactory (S) completion of the Semester Project.

III. PROVISIONS REGARDING DOCTORAL STUDIES

10. Doctoral courses consists of Post-graduate courses proposed by the Departments and approved by the Faculty Academic Council. The Institute is then informed.

11. 1. The Doctoral program is based on a minimum of 21 credit-hours of at least 7 courses to be completed, the “Qualifying Examination” and the preparation of a doctoral thesis.
2. The duration of a doctoral program for full-time students is a minimum of 4 and a maximum of 10 semesters. The duration of a doctoral program for part-time students is a minimum of 6 and a maximum of 14 semesters.
3. However, when assessing the situation of a Ph.D. student, the duration of study may be extended for another 2 semesters based on the suggestion of the Thesis Supervisor, defined in article 12 (1) and the approval of the Head of Department. The Institute Directorate is informed of the decision.
4. The time spent, by probationary students following a “scientific preparation program” or a “Post-graduate English preparatory program”, is not considered as time spent within the official Ph.D. studies duration.
5. Students who fail to successfully complete the courses required by the program within 4 semesters will be dismissed from the program.
6. Students who fail to complete all requirements of the Doctoral program within the set period will be dismissed from the program (See Note at the end of this By-law).

12. 1. An academic advisor or a thesis supervisor is appointed to each student by the Head of Department and the Institute is informed. If need arises, a co-supervisor from within or outside the university can be appointed to contribute towards the supervision of the thesis. Reasons for the appointment of a co-supervisor and areas of contribution of each supervisor must be indicated in the appointment form.
2. A thesis supervisor indicated in article 12(1) should be appointed, parallel to the preference of the student and subject to the consent of the faculty member, not later than two weeks before the “qualifying examination”.
3. A “Thesis Monitoring Committee” should be appointed by the Head of Department, not later than two weeks before the “qualifying examination” as defined in article 15(1). A Thesis Topic proposed by the student and the Thesis Supervisor will be submitted to the Thesis Monitoring Committee for approval.
4. The subject of the Thesis or the Thesis Supervisor can be changed subject to the approval of the Head of Department. The Institute is informed on the matter.
13. The Academic Advisor or the Thesis Supervisor determines the courses to be taken by a Ph.D. student in conformance to the decisions of relevant committees of the department and the student registers accordingly. Course registration forms should be approved by the Academic Advisor or the Thesis Supervisor, Head of Department, and the Director of the Institute.

2. Courses to be taken by the student are selected from among Post-graduate courses previously not taken by the student. Upon the suggestion of the academic advisor or the thesis supervisor, the consent of the Department Board and the approval of the Director of the Institute, courses offered in the same language as the post graduate program the student is registered to, by the Post-graduate program of another University may be taken. The equivalence of the grades obtained from such courses will be determined by the Department Board and the Institute.

3. The semester grades for courses taken by Ph.D. students are given in Table I. Minimum passing grade is “B”.

4. A student getting a grade below “B” will be considered unsuccessful. Such students will have to repeat the same course in the first semester the course becomes available, if the course is a compulsory one, or take another course in its place, if the course is an elective one, with the approval of the academic advisor or the thesis supervisor.

5. Students who fails a subject with the same code twice or fails a total of 3 courses (Even if a certain subject was passed in the second time), will be dismissed from the program.

14. Ph.D. students who have completed the minimum course requirements given in article 11(1) will register to the qualifying exam during the registration period of the following semester.

2. The Director of the Institute in consultation with the concerned Department Head appoints, a “Qualifying Examination” jury consisting of three members, including the thesis supervisor. A substitute jury member is also appointed. In the presence of a co-supervisor for the thesis, the jury consists of five members. If the qualifying examination is to be organized for more than one student, the Department post-graduate Committee organizes and evaluates the examination.

3. The qualifying examination is conducted within the last 15 days before the end of the classes on a date determined by the Head of Department.

4. The examination consists of written and oral parts.

5. The jury evaluates the student as Successful (QS) or Unsuccessful (QU) and informs the Institute, through the Department.

6. Students who are evaluated as unsuccessful will register to the Qualifying Examination in the following semester. And the jury as defined in article 14(2) will consist of the same members, if possible.

7. A student who fails the qualifying examination twice will be dismissed from the program.

15. A thesis monitoring committee is formed, in conformance to the opinion of the thesis supervisor, with the approval of the Head of Department and the Director of the Institute, when the thesis topic proposal is ready.

2. The thesis monitoring committee consists of three members including the thesis supervisor. If possible one member should be from another department. The co-supervisor can attend the committee meetings without voting right, when a co-supervisor exists.

3. Upon the proposal of the Head of Department and approval of the Director of Institute, members of the Thesis Monitoring Committee can be changed after the semester of its establishment.
Approval of the Thesis Topic

1. With the approval of the thesis supervisor a student whose thesis topic proposal is ready, can apply to the Department with a written application and a copy of the thesis topic proposal asking for a date to defend the proposal before the Thesis Monitoring Committee. Following the formation of the Thesis Monitoring Committee, the date for the oral defense of the thesis topic proposal is set by the Head of Department and copies of the proposal distributed to committee members. The student will give a presentation on the thesis topic proposal explaining the purpose of the research and working plan before the committee. This presentation is open for interested people, but only committee members can ask questions to the student. After the presentation, the committee convenes to give its decision.

2. The Thesis Monitoring Committee decides to accept or reject the thesis proposal presented by the student with simple majority. With the approval of the Head of Department, the decision of the committee will be sent to the Institute.

3. A student whose thesis topic proposal is rejected has the right to choose a different topic and a new thesis supervisor. Under such circumstances a new Thesis Monitoring Committee may be appointed. A student who continues with the same theses supervisor will repeat the thesis topic proposal defense within three months and a student who changes thesis subject and thesis supervisor will repeat the thesis topic proposal defense within six months. Students who fail the second time will be dismissed from the program.

4. The Thesis Monitoring Committee will meet once every semester for a student whose thesis topic proposal was accepted. The student will submit a report to the committee at least one month before the meeting date, explaining the progress on the thesis work, list of national and international publications and work planned for the next one year. Following the submission of the report, the committee evaluates the work of the student as Successful or Unsuccessful. The thesis supervisor gives the semester grade of the student parallel to the decision of the committee.

PhD Thesis

1. In a Ph.D. Thesis, at least one of the following is sought:
   (a) Introducing a novelty to science.
   (b) Developing a novel scientific method.
   (c) Applying a known method to a new field.

2. A certain period of the thesis study may be conducted at another University or research institute with the approval of the Faculty Council.

3. At the end of each semester work regarding thesis study is evaluated as Satisfactory (TP) or Unsatisfactory (TU) by the Thesis Supervisor as explained under article 16(4). Students whose thesis study is evaluated as (TU) in two consecutive semesters without regard to any semester of leave of absence between the two semesters, are dismissed from the program.

4. The thesis has to be written in conformance with the general “Thesis Writing” guidelines set by the Institute. Number of copies to be submitted to the Institute through the Department office must be the same as the number of Jury members (including the substitute member) set out in article 18(2).
1. At least one publication in a journal cited in “Citation Index” and/or in internationally recognized indexes related to the thesis topic has to be published or be accepted for publication, before the thesis jury can be appointed.

2. Following the submission of a thesis to the Institute Directorate, the Director of the Institute in consultation with the concerned Department Head, appoints a thesis jury consisting of at least three and at most five members including the thesis supervisor. At least one of the jury members should be external. A substitute jury member is also appointed and each jury member including the substitute is given a copy of the thesis. In the presence of a co-supervisor for the thesis, the jury consists of five members.

3. The thesis jury convenes on a date approved by the Director of the Institute and elects the Head of the Jury. Thesis supervisor or the co-supervisor can not be elected as the Head of the Jury.

4. The candidate defends the thesis before the thesis jury. The thesis jury, having evaluated the written thesis and the defense of the candidate can reach to one of the following decisions by simple majority. Possible decisions are “Accept”, “Accept subject to some corrections”, “Renewal of the Thesis Defense”, or “Reject”. Decision of the jury is verbally given to the candidate and in writing together with a relevant explanation to the Directorate of the Institute. Students who receive “Reject” are dismissed from the program. Time periods associated with jury decisions “Accept subject to some corrections” or “Renewal of the Thesis Defense” are in addition to all study periods indicated for the Post-graduate program in this by-law. Such students will be required to register to the program for the indicated period.

5. Necessary corrections to the theses, evaluated as “Accept subject to some corrections” have to be completed within three months and submitted to the jury members. The thesis will be considered as “Accepted” following the written confirmation that the required corrections have been carried out to the satisfaction of the majority or all jury members. The jury members report will be relayed to the Directorate of the Institute.

6. A candidate, who was evaluated as “Renewal of the Thesis Defense” is required to appear before the jury within six months following the first jury. Some of the second jury members may be different and appointed according to criteria set in article 18(2).

7. A candidate whose thesis is evaluated as “Accepted” is required to submit bounded copies of the thesis to the Department. Number of copies to be submitted is determined by the Institute.
## IV. PROVISIONS REGARDING GRADUATION AND DIPLOMAS

### Graduation
19. Students who have fulfilled all requirements of the Post-graduate program for graduation can graduate, subject to the proposal of the Director of Institute and approval of the Rector.

### Diplomas
20. 1. Master students whose graduation is approved as stated in article 19 are given one of the diplomas stated in article 11 of the Post-graduate Institute Regulations.
2. Ph.D. students whose graduation is approved according to article 19 are given a Doctorate Diploma (Ph.D.).
3. Issued diplomas carry the signatures of the Director of the Institute and the Rector, the University stamp and embossed stamp.
4. Graduates are obliged to pay diploma fees, determined by the Senate.

### Documents to Guest and Special Students
21. Diplomas are not given to “Guest Students” and “Special Students”. However, a document issued by the Registrar's Office containing courses taken and their grades are given to such students.

### Disciplinary Matters
22. All disciplinary matters regarding Post-graduate students are subject to the provisions of the “Eastern Mediterranean University Disciplinary By-law for Students”.

### Issues not covered
21. Provisions of the “Eastern Mediterranean University Education and Examinations Regulations” are valid and applicable for matters not clearly defined in the present By-law. Issues not covered by the existing regulations or by-laws are subject to the decision of the Council for Post-graduate Studies.

## V. FINAL PROVISIONS

### Executive Power
22. The present By-law is executed by the Eastern Mediterranean University Rectors’ Office.

### Coming into Force
23. The present By-law becomes effective on the date it is approved by the Senate.

---

**Note: Related University Executive Council Decisions.**

1: Decision No. 03/303-3 dated 21/01/2003: Starting from 2002-2003 Fall semester, PhD students who have submitted their thesis to the Institute of Post-graduate Studies and Research and submitted a paper to the publisher;
   1. Those who have not completed their normal period of study should register to the theses and pay 1/8th of the semester fee.
   2. Those who are in the extension period of study should register to the theses but not to pay any fee.

2: Decision No. 03/321-5 dated 23/07/2003: In addition to the provisions of the Decision No. 03/303-3 dated 21/01/2003, PhD students who have completed their legal period of study, but still awaiting a response to their submitted paper from the publisher, should be given the status “awaiting publication” and not to be treated as a student any longer.
<table>
<thead>
<tr>
<th>Letter grade</th>
<th>Coefficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.70</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>NG</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw from a subject</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>NG</td>
<td>Failure due to absenteeism</td>
</tr>
<tr>
<td>TP</td>
<td>Satisfactory thesis work in a semester</td>
</tr>
<tr>
<td>TU</td>
<td>Unsatisfactory thesis work in a semester</td>
</tr>
<tr>
<td>TS</td>
<td>Theses defense accepted</td>
</tr>
<tr>
<td>TI</td>
<td>Theses defense accepted subject to corrections</td>
</tr>
<tr>
<td>TR</td>
<td>Theses defense to be renewed.</td>
</tr>
<tr>
<td>TJ</td>
<td>Theses defense rejected.</td>
</tr>
<tr>
<td>QS</td>
<td>Successful in Qualifying Examination</td>
</tr>
<tr>
<td>QU</td>
<td>Unsuccessful in Qualifying Examination</td>
</tr>
</tbody>
</table>