[SENATE] BY-LAW: STUDENT ACCEPTANCE AND REGISTRATION IN POSTGRADUATE PROGRAMS

With the approval of the Senate, the Rector’s Office prepared this by-law in accordance with Article 7 of the “[Board] Regulation for the Establishment of the Institute for Postgraduate Studies and Research (IPSR): Operations and Working Principles”.

I GENERAL PROVISIONS

1. **Student Acceptance and Registration in Postgraduate Programs**

2. **This By-law governs the conditions under which students can apply and be accepted in Postgraduate programs.**

II MAIN PROVISIONS

3. **Before the beginning of each semester, the Postgraduate programs that will accept new students and the conditions of their acceptance will be announced by the IPSR on specified dates.**

4. **Student Applications**
   - (1) Applicants for Master’s programs must posses a Bachelors degree and applicants for Doctoral programs must posses a Master’s degree.
   - (2) Postgraduate students already registered at another university, can apply to be transferred to one of the University’s programs.
   - (3) Students registered in a Master’s program not requiring a Thesis may apply to be transferred to a program that does.
   - (4) Applicants must submit their applications and supporting documents to the Registrar’s Office within the specified dates. At the end of the application period, these applications are sent to the IPSR.

5. **Acceptance**
   - (1) The IPSR Directorate sends the applications to the relevant Academic Departments for assessment.
   - (2) Postgraduate Committees established within Academic Departments assess applications according to the published principles of the Department using written and/or oral examinations, and/or interviews. Thus, each Committee either accepts or rejects each application.
   - (3) In the assessment of applications for transfer, the applicants must have made satisfactory progress in their current program and that program must be judged equivalent to the one applied for.
   - (a) Any exemptions to be granted and the period within which the student is expected to complete the program will be determined by the Department’s Council. The Directorate must be notified of such decisions.
(b) Accepted transfer students must study within the new program for at least the amount of time specified as the minimum under Articles 4.(2) and 11.(2) of “Postgraduate Studies By-law”
(4) (a) Successful applicants must have received their undergraduate degree from an English medium program, or have received a specified score in a TOEFL or equivalent English Language examination. This minimum score will be determined by the IPSR Council.
(b) The “equivalence” mentioned above (paragraph 4.a) will be decided by the English Language Teaching Department.
(c) Accepted applicants who do not provide documents proving their English language competence, must take the English proficiency examination administered by the English Language Teaching Department.
(d) Applicants who do not satisfy the English language proficiency conditions can be accepted subject to the completion of an “English Preparatory” program given by the School of Foreign Languages or other Institutions, and upon satisfaction of paragraph 4.c, above.
(e) For programs where the language of instruction is not English, the required level of foreign language will be determined by the IPSR Council.
(5) Decisions of each Department’s Postgraduate Committee concerning the applications are sent to the IPSR Directorate.
(6) Acceptance of applications takes effect when approved by the Director.

Student Status

6. Postgraduate students are accepted either as “full-time” or “part-time”, and as either “normal”, “probationary”, “special”, or “guest”.
(1) A student satisfying all conditions for acceptance in a program is given the right to register as a Normal Student. However, students who have bachelor degrees in fields different from the Postgraduate program for which they are applying, or who are considered by the department to be inadequate with regard to some subject areas can be accepted subject to successfully completing a deficiency program. These are called “Probationary Students”. Transfer of such students to the normal program is effected upon the proposal of the Department Chair and the approval of the Director of the IPSR.
(2) Student permitted to follow certain subjects under other given conditions are called “Special Students”. No diploma or title is given to such students. The Registrar’s Office may issue a certificate showing the subjects and grades achieved from the relevant Program. Grades scored and credits obtained by Special Students cannot be considered acceptable for Postgraduate programs.
(3) Students registered in a Postgraduate program at another institution, can follow certain subjects at an EMU Postgraduate program, approved by that institution. Such students are called “Guest Students”.
(4) Postgraduate students expected by the Department Chair to devote full work time to their studies (classes, examinations, laboratories, seminars, library, research activities, thesis writing, etc.) are registered as “full-time” students.
(5) Students expected by the Department Chair to devote 50% or less of their work time to their studies are registered as “part-time” students.

| Scientific Preparation Program 7. | (1) Probationary students accepted in a program under Article 6(1) can be required firstly to complete an “Academic Preparation Program”.

(2) Subjects taken as part of the such a program can not be substituted for the subjects necessary for completing the Postgraduate Program.

(3) The maximum period for completing a Preparation Program is one calendar year. This period includes the semester holidays. Time spent in the “Academic Preparation Program” is not considered as part of the time required to complete a Postgraduate Program.

(4) A student must score a minimum grade of “C” from the subjects taken as part of the “Academic Preparation Program”.

(5) A student who fails the same course twice in the “Academic Preparation Program” will be dismissed from the Postgraduate program.

(6) Subjects taken and time spent in the “Academic Preparation Program” will be shown on the transcript, but will not be included in the average calculation of the Postgraduate program.

| Opening New Programs. 8. | When the number of applicants provisionally registered to a newly opened Postgraduate program in any semester is less than 5, these registrations will not be confirmed when this is both proposed by the relevant Department Chair and approved by the Director of the IPSR.

| Registration 9. | (1) Initial registration of students admitted to the Postgraduate programs is carried out by the Registrar’s office. During registration, the student’s original Bachelor’s degree diploma and transcript must be submitted.

(2) Registrations to courses and Theses are carried out by the Academic Department responsible for the Program. Students failing to register during the registration period indicated in the academic calendar will be dismissed by the IPSR.

III. VARIOUS PROVISIONS

10. In the event that documents submitted by students registering to any of the Postgraduate programs are discovered to be false, these students will immediately be dismissed regardless of the stage they are in their studies. If such students have already left the University any certificate/diploma or similar documents will be declared void and the available legal remedies will be pursued.

IV. FINAL PROVISIONS

11 This By-law comes into effect upon its approval by the Senate.
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