

### **Important Rules that students have to know during their studies**

- An undergraduate student is expected to complete his/her studies in 8 semesters. The maximum permitted time for completing his/her studies is 12 semesters. Any postponement or suspension of studies is not included in the 12 semesters.
- Attendance is mandatory and continuous in all Departments.
- The Department appoints an Academic Advisor for each undergraduate student from the Department's teaching staff, who advises the student on matters concerning his/her studies.
- The student organises his/her semester schedule according to the Department's programme of studies in collaboration with his/her Academic Advisor, selecting from the courses offered and based on the available places. The student may add or drop a course in the second week following commencement of classes, and in the third week the student may only drop courses. If the student drops a course between the fourth and the seventh week, this is recorded in his/her transcript as withdrawal. The student cannot drop a course after the seventh week.
- A student who wishes to improve his/her grade in a course in which s/he received a grade of at least 5, s/he may repeat it after the approval of the respective teaching staff member(s). The course may be repeated only once. Both grades are listed on the transcript, but the most recent grade counts for the calculation of the Grade Point Average (final grade). If the most recent grade is below 5, then 5 is counted as the grade.
- When a course is repeated, (compulsory retaking or for improving a grade) and the number of ECTS allocated for the course has changed, the number of ECTS to be used will be the most recent.
- An incomplete grade is given only in exceptional cases (e.g. proven medical or personal reasons).
- In case of failing a compulsory course, the student has to repeat it. In case of failing an elective course the student may repeat this course or replace it with a different elective course.
- Students are entitled to ask for clarifications from the respective teaching staff member(s) for matters related to their final grade. If the respective teaching staff member(s) refuses to discuss the matter with the student, the student has the right to ask the Chair of the Department to intervene for the requested clarifications to be provided.
- Any student may request to postpone his/her studies for one or two semesters. The total period of postponement cannot exceed two semesters. A request of postponement, documented and accompanied by all supporting documentation, is submitted to the Departmental Board before the beginning of the requested period.
- A student may apply for a Temporary Suspension of studies during the semester when there are serious medical reasons. The student submits his/her request to the Department, with notification to the Academic Affairs and Student Welfare Service who forwards it to the Univer-

sity's Medical Board. The Senate authorises a three-member committee with the Head of Academic Affairs and Student Welfare Service to examine the request. Studies may be suspended for up to 2 semesters and then the case is re-examined. A semester during which a student's studies have been suspended is not counted as part of his/her studies.

- A student is removed from the Students' Register if s/he is unable to complete the requirements of his/her programme of studies in 12 semesters, without exceeding the maximum permissible workload per semester which is 42 ECTS, for one or more of the remaining semester(s).
- A student who was removed and re-entered the same Department and/or programme of studies through the Pancyprian Examinations can apply to the Departmental Board for recognition of all or any courses which s/he has passed.
- Students who have completed the course requirements provided by the respective teaching staff member(s) in the course syllabus, as these were set during the first week of the semester, are eligible to participate in the Final Examination.
- The studies of an undergraduate student who has not fully met the requirements of his/her programme of studies are automatically terminated without the awarding of his/her Degree as soon as the student completes twelve semesters of studies. The twelve semesters of studies do not include the semesters during which the student's studies were suspended or postponed.
- Students are not allowed to complete the requirements of their programme of studies during the summer semester following their 12th semester. It is expected that the students will complete their studies by the end of the 12th semester. If otherwise, their studies will be automatically terminated.
- The studies of an undergraduate student are automatically terminated when:
  - a student has not enrolled in courses (4th week of courses),
  - a first-year student is graded with zero (0) in all his/her courses,
  - a student (second semester onwards) is graded with zero (0) in all his/her courses for two consecutive semesters,
  - a student, after the postponement of his/her studies, has not enrolled in courses,
  - a student has dropped all his/her courses.

The Studies Rules can be found in the webpage: <http://ucy.ac.cy/legislation/volumeb/5.1.2.htm>.