

**GIRNE AMERICAN UNIVERSITY
INSTITUTE OF SOCIAL AND APPLIED SCIENCES
REGULATIONS FOR GRADUATE STUDIES**

Aim and Scope

Article 1. These regulations regulate the graduate studies at Girne American University. Graduate studies cover education for master's and PhD degrees.

Student Admission

Article 2.

- a. In order to be admitted to the master's programs, the applicants must hold a bachelor's diploma with no less than 2.25 (2.25/4.00) cumulative grade point average of graduation, and have no less than 45 points on LES (graduate education exam) in the exam category to be determined by the department of the Institute applied as the minimum LES grade. The weight of the LES grade to be taken into consideration forming no less than 50 percent of the total grade in assessment is determined by the department of the Institute.
- b. In order to be admitted to the doctoral programs, the applicants must hold a master's diploma and have no less than 50 points on LES (graduate education exam) in the exam category to be determined by the department of the Institute applied as the minimum LES grade. The weight of the LES grade to be taken into consideration forming no less than 50 percent of the total grade in assessment is determined by the department of the Institute.
- c. The English proficiency level of the candidates applying to the graduate programs will be determined according to the results of the Public Personnel Language Test (KPDS) or the Girne American University Graduate Studies English Proficiency Test (GAÜ LIYS). The Administrative Board of the Institute will determine other English language tests and minimum grades that can be accepted as equivalent to KPDS and GAÜ LIYS.
- d. The university announces all the information concerning the candidates' applications and registration. The candidates' applications to the graduate programs can be made directly to the relevant Institute Directorate. The candidates are obliged to submit the document that shows the result of LES, GAÜ LIYS or other similar documents showing the English proficiency level and all other documents mentioned in the announcement.
- e. The principles and methods concerning the admission of candidates who are from a third world country but not citizens of TRNC and Turkish Republic to the graduate programs will be determined by the Administrative Board of the Institute.
- f. The candidates who are considered successful at bachelor's and master's levels, at LES and English Proficiency Test and at other criteria set by the related department of the Institute are admitted to the graduate programs by the department of the Institute. The results of the applications are announced by the related Institute Directorate.

Admission of Transfer Students

Article 3. A successful student who 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 department of the Institute and the decision of the Administrative Board of the Institute. 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. The student, who is transferred to Girne American University from another university, will have to be successful in the GAU English Proficiency Test or a similar test (standards mentioned in paragraph c of Article 2). 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 Administrative Board of the Institute.

Level of English

Article 4. The candidates whose level of success in their field of study is adequate for admission to the graduate programs but who were not successful in the English Proficiency Test or did not take this test are allowed one year to learn English. During this period, the candidates need to be successful in the GAÜ LiYS or an equivalent English language test (standards mentioned in paragraph c of Article 2). Candidates, who took the English Proficiency Test and failed, may register for the English Preparatory Program to be opened by the Foundation English School as students if approved by the Rector's Office.

Student Admission to Scientific Preparation Program

Article 5.

- 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 applied. The scientific preparation program cannot exceed 18 credits. The students to be admitted to this program are determined by the department of the Institute by evaluating the candidates' success at the undergraduate and/or graduate level programs and the structure of the undergraduate and/or graduate programs they attend.
- 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 courses that a doctoral student admitted to the scientific preparation program is obliged to take cannot substitute courses that are necessary to complete the doctoral program.
- d. Students in the scientific preparation program may take graduate courses together with scientific preparation courses upon the proposal of the related department of the Institute and approval of the Administrative Board of the Institute.
- e. The duration of the scientific preparation program is at the most one calendar year. It cannot be extended excluding semester breaks. The period spent in this program cannot be included in the period of the master's or doctoral programs mentioned in these regulations.
- f. In order to start the graduate program applied, the graduate student admitted to the scientific preparation program must pass all the courses of the scientific preparation program with a minimum grade of C and complete the program with a cumulative grade point average of 2.00.

Admission of Special Students

Article 6. A graduate 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 related department of the Institute and the decision of the

Administrative Board of the Institute. Special students are not granted the rights of regular students. Conditions for admitting special students and other rules concerning this issue are determined by regulations accepted by the Senate of Girne American University.

Attendance Obligation

Article 7. Students are obliged to attend courses, workshops and exams. The conditions for attendance are established by Girne American University "Regulations for Undergraduate and Associate Degree Education". Student attendance is followed by relevant lecturers.

Credit Values for Graduate Courses

Article 8. The total credit value for a graduate course is calculated by multiplying weekly theoretical hours of the course with 1.0 and weekly practical hours with 0.5. Credits values of graduate courses and non-credit courses are determined upon the proposal of the related department of the Institute and the decision of the Administrative Board of the Institute. Seminar, Term Project and Thesis Work are non-credit courses.

Exams and Assessment

Article 9. 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 term projects, term work and student attendance. Students are given make-up exams if their excuses are considered valid and approved by the department of the Institute.

Course Grades

Article 10. One of the following letter grades are granted to students by the course instructor as the final grade for the course.

Points	Letter Grade	Coefficient
95-100	A	4.00
90-94	A-	3.70
85-89	B+	3.30
80-84	B	3.00
77-79	B-	2.70
74-76	C+	2.30
70-73	C	2.00
67-69	C-	1.70
64-66	D+	1.30
60-63	D	1.00
50-59	D-	0.70
00-49	F	0.00

Grades not included in calculating the average

- I- Incomplete
- S- Satisfactory
- U- Unsatisfactory
- P- Progress
- EX- Exempt
- 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 for a semester. 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 an (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 department of the Institute and by the decision of the Administrative Board of the Institute.

(S) grade is assigned to students who complete their thesis work 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 work 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 work.

(EX) grade is assigned to courses which were taken from universities other than GAU and accepted for the program and exempted by the related department of the Institute.

The instructor assigns (NG) grade 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 finalized and announced by the same office.

Grade Averages

Article 11. Student success is specified by calculating the cumulative grade point average (CGPA) at the end of each semester. The total credit received by a student per course is obtained by multiplying the course credit with the coefficient of the grade at the end of the semester. To find out the grade point average of any semester, the credits of all the courses taken by the student in that particular semester are added up and the total is then divided by the total coefficient. 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 the department of the Institute. Only the last grade obtained from repeated courses 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.

Course Transfer

Article 12. The Administrative Board of the Institute decides on conditions for being a special student, transfer, transferring one or more courses taken from previous graduate programs and being exempted from courses as a result of the exemption exam, and accordingly reducing the duration of study for completing the program.

Dismissal from the Program

Article 13.

- a. Students who have a CGPA below 1.50 at the end of the first semesters,
- b. Students who have a CGPA below 2.00 at the end of the second semester and any other semester following,
- c. Students who obtain a (U) grade from their graduate courses in two consecutive semesters or 3 times intermittently during their graduate study,
- d. Students who cannot complete the course load required by the department of the Institute for the master's program with thesis and the doctoral program in 4, and the non-thesis master's program in 6 semesters and/or students who have a CGPA below 3.00 at the completion of the course load of their program,
- e. Students whose theses are rejected by the jury,
- f. Students whose corrected theses are rejected by the jury,
- g. Doctoral students who are not successful in the GAU English Proficiency Exam or any other English Proficiency Exam accepted as equivalent by the GAU Senate within the period specified in these regulations,
- h. Within the period (the end of the fifth semester) which is necessary for entering the PhD Qualifying Exam, students who are not successful (by the end of the fifth semester) in the Interuniversity Council Foreign Language Exam or in one of the equivalent exams specified by the Interuniversity Council,
- i. Doctoral students who are not successful for the second time in the PhD Qualifying Exam,
- j. Doctoral students whose thesis proposals are rejected for the second time,
- k. Graduate students who cannot complete the program within the time allocated for the program,
- l. Students who successfully complete their theses but do not submit their bound theses to the Institute within the given time,

are dismissed from the program they registered.

Course Repetition

Article 14. In order to be considered successful, a master's student must obtain at least a (C) grade and a doctoral student a (B) grade from a course as the semester grade. Students who are unsuccessful in a course must either repeat the same course or take an equivalent elective course specified by the department of the Institute. Students may repeat a course that they passed or take an equivalent course accepted by the department of the Institute to improve their CGPA. However, the department of the Institute must inform the Registrar's Office of the courses to be repeated at the beginning of the semester.

MASTER'S PROGRAM

Article 15.

- a. Master's programs are conducted in two forms as master's program with thesis and non-thesis master's program. The University Senate determines in which disciplines and how the departments will carry out these programs.
- b. The transfer of students between master's 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 department of the Institute and the approval of the Administrative Board of the Institute. 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

Aim and Scope

Article 16. The aim of the master's program with thesis is to make the student gain abilities in accessing, evaluating and interpreting information by doing scientific research.

Course Load and Duration for Master's Program with Thesis

Article 17.

- a. The master's program with thesis comprises of at least seven courses with no less than 21 credits in total, one seminar course, and thesis work. Courses in the master's program with thesis must be completed within 2 semesters. However, extra non-credit courses in the professional field of study may be taken upon the approval of the advisor in semesters following the second semester.
- b. Upon the proposal of the department of the Institute and the decision of the Administrative Board of the Institute, a thesis supervisor is appointed to the student in the master's program with thesis by the end of the second semester at the latest. 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 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 Institute Board.
- c. The thesis supervisor is responsible for determining the courses to be taken by students and executing the procedures for registration. The department of the Institute is responsible for these procedures until a thesis supervisor is appointed.
- d. Following the appointment of the thesis supervisor, the student is obliged to register for the thesis work at the beginning of each semester.
- e. The duration for completing the master's program with thesis is four semesters. Students who fulfill all the requirements in these regulations can complete the program in a shorter period. In order to defend their theses before a jury, two extra semesters are given to students who completed their required credit courses and the

seminar successfully in 4 semesters, but have not defended their theses because they were not able to complete them at the end of the fourth semester.

- f. The student who registered for the master's program can only freeze the program for two semesters provided that she/he has a legitimate excuse. Frozen semesters are not included in calculating the normal duration of the program.
- g. In their master's program, students may take undergraduate courses provided that they did not take them during their undergraduate years. However, a maximum of two of the undergraduate courses taken can be counted as part of the course load of the master's program and transferred as credit courses.
- h. Upon the proposal of the department of the Institute and by the decision of the Administrative Board of the Institute, the student may 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 follows.
- i. The credits of the extra courses taken by students other than those specified by the department of the Institute are not included in their CGPA; however, they appear on their transcript.

Completion of the MA Thesis

Article 18.

- a. Master's students who completed their theses within the duration specified in Article 17 are obliged to write their theses in English according to the GAU Thesis Writing Guide and defend them in English before a jury. For the master's programs in Turkish, the theses are written and defended in Turkish.
- b. The student whose thesis is accepted by her/his thesis supervisor applies to the department of the Institute to sit for the thesis defense. The department of the Institute along with the proposed thesis jury members presents an unbound copy of the thesis to the related Institute. For thesis jury members to be appointed, the candidate must have at least one publication related to the thesis topic published or accepted for publication in a national and/or international journal or conference proceedings. The deadline for the students to sit for the thesis defense is indicated on the academic calendar.
- c. The thesis jury is appointed upon the proposal of the department of the Institute and by the decision of the Administrative Board of the Institute. The jury comprises of 3 or 5 members including the thesis supervisor and at least one member who is from another discipline at the same university or from another university. If the jury has 3 members, the second thesis supervisor cannot be a member of the jury.
- d. The jury convenes within one month following the submission of the thesis to the jury members and calls the student for the thesis defense. The thesis defense consists of a presentation of the thesis followed by a question-answer session and is open to listeners.
- e. After the completion of the thesis defense, the jury without listeners can reach one of the decisions by simple majority as "accepted", "rejected" or "revision". The department of the Institute informs the related Institute of the decision of the jury in writing within 3 days at the latest. The student whose thesis received a "revision" decision resubmits and defends her/his revised thesis before the same jury within 3

months at the latest. These students are obliged to register for the semester they received an extension.

Master's Diploma

Article 19.

- a. The master's student is granted a "Master's Diploma" upon completing all requirements of the master's program and submitting at least 3 bound copies of her/his master's thesis written according to the GAU Thesis Writing Guide and approved in format to the related Institute Directorate within one month following the date of the thesis defense.
- b. The master's diploma carries the title of the approved program followed by the student in the department of the Institute. The title of the profession, if any, is written on the diploma of the student who completed her/her master's program in the same discipline as her/his bachelor's program.

NON-THESIS MASTER'S PROGRAM

Aim and Scope

Article 20. The aim of the non-thesis master's program is to make students gain in depth knowledge in their field and to show them how to use their knowledge in practice.

Duration and Course Load of the Non-thesis Master's Program

Article 21.

- a. The non-thesis master's program comprises of at least 10 courses with no less than 30 credits in total and a non-credit semester project course. Students are obliged to register for their semester project course when they take it and submit a written report at the end of the semester.
- b. For every student, the department of the Institute appoints a staff member holding a PhD degree as an advisor by the end of the first semester at the latest to guide the student in selecting courses and compiling the semester project.
- c. The advisor is responsible for determining the courses to be taken by students and executing the procedures for registration. The department of the Institute is responsible for these procedures until an advisor is appointed.
- d. The duration for completing the non-thesis master's program is a maximum of 6 semesters.
- e. The student who registered for the non-thesis master's program can only freeze the program for two semesters provided that she/he has a legitimate excuse. Frozen semesters are not included in calculating the regular duration of the program.
- f. In their non-thesis master's program, students may take undergraduate courses provided that they did not take them during their undergraduate years. However, a maximum of three of the undergraduate courses taken can be counted as part of the course load of the master's program and transferred as credit courses.
- g. Upon the proposal of the department of the Institute and by the decision of the Administrative Board of the Institute, the student may 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 follows.

Article 22.

- a. Upon the completing the credit courses and the semester project course successfully, the master's student is granted a "Master's Diploma".
- b. The master's diploma carries the title of the approved program followed by the student in the department of the Institute. The title of the profession, if any, is written on the diploma of the student who completed her/her master's program in the same discipline as her/his bachelor's program.

NON-THESIS GRADUATE PROGRAM FOR SECONDARY SCHOOL TEACHERS

Article 23. Two kinds of programs are applied for educating secondary school teachers.

- i. A non-thesis master's program integrated with an undergraduate program
 - ii. A non-thesis master's program
- a. The non-thesis master's program integrated with an undergraduate program
The duration of this non-thesis master's program integrated with an undergraduate program is 3.5 + 1.5 which amounts to 5 years. However, students who do not wish to or who may not be able to complete the program are granted the following types of diplomas.

An Associate Degree in Turkish language and Literature is granted to those students who successfully completed the courses of the first four semesters of the program but wished to leave the program or were not able to complete the program.

In the non-thesis master's program integrated with an undergraduate program, a bachelor's diploma, indicating that students completed the first semester Turkish Language and Literature (major branch) courses and professional educational courses (minor branch), is granted to those students who successfully completed all the courses of the first seven semesters of the Turkish Language and Literature field and professional education courses of the eighth semester but wished to leave the program or were not able to complete the program.

Students who completed the undergraduate section of the non-thesis master's program integrated with an undergraduate program are directly transferred to the non-thesis master's program section. Students who completed all the requirements for graduation within the duration which is equivalent to a maximum of two semesters of the program are granted a master's diploma in Turkish Language and Literature.

In the non-thesis master's program integrated with an undergraduate program, students who were unsuccessful in one or more courses at the end of the first seven semesters may continue their education in the eighth semester.

Likewise, in the non-thesis master's program integrated with an undergraduate program, students who were unsuccessful in one or more courses at the end of the eighth semester may continue their education (the non-thesis master's program section) in the ninth semester.

b. A Non-thesis Master's Program

A non-thesis master's program covering a duration which is equivalent to three semesters is organized with the aim of training students who hold a bachelor's diploma in the areas in which a need for teachers is determined with degrees in areas.

Students who successfully completed all the courses and other requirements of the non-thesis master's program are granted a master's diploma for subject-matter teachers in secondary education.

DOCTORAL PROGRAM

Aim and Scope

Article 24. The aim of the doctoral program is enable the student to conduct independent research, interpret scientific events by investigating through deep and wide perspectives and gain the ability to determine necessary steps in order to reach new syntheses. A thesis to be prepared at the end of doctoral studies should achieve at least one of the following qualifications:

- (a) Introducing an innovation to science,
- (b) Developing an innovative scientific method,
- (c) Applying a known method to a new field.

Duration of Doctoral Studies and Course Load

Article 25.

- a. The Doctoral program comprises of a minimum of 21 credit-hours of at least 7 courses to be completed, the qualifying examination, a thesis proposal and a doctoral thesis. The duration for completing the courses of the doctoral program is a maximum of 4 semesters.
- b. The thesis supervisor manages the planning of the courses to be taken by students and the registration procedures. The department of the Institute manages these procedures until a thesis supervisor is appointed.
- c. Following the appointment of the thesis supervisor, the student is obliged to register for the thesis work at the beginning of each semester.
- d. The student, who completed the PhD Qualifying Examination successfully, may realize certain duration of the thesis work at another university or research institution through the approval of the Administrative Board of the Institute.
- e. The duration for completing the doctoral program is 8 semesters. Students who fulfill the requirements specified in these regulations may graduate in a shorter period. The duration for graduation cannot be less than 5 semesters. The student who completed all credit courses successfully, passed the qualifying examination, and had her/his thesis proposal accepted but could not complete her/his thesis within the time allocated and defend it is given an extension of maximum 4 semesters to defend her/his thesis before a jury.
- f. Students in the doctoral program may take undergraduate courses, but these courses are not counted as doctoral course credits or the course load.

- g. The student may take graduate courses to be counted as the course load of the program s/he follows from universities other than GAU upon the proposal of the department of the Institute and by the decision of the Administrative Board of the Institute.
- h. The student who registered for the doctoral program can only freeze the program for four semesters not in consecutive order of more than two semesters provided that she/he has a legitimate excuse. Frozen semesters are not included in calculating the regular duration of the program.
- i. The credits of the extra courses taken by the students who completed the minimum course load specified by the department of the Institute are not included in their CGPA; however, they appear on their transcript.

Appointment of the Thesis Supervisor

Article 26. Upon the proposal of the related department of the Institute and by the decision of the Administrative Board of the Institute, a thesis supervisor is appointed to the student in the doctoral program by the beginning of the third semester at the latest. In cases where the nature of the thesis requires more than one supervisor, the 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 Institute Board.

Doctoral Qualifying Examination

Article 27.

- a. The list of the students who applied for the Doctoral Qualifying Examination is reported to the related institute by the department of the Institute. To be able to take the Doctoral Qualifying Examination, one needs to score at least fifty points out of a hundred in the Interuniversity Board Foreign Language Test (ÜDS) or in one of foreign language tests specified by the Interuniversity Board. Foreign students will be tested in Turkish or in a foreign language other than their mother tongue. How the foreign language tests for the foreign students will be conducted is determined by the GAU Senate.
- b. The student is given the Doctoral Qualifying Examination within the fifth semester at the latest. The Doctoral Qualifying Examination is conducted on the dates specified by the decision of the Institute Board.
- c. The Doctoral Qualifying Examination is organized and conducted by the Doctoral Qualifying Examination Committee consisting of at least three or five members upon the proposal of the department of the Institute and the approval of the Administrative Board of the Institute. The Doctoral Qualifying Examination Committee forms exam juries consisting of at least three or five members one of whom is the student's thesis supervisor in order to prepare, apply, and evaluate the tests in different fields. The jury members must hold a PhD degree.
- d. The Doctoral Qualifying Examination consists of written and spoken tests which aim at specifying the student's ability in the related field of study and his/her tendency towards research.
- e. The Doctoral Qualifying Examination Committee evaluates the written and spoken test results together and decides whether the student is successful or unsuccessful

by a simple majority. This decision is reported to the related Institute in writing by the department of the Institute within three days at the latest.

- f. The student who failed the Doctoral Qualifying Examination takes the next examination on a date set at least three months later than the date of the first exam by the Administrative Board of the Institute. The student who is unsuccessful in this examination is dismissed from the doctoral program.
- g. The Doctoral Qualifying Examination Committee may ask the student who was successful in the Doctoral Qualifying Examination to take up additional course(s) even if s/he completed her/his course load. The student who cannot complete additional courses by the end of the sixth semester is dismissed from the doctoral program.

Thesis Monitoring Committee

Article 28.

- a. Upon the proposal of the department of the Institute and by the approval of the Administrative Board of the Institute, the Thesis Monitoring Committee is formed for the student who was successful in the Doctoral Qualifying Examination within one month.
- b. The Thesis Monitoring Committee consists of three staff members with a PhD degree. Besides the thesis supervisor, two staff members, one from the same field of study and one from a different field of study of the department of related Institute form the committee. In case there is a second thesis supervisor, the second supervisor may attend the committee meetings.
- c. During the semesters following the establishment of the Thesis Monitoring Committee, the committee members may be changed upon the proposal of the department of the Institute and the approval of the Administrative Board of the Institute.

Thesis Proposal Defense

Article 29.

- 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. 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 is to be accepted or rejected by a simple majority. This decision is reported to the related institute in writing by the department of the Institute 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 a case, a new thesis monitoring committee may be appointed. The student who wishes to continue the program with the same thesis supervisor is given another chance to defend her/his thesis proposal within three months, but the student who changes the thesis supervisor and the thesis topic within six months. The student whose thesis proposal is also rejected in this 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. The student's thesis study mark is determined as "satisfactory" (S) or "unsatisfactory" (U) by the committee.

Completion of the Doctoral Thesis

Article 30.

- a. The student who completed her/his thesis within the duration specified in Article 25 is obliged to write her/his thesis in English according to the GAU Thesis Writing Guide and defend it in English before a jury.
- b. The student whose thesis is accepted by her/his thesis supervisor applies to the department of the Institute to sit for the thesis defense. The department of the Institute along with the proposed thesis jury members presents an unbound copy of the thesis to the related Institute.
- c. For thesis jury members to be appointed, the candidate must have at least one publication related to the field of his/her doctoral study published or accepted for publication in a journal cited by SCI, SSCI or AHCI. (YÖDAK 29.01.2007, Notice No. 1, Article 1f). The deadline for the students to sit for the thesis defense is indicated on the academic calendar.
- d. The doctoral thesis jury is appointed upon the proposal of the department of the Institute and by the decision of the Administrative Board of the Institute. The jury consists of five members, three of whom being the student's thesis monitoring committee and at least one of them being a staff member from another university. Jury members must hold a PhD degree.
- e. The jury convenes within one month following the submission of the thesis to the jury members and calls the student for the thesis defense. The thesis defense consists of a presentation of the thesis followed by a question-answer session and is open to listeners.
- f. After the completion of the thesis defense, the jury meets without listeners and can reach one of the decisions by simple majority as "accepted", "rejected" or "revision". The department of the Institute informs the related Institute of the decision of the jury in writing within 3 days at the latest. The student whose thesis received a "revision" decision resubmits and defends her/his revised thesis before the same jury within six months at the latest. The student is obliged to register for the semester s/he received an extension.

Doctoral Diploma

Article 31.

- a. The doctoral student is granted a "Doctoral Diploma" upon completing all requirements of the doctoral program and submitting at least 3 bound copies of her/his doctoral thesis written according to the GAU Thesis Writing Guide and approved in format to the related Institute Directorate within one month following the date of the thesis defense.

- b. The doctoral diploma carries the title of the approved program followed by the student in the department of the Institute.

Other Points

Article 32. Procedures related to graduate students' registration, permission and the like are executed according to "Girne American University Regulations for Registration and Admission".

Coming into Force

Article 33. These regulations become effective as of the beginning of the 2007-2008 academic year.

Executive Power

Article 34. These regulations are executed by the Rector of Girne American University.