By-law made under Article 24 of Regulation for Education and Examinations

This By-law also incorporates the “[Senate] By-law for Education and Evaluations Amendment (No.1/95 – 1/99)

The Rectors’ Office has made the following By-law with the approval of the Senate in accordance with Article 24 of “The [Board] Regulation for Education and Examinations”

I. GENERAL PROVISIONS

1. This [Senate] By-law is titled “The By-law for Education and Evaluations of Eastern Mediterranean University”

2. This By-law specifies the rules for conducting and evaluating midterm and final examinations.

II. BASIC PROVISIONS

3. The “Term grade” records the level of achievement a student has reached in a given course. In calculating the term grade, midterm and final examinations, and laboratory/workshop reports and/or examinations, quiz, project and/or homework grades (when applicable) are all taken into consideration. The following rules apply:

(1) At the beginning of the term, the number of examinations to be administered and their weights, as well as the weights of quizzes and lab/workshop reports (if applicable) is required to be communicated in writing both to the students and the relevant department chair by the course instructor.

(2) In cases where the course is taught by multiple instructors, the Department Chair of the department that offers the course will designate a course coordinator. With the approval and consent of the other instructors teaching the same course, the Course Coordinator will determine the weight of each examination to be given during the semester.

(3) Weight of the final examination can not be more than 50%.

(4) End of semester grade is determined by the Instructor of the course. Possible grades are listed in the table below.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Coefficient</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td></td>
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</tbody>
</table>
Final Examinations

5. The rules for the final examinations are as follows:
   (1) Final exams are administered on the dates specified in the Academic Calendar.
   (2) No level of performance in midterm examination may be set as a precondition for sitting the final examination.
   (3) Final examination papers must be marked within the five days following the examination date and results given to the department chair for announcement.
   (4) Letter grades are announced by the Registrar’s Office at a date determined by the Rector’s Office.

Other criteria to be considered for evaluation

6. (1) Quizzes can be given within the semester without prior announcement. Quizzes are prepared and evaluated by the course instructor.
   (2) In applied courses, evaluation can be made based on projects, workshops, laboratory report and / or examinations. Examinations can be written or oral. Either the course instructor or another academic member of staff to be assigned by the Course Coordinator will make the Workshop/Lab evaluations.
   (3) Homework prepared during the term can be included in the overall evaluation. Homework will be assessed by the course instructor or an academic staff member assigned by the course instructor.

Make-up examinations

7. (1) A student who fails to sit an examination for a valid reason is given a make-up exam. Within three days after the examination, students who wish to take a make-up must submit written statement to the course instructor or course coordinator explaining the reason(s) for making this request.
   (2) Make-up examinations for the Finals are administered by the course instructor or course coordinator not later than ten days prior to the start of the registration period of the proceeding semester.
(3) If the cause of the student’s absence persists during the time allocated for the make-up examination, a new make-up will be given to such students. However, if the make-up examination is not taken by the student ten days before the registration for the new term begins, the situation is brought to the attention of the Faculty/School Academic Council and decided on accordingly.

8. Any student who is expecting to graduate at the end of a semester, but fails to fulfill all requirements are entitled to graduation make-up examination under the following circumstances,

(1) Students who fail to meet the graduation requirements due to F and/or D- grades, if they are Undergraduate students in the Faculty of Law, they are allowed to sit the exam for up to 3 courses with grades F or D- provided these courses were taken within the last two semesters; for students in other programs the maximum is 2 courses with grades F or D- provided these courses were taken within the last two semesters; or

(2) Students who fail to meet the graduation criteria because their CGPA is less than 2.00, are allowed to take the graduation make-up examination for up to 3 courses with D, D+, C- grades if they are in the Faculty of Law, and up to 2 courses with grades D, D+, C- in other programs.

(3) Students, who fail a graduation make-up, must repeat the course. A graduation make-up cannot be given for a course from which the student has most recent grade is NG. A passing graduation make-up result determines the final term grade for the course.

9. (1) Not later than a week following the announcement of course grades, a student may apply to the course instructor to see all papers involved in the determination of the semester grade. The instructor must then show these to the student.

(2) Any appeal against the marks of a mid-term examination or other work must be made to the instructor of the course within one week following the announcement of the marks. If the student is not satisfied with the instructor’s evaluation {after seeing and discussing the relevant papers with the instructor, the student} has the right to appeal in writing to the Department Chair of the department to which the course belongs. This appeal must be made in writing within 3 days following the meeting with the instructor. {This request must explain why the student believes the disputed mark is unfair}. The Chairman will form a committee to examine and decide on the application within one week of its formation. {Before the committee finalizes any decision to change the instructors mark, the instructor will be given the opportunity to present his/her argument against such a change}. The decision of the committee is final.

(3) Any appeal concerning a semester grade must be made to the Course Instructor not later than the registration period of the following semester. Decision on such appeals follows the same steps as laid out in Article 9(2).

(4) In case of submitting wrong letter grades and or administrative/calculation errors (Material error) being committed, such errors can be corrected by the proposal of the
concerned instructor subject to certification of the error within one calendar year following the announcement of the grades at the end of a semester, the student not being graduated and being approved by the concerned Department Council, Faculty Council and the University Executive Council

10. (1) Examination questions are prepared by the course instructor. In multi group courses where there are 2 or more instructors giving the same course, the examination questions will be prepared by the course coordinator with contribution from the other instructors teaching the same course. In such courses, the same questions will be asked to all groups.

(2) Exam papers are evaluated by the course instructor. In multi-group courses, evaluation is carried out by all instructors teaching the course, under the coordination of the coordinator.

(3) Students have to show their EMU Student Identity Card to be able to sit the exams.

(4) Exam papers have to be kept by the course instructor for at least one year. In the case of an instructor leaving the University, the exam papers are handed to the Department office in which the course belongs.

III. CONCLUDING PROVISIONS

11. These By-laws are executed by the Rectors’ Office

12. These By-laws come into force following their approval by the Senate.