

ACADEMIC AND STUDENT AFFAIRS	
5.1	STUDY AND STUDENT AFFAIRS RULES
I.	<u>GENERAL RULES OF STUDY</u>
1.	STUDIES - GENERAL
1.1	The Programmes of Study of the University of Cyprus are based on the European Credit Transfer System (ECTS). One ECTS corresponds to 25-30 hours of study.
1.2	The academic year is divided into the autumn and spring semesters. Supplementary study programmes are offered during the summer semester.
1.3	During the summer semester students may register only for optional sports courses, foreign language courses offered by the Language Centre, and diploma projects, always with the agreement of the academic staff. The summer semester begins in mid-June and lasts for 7 weeks. The maximum teaching load it can include is 15 ECTS. A student's performance in any specific course during the summer semester is evaluated, according to the tutor's judgment and with the Department's agreement, at the final written examinations. In addition, if the tutor should so wish, he/she can apply another method of evaluation.
1.4	An academic year consists of 60 ECTS. The distribution of ECTS between the autumn and spring semesters is expected to be equal, i.e. each semester should carry 30 ECTS. Slight discrepancies are permitted, whereby one semester might have a smaller or larger load than the other, but such differences must not exceed 3 ECTS.
1.5	A course is defined as educational activity which could take the form of essays, tutorials, laboratories, lectures, seminars, or a combination of the above, or such a form as may be set according to each case in the individual Department courses. The minimum number of students attending a course is five. Courses may be run for fewer students, but these do not count towards the Department's teaching load.
1.6	An academic qualification is awarded following the successful completion of studies in a specific course/direction, on the basis of a specific study programme set by a Department or Departments.
1.7	During the first week of teaching, the faculty member gives to the students a written outline of the course in which are written the goals, the syllabus,

	the bibliography and the method of evaluating the course. The diagram is filed with the Department Secretariat and relevant information including evaluation is placed on the Banner Web system. The evaluation method for the course cannot be amended after the first week of teaching without the students' consent.
1.8	The University of Cyprus works on the principle of on-going evaluation in each course. Specifically, a student's performance in a particular subject is evaluated, according to the professor's judgment and with the Department's approval, in at least two different ways. One must be the final written examination. The final examination participation in the final grade must not exceed 60%. The allocation of the percentages for each examination, as specified by the course diagram, is independent of the grade achieved by the student in each examination. A final written examination is not given only for the diploma thesis, but also scenario type work, study and group work.
1.9	It is mandatory to inscribe the various grades on the examination papers and these grades may not be altered later.
1.10	Examination during the last week of teaching are not permitted. <u>Unannounced examinations are also not permitted.</u> Oral examinations may be used only to supplement other means of evaluation. The final written examinations are held at a time specified by the Academic Affairs and Student Welfare Service.
1.11	The final examination papers cannot be returned. Students have access to them, if they wish, for no longer than ten calendar days, in the presence of the faculty member. After this time, any final examination papers are destroyed.
1.12	Course registration take place in the first week of each semester.
1.13	Attendance is continuous and mandatory in all Departments.
1.14	Students organise the programme of the semester in accordance with the study programme of the Department, in cooperation with their Academic Advisor, selecting from the courses offered and based on available places. Students may add or drop a course in the second week following commencement of classes and in the third week, they may only drop courses. If they leave a course between the fourth and the seventh week, this is recorded in their academic record as a withdrawal. Students may not withdraw from courses after week seven.
1.15.1	In order to qualify for graduation, all Undergraduates must attend/participate in four (4) public lectures, seminars, conferences or other public events organised by the University of Cyprus each year of study without being credited with ECTS.

1.15.2	Students who voluntarily attend public lectures, seminars or other public events organised by the University of Cyprus, in addition to the mandatory 16 events, are credited with one (1) ECTS for attending 10 lectures or 20 hours of intensive courses at the Centre for Teaching and Learning (CTL).	
1.15.3	For the purposes of recognition of credit units, it is calculated that one (1) full day conference corresponds to three (3) lectures and one (1) lecture corresponds to 2 hours of intensive courses at the Centre for Teaching and Learning (CTL).	
1.15.4	Lectures are not evaluated with grades but receive up to two (2) ECTS for the entirety of the students' studies. It is up to the Department to specify the allocation of the ECTS in their Programmes of Study.	
1.15.5	The Academic Affairs and Student Welfare Service is responsible for organising the procedure for recording students' participation in public lectures, seminars, conferences or other public events organised by the University of Cyprus, and for entering their ECTS electronically.	
1.16	University of Cyprus students attending an undergraduate Programme of Study is entitled to attend in parallel:	
	(a)	An undergraduate programme only in another non-state, private establishment or School in Cyprus or abroad.
	(b)	A postgraduate programme in another state or non-state, private establishment or School in Cyprus or abroad
2.	GRADING SYSTEM	
2.1	The awarding of grades is the exclusive right of the professor. Changes of grades by the professor are possible only in cases of an error and only with the written approval of the Head of Department and the Dean, no later than 15 days after publication of the grades. If the change proposed by the professor is made later than 15 days, approval is required from the Undergraduate Studies Committee.	
2.2	The grading system is numerical, from 0 to 10, with increments of 0.5. The minimum passing grade is 5. The final grade of an undergraduate, and consequently the classification of the Degree (Excellent with Distinction (9.5 – 10) Excellent" (8.5 - 9.45) Very Good (6.5- 8.49) Good (5.5-6.49) Satisfactory (5.0 - 5.49).The Grade Point Average (GPA) is calculated on the basis of the average of all courses successfully completed by the student. The average is calculated on the ECTS of each course.	
2.3	For the calculation of the final GPA, only those courses in which the students received grades of 5 and above are taken into account (because credits can	

	only be awarded for those). Courses calculated collectively cover the required ECTS. For the calculation all courses which the students have passed are taken into account, even if they have passed more courses required by their Programme of Study.	
2.4	Students wishing to improve their grades in a course in which they received a grade of at least 5, may repeat the course only with the professor's consent. Repetition may only take place once. The analytic grade record will contain both grades, but for the calculation of the final grade the more recent grade will count. If the most recent grade is under 5, then the grade is counted as 5.	
2.5	When a course is repeated, (necessarily or to improve grades) and the number of ECTS allocated for the course has changed, the number of ECTS to be used will be the most recent.	
2.6	An incomplete grade is given only in exceptional cases (e.g. proven medical or personal reasons). The procedure for incomplete grades is as follows:	
	2.6.1	A form is filled in by the professor and student and this is submitted to the Departmental Board and the Academic Affairs and Student Welfare Service, with the approval of the Department Chairman.
	2.6.2	A date is given for completion of the course requirements, which cannot be later than the end of the next semester.
	2.6.3	If the student has not completed the course requirements prior to the end of the next semester, the grade is automatically converted to zero.
2.7	The grading of a diploma dissertation or thesis which takes two or more semesters to complete, is as follows:	
		At the end of each semester before the last semester for preparing the work, the supervising professor submits a written evaluation of the student's progress to the Department, and the student is notified of this. The evaluation is graded as S = Satisfactory or U = Unsatisfactory. This procedure takes place pursuant to rules approved by the Department's Board. The final grade for the diplomatic work is delivered within the deadline set for all courses.
2.8	The analytical grades for all courses, as well as any possible failures, withdrawals or exemptions from courses, are recorded in the student's final analytical grade records. The grade average for each course in ECTS numbers is contained in the Department's Study Guide and the analytical grade records. In addition, all graduates receive a free Diploma Supplement in English language.	

2.9	In case of failure in a compulsory course, the student must repeat the course. In case of failure in an optional course, the student may repeat it or replace it with a different optional course.
2.10	Students are entitled to ask for clarifications from the professor regarding matters of their final grades. If the professor refuses to discuss the matter with the student, the student has the right to ask or the Chairman to mediate so that the clarifications can be given.
2.11	The final grade is entered by the professors into the electronic system by the date specified by the Academic Affairs and Student Welfare Service.
2.12	The Senate ratifies the graduates' grades and the awarding of the degree.
3.	POSTPONEMENT OF STUDIES BEFORE BEGINNING OF SEMESTER
3.1	Any student may apply to postpone their studies for one or two semesters. The total period of postponement cannot exceed two semesters.
3.2	An application for postponement, documented and accompanied by all supporting documents, is submitted to the Department Board before the beginning of the requested period.
3.3	The Department Board examines the application and decides by simple majority whether or not to approve it.
3.4	The Department Chairman informs the student in writing of the decision of the Department Board. The decision is communicated to the Head of the Academic Affairs and Student Welfare Service.
3.5	The procedure for granting a postponement must be completed by the end of the first week of classes, so that the students do not take up places in the courses and the Academic Affairs and Student Welfare Service is able to be informed in good time in order to remove the courses from the students before the week of adding/dropping courses.
3.6	A semester during which a student has postponed his/her studies is not counted as study time.
4.	TEMPORARY INTERRUPTION OF STUDIES MID-SEMESTER
4.1	A student may apply for Temporary Interruption of studies during the semester when there are serious medical reasons. The student applies to the Department, with notification to the Academic Affairs and Student Welfare Service, which forwards the application to the University's Medical

	Board. The Senate authorises a three-member committee with the Head of the Academic Affairs and Student Welfare Service to examine the request.
4.2	Studies may be interrupted for up to 2 semesters and then the case is re-examined. A semester where a student's studies have been interrupted is not counted as part of their studies.
4.3	MATERNITY – PATERNITY
	Students may apply for maternity or paternity leave for up to a year for mothers and a semester for fathers, and this will not count in the six years of undergraduate studies. The application is made directly to the Department, which forwards it to the Academic Affairs and Student Welfare Service (in about the sixth month of pregnancy) together with a medical certificate stating the estimated date of delivery.
5	REMOVAL OF STUDENT FROM THE STUDENTS' REGISTER
5.1	Students' names are removed from the Students' Register if they are unable to complete the requirements of the study programme over 12 semesters, without having to exceed the maximum permitted teaching load of an academic semester, which is 42 ECTS for one or more of the remaining semesters.
5.2	Students whose name has been removed and who have come back to the same Department and/or study programme through the Pancyprian Examinations, may apply to the Department Board for recognition of any or all the courses they have passed.
5.3	The Department Board will take an initial decision on such cases and will then inform the Undergraduate Studies Committee. The recommendation of the Undergraduate Studies Department will be forwarded to the Rector's Council for a decision, and the Senate will be informed of the result.
6.	EXCHANGES
	A basic condition for the exchange of students of the University of Cyprus with students of universities abroad is the existence of protocols of cooperation, which are approved by the Senate, between the concerned departments of the University of Cyprus and the foreign universities.
6.1	Each Department appoints an Exchange Coordinator who is responsible for all categories of student exchanges.
	At the latest by the sixth week from the beginning of each semester of the proposed exchange, the Exchange Coordinator notifies students of

	programmes of study abroad regarding which exchanges may be made, as well as the maximum number of students who can take part in such exchanges.	
6.2	Students interested in participating in exchanges inform the Exchange Coordinator no later than the end of week 8 of the semester before the semester of the proposed exchange.	
	At the latest by week 10 of each semester, the Exchange Coordinator submits to the Department Board a proposal with a list of students for exchanges. The following are stated for each candidate:	
	(a)	The courses they intend to follow (each course is accompanied by a short description).
	(b)	The courses that will be credited (compulsory, optional or free choice).
	(c)	If one of the courses is the diploma thesis, it is up to the discretion of the Department to arrange the procedural matters (for programmes of study whose Diploma Theses are one year long, these may be partially completed).
6.4	The selection criteria for the candidates are the following:	
	➤	Academic performance
	➤	Foreign language (where applicable)
	➤	Special scientific interests of the student.
6.5	The decision of the Department Board is notified to the students, the Head of Academic Affairs and Student Welfare, and the Dean of the School, no later than 2 weeks before the end of the semester prior to the exchange.	
6.6	Final year students run the risk of not graduating if they fail one or more of the courses abroad or if the result is not notified to them in good time by the foreign university.	
6.7	The courses attended by the exchange candidates will be credited to them as pass or fail and not with a grade.	

The General Academic Rules were amended at the 278th meeting of the Staff and Rules Committee, on 24/6/2015 and at meeting no. 15/2016 the Staff and Rules Committee, dated 16/11/2016.

II.	<u>UNDERGRADUATE STUDY RULES</u>	
1.	<u>ENROLMENT OF STUDENTS</u>	
1.1	<u>ALLOCATION OF PLACES</u>	
	Places are allocated pursuant to the procedures and criteria provided by the Pancyprian Examinations Law of 2006.	
1.2	<u>ACCEPTANCE OF PLACES</u>	
	1.2.1	Candidates who have won a place at one of the Departments of the University of Cyprus must, on a date specified by the University (which will be announced together with the results, fill in a registration form and submit it to the University).
	1.2.2	Candidates who for whatever reason do not submit the form will be considered not to have accepted the place offered to them.
1.3	<u>HOLDING OF PLACE</u>	
	1.3.1	For males who have won places at the University of Cyprus and are unable to take their place up owing to the fact that they were called up for National Service, the place is held for them so that they can commence their studies in the academic semester which begins after their discharge from the National Guard.
	1.3.2	The place is held by the student filling in the Student Registration Form at the University of Cyprus (specifying the academic semester when the person's studies will begin), with a request that the place be held for the academic semester which begins after their discharge from the National Guard. In order to register after discharge from the National Guard, in addition to all other required documents, students must also submit an official certificate stating the date of enrolment in the National Guard and the discharge date.
	1.3.3	Those failing to apply in good time for their place to be held, lose their place.
	1.3.4	The candidate numbers will be published of persons securing a place in the Departments of the University of Cyprus, as well as those whose place will be held.

	1.3.5	Students securing postponement of their National Service for a time which covers at least one semester, may enrol for courses.
1.4	<u>VACANT POSITIONS</u>	
	1.4.1	Any vacant positions created after all places are allocated, are filled pursuant to the procedures and criteria provided by the Pancyprian Examinations Law of 2006.
	1.4.2	Vacant positions created after the registration of the students, are filled on the basis of the transfer procedures.
1.5	<u>GRANTING OF PLACES TO CANDIDATE ADMITTED TO THE UNIVERSITY ON THE BASIS OF SPECIAL CRITERIA (AS SUPERNUMERARIES)</u>	
	1.5.1	A fixed number of supernumerary places of up to 14% of Cypriot admissions are allocated to candidates belonging to 'special categories'. The places are calculated per study programme.
	1.5.2	Beneficiaries must have obtained a general grade of at least 80% of the general admission grade of the last person admitted to the particular Department. Should all supernumerary places not be filled with the first allocation, the same procedure will be repeated for a second and third allocation.
	1.5.3	All candidates who have taken the Pancyprian Examinations in the current year have a right to apply, provided that they are ready to take up their studies. Applications may also be made by soldiers who took the Pancyprian Examinations during the previous two years and were not able to take up their place owing to the fact that they were drafted into the National Guard, provided that they hold an army release certificate.
	1.5.4	Supernumerary places on the basis of Special Criteria are allocated for the following categories, with corresponding percentages:
	Candidates from families with special circumstances at a rate of 5% of Category A Cypriot entrants: Sub-categories:	
	A1	Children of war invalids, persons who were killed in the struggles for democracy and freedom in Cyprus and those murdered by the Turkish occupying forces after 1974.
	A2	Candidates whose families receive (up to the date of submission of the application) monthly public assistance from the Social

			Welfare Services or a minimum guaranteed income from the Ministry of Labour, Welfare and Social Insurance (owing to the health or financial circumstances of the parents).
		A3	Candidates one of whose parents has a serious health problem ¹ and in parallel there is also a second serious problem in the family (financial ² , social ³).
		A4	Candidates both of whose parents have serious health problems ¹
		A5	Both parents are deceased.
		A6	One parent is deceased and there is a second serious problem in the family (health ¹ , financial ² , social ³).
		A7	Candidates who were raised by a single parent (owing to divorce or abandonment) and where there is another serious problem in the family (health ¹ , financial ² , social ³).
	<p>Category B :</p> <p>Candidates with serious health problems (including mental health) or other serious circumstances at a rate of up to 6% of Cypriot entrants</p> <p>Sub-categories:</p>		
		B1	Candidates with serious health problems, such as quadriplegics, paraplegics, disabled, thalassaemic, blind or severely visually impaired (persons whose visual acuity in both eyes does not exceed 6/60 in each eye even with corrective lenses, deaf or severely hearing impaired (at least 60dB loss in the healthier ear), diabetics, cancer patients, heart patients, etc. the gravity of whose condition is certified by the University of Cyprus Medical Board.
		B2	Candidates with serious mental ⁴ /psychological ⁴ problems/syndrome (e.g. anorexia, clinical depression) or serious learning difficulties ⁵ (e.g. dyslexia, ADD) the gravity of whose condition is supported by an evaluation by the Mental Health Centre of the University of Cyprus and certified by the University of Cyprus Medical Board.
		B3	Candidates who suffered a serious incident during the exam period (e.g. illness of candidate, death of first degree relative), where the gravity of the illness and the degree that it might have affected the candidate's performance, could if necessary be supported by an evaluation by the Mental Health Centre of the University of Cyprus and certified by the University of Cyprus Medical Board.
		B4	Candidates receiving public aid from the Social Welfare

			Services or a minimum guaranteed income from the Ministry of Labour, Welfare and Social Insurance (up to the date of submission of the application).
	Category C: candidates of other special categories at a percentage of up to 3% of Cypriot entrants, as specified below: Sub-categories:		
		Γ1	Candidates from the religious groups of the Armenians, Maronites, and Latins (up to 1%)
		Γ2	Candidates who have passed their 30 th birthday as of 1 September of the year of admission.
		Γ3	Candidates with top distinctions in sport based on criteria specified by the Cyprus Sports Organisation (CSO) and evaluated by the University of Cyprus Council of Sports, or the arts pursuant to the criteria of the Cultural Services of the Ministry of Education and Culture.
		Γ4	Candidates who are parents of minors.
	Explanations:		
		1.	A serious health problem of a parent is one that renders the parent incapable of working. Incapacity for work is certified by the Social Insurance Office for receiving incapacity benefits at a rate of at least 75% or disability pension at a rate of 60%.
		2	<p>A serious financial problem is deemed to exist when the annual per capita gross income of the candidate's family does not exceed, for sub-category A.6 πῆς euro 9.000 and for sub-categories A.7 and A.3 euro 8.000. For calculating the annual per capita gross income, the total annual per capita income is calculated, including any personal income of the candidate, divided by the number of dependants in the family.</p> <p>Dependants are the family members, i.e. the parents, the candidates and other unmarried offspring who do not work and reside with their family and are under 18 years old, or are studying at establishments of secondary or higher education in Cyprus or abroad, or are performing their military service.</p> <p>If the candidate is married, the candidate, the candidate's spouse and any children are considered dependants.</p>

		3.	It is considered that a serious social problem exists when this is certified by a documented social report by a Social Worker from the Social Welfare Service, which includes details of the structure of the family and relations among the family members.
		4.	A serious psychological/psychiatric problem must be certified by an official report (in a special form provided by the University of Cyprus) by a registered psychiatrist and/or specialised psychologist registered in a particular specialism in the register of Cyprus Psychologists, as provided by law. Candidates with a psychological/psychiatric problem/syndrome who submit certificates more than one year old on the date of submission, will be called in for re-assessment by the Mental Health Centre of the University.
		5.	<p>Serious learning difficulties (e.g. dyslexia ADD) must be certified by a report from a registered school psychologist or other expert on special education/learning difficulties, which can be secured:</p> <ul style="list-style-type: none"> - From your file at the Special Training and Education District Committee of the Ministry of Education (report of educational psychologist of Educational Psychology Service (EPS)) - From an evaluation at the Mental Health Service (for adults not previously diagnosed by the EPS) - From a private registered special psychologist (usually a school psychologist or special educator) <p>Candidates with learning difficulties who submit certificates dated more than 3 years before the date of submission will be called in by the University Mental Health Centre for reassessment.</p>
	1.5.5	Submission of Applications	
		(a)	Applications by candidates are submitted to the Academic Affairs and Student Welfare Service after publication of an announcement to that effect and after the results of the Pancyprian Examinations have been announced.
		(b)	The Academic Affairs and Student Welfare Service checks and evaluates only the applications of candidates belonging to special categories and who meet the access requirements.

		(c)	For sub-categories B.1, B.2 and B.3 the University of Cyprus adopts the Medical Council's evaluation regarding the seriousness of the candidate's problem, or lack thereof.
		(d)	For sub-category C.3 the University of Cyprus adopts the evaluation of the Council of Sports or the Cultural Service of the Ministry of Education and Culture, as the case may be.
	1.5.6	Allocation of places	
		(a)	Candidates deemed to be entitled to seek a place on the basis of special criteria, regardless of category/sub-category, are placed in a classification order on the basis of the general grade achieved by each one. The first allocation and offer of places follows, beginning with the candidate with the highest success rate. Candidates are allocated their first choice, as this was stated in their application and as permitted by their grades.
		(b)	It is provided that for the allocation of places, the maximum number of places taken by each category/sub-category on the basis of the number of places it is entitled to, is taken into account. The number of places to which each sub-category is entitled is calculated on the basis of the total number of places in all the programmes of study and not per programme of study. If the number of places in a category/sub-category is not filled, it cannot be filled by candidates of other categories/sub-categories.
		(c)	No category/sub-category is in a more favourable position than any other: all are considered equal. Subject to the maximum number of places per category, the allocation of places is made on the basis of the comparative criterion of the grades of the candidates and their order of preference of the Departments to which they wish to be admitted.
	1.5.7	Meeting of Medical Board	
		(a)	The Medical Board is appointed by the Senate at the recommendation of the Rector's Council. The Medical Board is made up of 1 doctor from the faculty of the Medical School of the University of Cyprus, at least 5 doctors with different fields of specialisation (orthopaedics, cardiology-general medicine, gastroenterology, psychiatry and neurology), in order to cover as many possible cases which it will be called upon to examine.

			In case of medical conditions not covered adequately by the fields of specialisation of the doctors making up the Medical Board, it is provided that the Medical Board may, at its discretion, seek the assistance of a doctor with the required specialisation and to take into account the opinion of that doctor.	
		(b)	<p>Candidates of categories: B.1, B.2, and B.3 may be invited for a personal interview by the Medical Board, following careful scrutiny of their medical certificates and diagnoses, in order to evaluate and confirm the seriousness of each one's health problem separately.</p> <p>Category B.4 candidates receiving public assistance from the Social Welfare Services or a minimum guaranteed income from the Ministry of Labour, Welfare and Social Insurance for health reasons, may be invited to attend the Medical Board for an assessment of the gravity of their health problem.</p>	
		(c)	<p>It is provided that if reasons of the public interest, public safety, or public health make this necessary, or with a view to the protection of the rights and freedoms of other students and university staff, the place may be offered with necessary restrictions by the Undergraduate Studies Committee, with a view to securing the above, provided that these will not affect and/or prevent the successful completion of the study programme and the awarding of a degree.</p> <p>It is also provided that if the absolutely essential restrictions affect the operation of the study programme or the possibility of a degree being awarded, the candidate will be granted the right to transfer to a different study programme, unless these restrictions are such as to prevent the student from attending any programme of study offered by the University.</p>	
	1.5.8	Meeting of Undergraduate Studies Committee		
		After completion of the candidates' evaluations the Undergraduate Studies Committee studies the applications together with all the supporting documents and decides finally which candidates will be admitted to the University of Cyprus. The candidates are informed of the results of the procedure by the Academic Affairs and Student Welfare Service.		
	1.5.9	Right of Objection		

		(a)	Objections may be submitted by candidates after the results have been announced, during a period to be specified in an announcement of the Academic Affairs and Student Welfare Service, and always before commencement of the academic semester.
		(b)	The Undergraduate Studies Committee studies the recommendations of the Academic Affairs and Student Welfare Service regarding the objections submitted and makes a final decision as to whether to uphold or dismiss the objections, within 5 days from the commencement of the academic semester.
1.6	Candidates seeking place on the basis of exams other than under the Pancyprian Examinations Law of 2006:		
	1.6.1	(3% of Cypriot candidates) This category includes persons entitled to seek admission on the basis of GCE examinations or the equivalent: Cypriots belonging to the religious groups (Armenians, Maronites, Latins), repatriated Cypriots, Cypriots residing permanently abroad, dual nationality Cypriots, foreign citizens, Greeks of the diaspora, and the children of officers of the Cypriot Foreign Service.	
		1.6.1.1	In the case of Greeks of the diaspora, the candidates must be graduates of secondary schools recognised by the authorities of their country. They must have very good knowledge of the Greek language and must present a certificate of foreign citizenship showing their Greek descent.
		1.6.1.2	In the case of repatriated Cypriots, candidates must have returned to Cyprus recently, after a long stay abroad, and they must have graduated from primary schools abroad.
		1.6.1.3	<ul style="list-style-type: none"> In the case of candidates belonging to the religious groups, they must be graduates of Secondary Schools and must submit a certificate that they belong to one of the religious groups.
		1.6.1.4	Candidates belonging to the categories under 1.6.1 may also seek a place on the basis of the exams for establishments of higher education held by the Cyprus Ministry of Education and Culture. It is provided that in this case, the candidates are not admitted as supernumeraries. It is also provided that candidates may not in any given year, participate in both procedures at the same time.

	1.6.2	Conditions for securing a place	
		1.6.2.1	All candidates are entitled to seek a place at the University of Cyprus through only one category.
		1.6.2.2	All candidates must have obtained the GCE or other grades required by the Department of the University of Cyprus which they wish to enter.
	1.6.3	Foreign Citizens	
		1.6.3.1	In order for foreign candidates to be able to seek a place, they must:
			(a) Have graduated from a Secondary School recognised by their country's authorities
			(b) Have a good knowledge of Greek or Turkish.
			(c) Present a certificate of foreign citizenship
		1.6.3.2	Cypriots with dual nationality may seek a place either by taking part in the Pancyprian Examinations or as per par 1.6.5. It is provided that candidates may not participate in both procedures in the same year.
		1.6.3.3	Candidates may be admitted on the basis of the results of GCE or GCSE or other equivalent exams or they may have to take written and/or oral exams.
		1.6.3.4	The University of Cyprus may hold examinations abroad. These will be held in Cypriot embassies or recognised examination centres in the foreign countries.
	1.6.4	Greek Citizens	
		1.6.4.1	Greek citizens are accepted as supernumeraries at a rate equal to 10% of the total number of Cypriot admissions. Their selection is made on the basis of the results of the Panhellenic Examinations. Cypriots who reside permanently in Greece may also take these exams.
		1.6.4.2	Greek citizens graduates of Cypriot lyceums who are:
			(a) children of Greek officers or civil servants serving in Cyprus, or

			(b) The children of Greek citizens residing permanently in Cyprus, for at least the last two years, may also seek a place by taking the exams held for Cypriot candidates in Cyprus.
			It is provided that in such a case, the candidates are not admitted as supernumeraries.
	1.6.5	Admission on the basis of G.C.S.E or G.C.E or other equivalent exams.	
		1.6.5.1	Candidates entitled to seek a place on the basis of G.C.S.E or G.C.E or other equivalent exams, must secure the grades specified by each Department in specific subjects. No candidate may seek a place unless the following minimum criteria are met:
			(a) Pass in G.C.E. O' LEVEL/G.C.S.E. Modern Greek or other equivalent exams.
			(b) Passes in three G.C.E. A' LEVELS with a combination of grades of at least B, C, C, or other equivalent exams, unless the Department sets higher requirements (see Appendix III).
			(c) Submission of application with required certificate.
	The exams which are equivalent to G.C.E or G.C.S.E are specified by the University of Cyprus.		
	1.6.6	Turkish-Cypriots	
			Turkish-Cypriot graduates of 6-year secondary schools are admitted through their leaving certificate or by passing special written or oral exams held by the competent Department.
	1.6.7	Admission to UCY of students who have distinguished themselves at International Olympiads.	
			A place is offered at UCY without examinations to persons securing a medal (1 st , 2 nd or 3 rd place) at International Olympiads. Provided that the place offered will be in a Department in a related field of study.
1.7.	REGISTRATION		
	1.7.1	Students admitted to UCY must fill in a special registration form and hand it in to the Academic Affairs and Student Welfare Service together with a photograph, a certified copy of their secondary school leaving	

		certificate and a copy of their identity card, at a date specified when the results of the Pancyprian Examinations are announced
		Persons not submitting their registration forms in good time lose their place.
	1.7.2	Males who passed in previous years and held a place at UCY in order to commence their studies after their discharge from the army, must declare this in writing during the registration period of the year in which they will begin their studies. Together with their declaration of studies they must also file an official certificate which states the dates on which they entered and were discharged from the National Guard.
		Persons not submitting their draft certificate and written declaration in good time lose their place
1.8	<u>FEES</u>	
		The fees for each student are fixed by the Tuition Fees Regulations.
2.	<u>STUDIES</u>	
2.1	Undergraduate programmes of study consist of 240 ECTS, as specified in the curricula of the Departments. An undergraduate programme of study includes 3-5 free elective courses from 2 or 3 different Schools, in addition to the student's major subject. In those Departments which require three (3) free electives, these must be chosen from at least two (2) different Schools, and those which require four (4) or more, from at least three (3) Schools. The student's own School may be one of the Schools. The free electives offered by the Sports Council and the Language Centre will be considered to belong to their own independent Schools. The number of free elective courses in a particular programme of study is specified in the curriculum.	
2.2	There are two types of electives: Free electives and Limited electives.	
	2.2.1	Through free electives, students are able to choose any course offered at UCY, outside their Department. Only one foreign language course level one can be considered a free elective course unless the student has passed on to level two, in which case both levels will be counted as free electives.
	2.2.2	Through limited electives, students are able to choose courses from a limited set of courses specified by the Department.
	2.2.3	After approval by the department Board, a student may attend up to two courses, free or limited electives, through individualised study.

2.3	Each Department undertakes to offer a number of places each semester in order to satisfy the institution of the free electives. This number must be equivalent to at least a number of places $0.5\phi + 0.25\Phi(\delta/\Delta)$ where:
	Φ is the total number of undergraduates at UCY ϕ is the total number of undergraduates at UCY Δ is the total number of places for Teaching and Research Staff (TRS) at UCY δ is the total number of places for Teaching and Research Staff (TRS) at UCY
	The places must come under either course offered exclusively for this purpose, or course that do not have prior requirements. A Department may offer additional places in the framework of other courses that do have prior requirements.
2.4	The diplomatic thesis, in the framework of an undergraduate programme of study, may vary between 10 and 20 ECTS. The exception to this is the 5 th year diplomatic thesis of the programme of the Department of Architecture.
2.5	An undergraduate programme of study includes 2-3 foreign language courses. The decision as to whether 2 or 3 courses are to be taken is made by the student's Department. The student's performance in the foreign language courses is entered in their individual analytical grade record and taken into account in their general grade. In special cases, at the discretion of the Language Centre, partial or total exemption may be given from the obligation to study a foreign language, and this is entered in the final grade record.
3	STUDIES
3.1	An undergraduate student is expected to complete his/her studies in 8 semesters. The length of studies may be extended to a maximum of 12 semesters. The length of postponement or suspension of studies is not included in the period of 12 semesters.
3.2	For each undergraduate the Department appoints an Academic Supervisor out of the members of the Faculty of the Department who advises the student on academic matters.
3.3	Each semester, students enrol in courses in accordance with their programme of study. A student is considered to be studying fulltime in a particular semester, if the total workload in that semester is 27-30 ECTS. A student may register in a particular semester for courses representing up to 38 ECTS. Only after the second year and provided that he/she is repeating two of the courses they attended can they register for up to 42 ECTS.

3.4	The Vice-Rector of Academic Affairs may exceptionally approve up to 45 ECTS after a documented written suggestion to that effect by the Department Chair. Requests for over 45 ECTS which meet with positive suggestions by the Department Chairman and the Vice-Rector of Academic Affairs, will be submitted to the Senate for approval.
3.5	Undergraduate students who also follow a minor course may be permitted a total workload of up to 42 ECTS.
3.6	Departments may not offer over 6 chain courses. The grades for required courses are 4.0/10 for 3 chain courses and 4.0/10 for up to 6 chain courses the grades for required courses is 3.5/10.
4	EX OFFICIO TERMINATION OF UNDERGRADUATE STUDIES
4.1	The studies of an undergraduate student who has not fully satisfied the requirements of the programme of study which he/she was following, is terminated ex officio, without the award of a Degree to that student, as soon as the student completes a total of twelve semesters of studies. It is provided that the twelve semesters of studies do not include semesters during which the student's studies have been suspended or interrupted.

	Students are not permitted to complete the requirements of their programme of study during the summer semester after the 12 th semester of their studies. Students are expected to complete their studies by the end of the 12 th semester, otherwise their studies will be terminated.	
4.2	The studies of an undergraduate are terminated ex officio if:	
	(a)	The student has not enrolled for courses (4 th week of courses)
	(b)	A first year students receives zero (0) in all courses
	(c)	A student (second semester onwards) receives zero (0) in all courses for two consecutive semesters
	(d)	After suspension of their studies students do not enrol for courses
	(e)	A student has withdrawn from all courses
	The Academic Affairs and Student Welfare Service informs the student in writing of termination of studies. The student may lodge an objection justifying the absence within 15 days. Otherwise the studies are terminated ex officio.	
5.	INTERNAL TRANSFERS – SECOND DEGREE	
5.1	<u>MINIMUM REQUIRED QUALIFICATIONS</u>	
	5.1.1	A candidate for transfer and a second degree must come from an establishment of higher education recognised officially in the country in which it operates and/or a discipline evaluated/accredited in the country in which it operates.
	5.1.2	Candidates for transfer may apply following the successful completion of the first semester and before the end of the eighth semester of studies at the university of origin.
	5.1.3	Students who have obtained grades equal to or higher than the last student to be admitted in the first allocation of places from the Entrance Examinations (Pancyprian and Panhellenic) for the Department into which they wish to be admitted, are entitled to apply prior to completion of the first semester of their studies.

	5.1.4	In order for a student to apply for a transfer and a second degree the grade average at the university of origin must be "6/10" or the equivalent, at the Department's discretion. It is provided that a candidate for transfer must have obtained at least 30 ECTS or the equivalent which is required to complete one semester at the university of origin, in accordance with the structure of the programme of study.
	5.1.5	When the application for transfer and a second degree is examined, the UCY Department may take into account medical/financial/social reasons on condition that candidates meet all academic criteria.
	5.1.6	Candidates who have passed international examinations (International Baccalaureate, GCE or other equivalent international examinations) and who have secured a place to study in universities abroad may apply for transfers. These candidates must submit the document which shows that they have secured a place at a university abroad and any other documents certifying the main qualifications with which they were accepted at the educational establishments abroad. It is clarified that these students must be at the beginning of their studies.
	5.1.7	Candidates for transfer must hold a Lyceum School Leaving Certificate.
5.2	<u>REQUIRED SUPPORTING DOCUMENTS</u>	
	5.2.1	Candidates for transfer and second degree submit a certificate of analytical grades containing the ECTS obtained by the candidate, the grades (numerically) per course and the grade average for all courses, otherwise they must submit, in addition to the certificate with their analytical grades, a certificate from the university of origin stating the above information.
	5.2.2	Candidates for transfer must submit their grades from entrance exams (Pancyprian or Panhellenic). If the candidate has not taken these examinations, they must submit the entrance exam grades with which they were accepted by the university of origin and a written declaration that they did not take the Pancyprian or Panhellenic Examinations.
	5.2.3	For Candidates for transfer and second degree, a certificate from KYSATS (Cyprus Council for the Recognition of Higher Education Qualifications that their studies are recognised, in cases where the university of origin is not a state establishment.
	5.2.4	For candidates for a second degree, a copy of a degree or confirmation of the candidate's expected graduation.

	5.2.5	When the places are announced, the Departments may seek additional supporting documents that respond to specific requirements.
5.3	<u>PROCEDURE AND TIME FRAME FOR SUBMISSION OF APPLICATIONS</u>	
	5.3.1	Applications for transfers and second degrees are made around the middle of March and the middle of October each year, for admission in the next academic semester.
	5.3.2	The candidate's application together with all supporting documents is submitted to the Academic Affairs and Student Welfare Service of UCY, which checks it and forwards it to the competent Department with a recommendation as to whether the candidate has the minimum required qualifications set by the university for transfers.
	5.3.3	The Department's Board appoints a three-member transfers committee, composed of faculty members, which examines the applications for transfer and second degree and makes recommendations as to whether or not to accept the applications. The decision as to whether to offer a place to a candidates is made by the Department's Board.
	5.3.4	If the Board of the competent Department considers that a candidate has the qualifications, despite the recommendation to the contrary by the Academic Affairs and Student Welfare Service, the Department refers the matter to the Council of the School to which the Department belongs. The Council makes a final decision, which it communicates to the Academic Affairs and Student Welfare Service.
	5.3.5	The Departments decide and their substantiated decision, positive or negative, is sent to the Academic Affairs and Student Welfare Service, which in turn informs the candidates in writing. If the Department does not give substantiated answers, these cases are returned to the Department for further clarification.
	5.3.6	In cases where the Department's transfers committee deems it necessary, a candidate may have to take special entrance examinations and/or have a personal interview before the decision regarding the transfer is made.
5.4	<u>RECOGNITION OF COURSES AND CALCULATION OF GRADES</u>	

	5.4.1	Students transferring to an undergraduate programme of study or a second degree may be credited up to 120 ECTS plus the courses required for learning a second language. It is provided that the maximum total length of studies of transferring students, at all the universities they attended, is 12 semesters of which at least 4 are at UCY. In order to calculate the maximum permitted time for completing the studies of each student who has transferred to UCY, half the time of attendance at the external university will be credited to them.
	5.4.2	If some of the courses of the receiving Department's programme of study to be recognised, are taught at another Department, the receiving Department must seek the opinion of the Department that teaches the course, and that Department has the exclusive responsibility for recognising these courses. The receiving Department specifies the number of courses to be credited. Credits may be recognised to students coming from a transfer, a second degree, and entrance examinations. The Language centre has the exclusive responsibility for exemptions and credits relating to foreign language courses.
	5.4.3	The corresponding UCY courses which have been recognised and the corresponding ECTS of these courses are recorded in the analytical grades of students transferring to an undergraduate programme or second degree. In connection with the recognition of elective courses, which are not offered at UCY, the phrase 'Elective Course' will be written, as will the ECTS to be credited to the student. The total number of ECTS recognised to the student must not exceed 120.
6.	INTERNAL TRANSFERS – CHANGE OF UNDERGRADUATE PROGRAMME OF STUDY	
	PROPOSED RULES	
6.1	<u>Minimum required qualifications</u>	
6.1.1	A student of the University of Cyprus may ask to change his/her undergraduate programme of study after the successful completion of the first semester of studies and until the eighth semester of studies.	
6.1.2	Students who have secured grades equal or higher than the last person admitted in the first allocation of the entrance examinations (Pancyprian or Panhellenic), into the	

	Department of their choice, may submit an application before the end of the first semester of their studies.
6.2	<u>Required Supporting Documents</u>
6.2.1	Certificate of analytical grades
6.2.2	Grades of entrance examinations (Pancyprian or Panhellenic)
6.3	<u>PROCEDURE AND TIME FRAME FOR SUBMISSION OF APPLICATIONS</u>
6.3.1	The submission of applications for internal transfers is made around the middle of March and the middle of October each year, for admission in the next academic semester.
6.3.2	The candidate's application together with all supporting documents is submitted to the Academic Affairs and Student Welfare Service of UCY, which checks it and forwards it to the competent Department with a recommendation as to whether the candidate has the minimum required qualifications set by the university for transfers.
6.3.3	The Department's Board appoints a three-member transfers committee, composed of faculty members, which examines the applications for transfer and second degree and makes recommendations as to whether or not to accept the applications. The decision as to whether to offer a place to a candidates is made by the Department's Board.
6.3.4	If the Board of the competent Department considers that a candidate has the qualifications, despite the recommendation to the contrary by the Academic Affairs and Student Welfare Service, the Department refers the matter to the Council of the School to which the Department belongs. The Council makes a final decision, which it communicates to the Academic Affairs and Student Welfare Service.
6.3.5	The Departments decide and their substantiated decision, positive or negative, is sent to the Academic Affairs and Student Welfare Service, which in turn informs the candidates in writing. If the Department does not give substantiated answers, these cases are returned to the Department for further clarification.

6.3.6	In cases where the Department's transfers committee deems it necessary, a candidate may have to take special entrance examinations and/or have a personal interview before the decision regarding the transfer is made.
6.3.7	Changes in an undergraduate programme may take place only once, provided that there are places available.
6.4	<u>Recognition of courses and calculation of grades</u>
6.4.1	For students making internal changes in their degree, the total length of their studies at UCY must not exceed 12 semesters.
6.4.2	For the purposes of calculating the maximum permitted time for completing the studies of students changing their degree within the university, half of the length of their studies in their previous degree will be credited to them.
6.4.3	For students changing their degree within UCY only the recognised courses will be calculated in their Grade Point Average (GPA).
7.	NUMBER OF PLACES FOR TRANSFEREES
7.1	The Academic Affairs and Student Welfare Service is responsible for calculating the vacant places for transfers. The departments have the final say in specifying the number of places they wish to declare as vacant.
7.2	Any place remaining available in a Department on the basis of the above procedure, may be sought by:
	<ul style="list-style-type: none"> - University of Cyprus Degree Holders - Or degree holders of other universities and colleges of higher education recognise din the country in which they operate and/or from a discipline that has been recognised/accredited in the country in which it operates.

		In cases of exceptional candidates, the Departments may seek permission seek permission from the Vice-rector of Academic Affairs to approve extra places, The Vice-rector approves the transfer of students and informs the Senate of the number of students transferring to the University of Cyprus.
8.		UNDERGRADUATE STUDENT EXCHANGES
8.1		In the course of their studies, any students may spend up to two semesters studying at a recognised establishment abroad, in the framework of exchanges, and the workload during each of those semesters is expected to be approximately 30 ECTS.
8.2		A student from the University of Cyprus may participate in the Student Exchange Programme from the third semester of studies onwards.
9.		INTER-DEPARTMENTAL PROGRAMMES OF STUDY
9.1		<u>MAJOR – MINOR PROGRAMMES OF STUDY</u>
	9.1.1	The offer of a minor programme and the number of places available at any time is at the discretion of each Department. The Department submits its proposals to the senate for approval, through the School concerned.
	9.1.2	The specific requirements for minor programmes are specified by each Department and cover at least 60 ECTS.
	9.1.3	In order to register in a minor programme of study a student must have first enrolled for a degree course in a Department and must fulfil all the requirements of the major programme.
	9.1.4	Students choosing a minor programme must cover all the requirements of that minor programme.
	9.1.5	The Departments which offer minor programmes of study announce the number of vacant places in early February, they accept application until the end of March, and decide on admission by the end of April, for studies commencing in the Fall Semester. The Departments announce vacant places in early September, accept applications until the end of October and decide on admission by the end of November, for studies commencing in the Spring Semester.
	9.1.6	A student may enrol in a minor programme of study from the third semester of studies onwards. Students who are approved by the Department register in a minor programme by submitting a special

		form to the Academic Affairs and Student Welfare Service. This must be done by 15 May for studies beginning in the Fall Semester and by 15 December for studies beginning in the Spring Semester.
		This limitation does not apply to the first two years of operation of the minor programme. (In the first two years students may register regardless of which semester of studies they are currently in).
	9.1.7	Students may not register for more than one minor.
	9.1.8	If the requirements of the minor programme of study are not satisfied in the maximum time frame, the courses of the minor programme are entered in the analytical grade record and taken into account in the final GPA.
	9.1.9	The degree is issued by the Department/School which offers the major programme. Attendance of the minor programme is recorded in the analytical grades and the degree. All courses are taken into account for calculating the final grade.
	9.1.10	The degree for the minor course is awarded at the same time as that for the major. Both major and minor degrees are inscribed on the same document.
9.2	<u>INTER-DICSIPLINARY PROGRAMME OF STUDY</u>	
	9.2.1	240 ECTS are required in order to obtain a degree for an inter-disciplinary programme of study. These must include 3-5 free electives and 2-3 foreign language courses.
	9.2.2	Admission to an inter-disciplinary programme of study takes place through the Pancyprian examinations. Inter-disciplinary programmes of study are among the candidates' choices.
	9.2.3	For practical reasons, students in an inter-disciplinary programme of study are distributed among the Departments involved. Upon admission in the programme, each students registers from the beginning in one of the Departments and remains there until their studies are completed.
	9.2.4	The Departments involved in the inter-disciplinary programmes of study appoint a special Programme Board, which is approved by the Senate. The Board is composed of members of the faculty of the Departments concerned. The composition of the Programme Board is specified on the basis of the contribution of each

		Department to the programme's courses. The Board has the general responsibility and supervision of the programme.
	9.2.5	Inter-disciplinary programmes of study are approved by the School concerned and the Senate after recommendations by the Departments concerned.
10	CORRESPONDENCE STUDENTS	
	Correspondence Students are those students who follow supplementary courses for recognition of the degrees from KYSATS (Council of Recognition of Degrees) or ETEK (technical chamber). Correspondence students have the same rights and obligations as other students.	
10.1	<u>SUBMISSION OF APPLICATIONS</u>	
	Applications are submitted from June for the Fall Semester and October for the Spring Semester.	
	The applications are placed on a priority list on the basis of the date on the KYSATS letter.	
10.2	<u>FEES</u>	
	Correspondence students pay fees of €76 per ECTS (including laboratory courses). It is noted that 80% of the fees will be utilised by the departments for academic matters, and 20% remains centrally for administrative support.	
	The Rules regarding the fees of correspondence students appear in Appendix IV.	
10.3	<u>LEARNING AGREEMENT</u>	
	A Learning Agreement is signed between each correspondence student and the UCY Department in connection with the courses to be followed.	
10.4	<u>STUDIES</u>	
	10.4.1	Studies at UCY are continuous and compulsory.
	10.4.2	The order in which correspondence students register is fixed in such a way as not to affect the other students (Registration takes place after all other students have registered).
	10.4.3	Each Department appoints a Supervisor to handle issues relating to correspondence students.
	10.4.4	If students have to repeat a course, they also pay the fees again.

	10.4.5	At the end of their studies, correspondence students receive an Analytical Grade Sheet (not a Degree or Certificate of Graduation of Diploma Supplement).
	It is provided that:	
	(a)	The flexibility exhibited in these Rules may not be used for students to complete their Degree before the four years.
	(b)	Students admitted to UCY under previous Rules, may use the provisions of those Rules if the current Rules limit their rights.

The above Rules were approved at the 179th meeting of the Board, on 01 12 July 2010 and are amendments to the Rules of 2006. The Rules were amended at the 232nd meeting of the Staff and Rules Committee on 23 April 2013. The Rules were amended at the 251st meeting of the Staff and Rules Committee on 25 February 2014. The Rules were approved at the 263rd meeting of the Staff and Rules Committee on 23 September 2014, at the 278th meeting of the Staff and Rules Committee on 24 June 2015, at the 254th meeting of the Staff and Rules Committee on 7 September 2015, at the 281st meeting of the Staff and Rules Committee on 23 October 2015 and at the 5/2016 meeting of the Staff and Rules Committee on 25 May 2016.

APPENDIX III		
CRITERIA FOR ADMISSION OF UNDERGRADUATE STUDENTS ON THE BASIS OF INTERNATIONAL EXAMINATIONS		
General Rule		
1.	Candidates entitled to seek a place on the basis of G.C.S.E or G.C.E or other equivalent exams, must secure the grades specified by each Department in specific subjects. No candidate may seek a place unless the following minimum criteria are met. Whenever the Department has set different criteria, those are the criteria to be met :	
1.1	Pass in IGCSE/G.C.E. O' LEVEL/G.C.S.E. Modern Greek or other equivalent exams with minimum grade C.	
1.2	Να έχουν πετύχει σε τρία μαθήματα των εξετάσεων GCE A' Level με συνδυασμό βαθμολογίας όπως ορίζεται από το κάθε Τμήμα. Passes in three G.C.E. A' LEVELS with a combination of grades as specified by the Department.	
1.3	. Submission of application with required certificates to the Academic Affairs and Student Welfare Service of UCY	
1.4	The equivalent exams to IGCSE/GCE are specified by the University of Cyprus.	
REQUIRED CRITERIA PER DEPARTMENT		
2.	I order to seek a place in a Department at the University of Cyprus a GCE or other equivalent exam pass is required in the following subjects as follows:	
ENGLISH STUDIES DEPARTMENT		
English Language and Literature: Three A level passes, one of which must be English Literature with a minimum combination of grades B,C,C. One of the other two subjects may be Modern Greek.		
DEPARTMENT OF FRENCH STUDIES AND MODERN LANGUAGES		

French Language and Literature: Three A level passes, one of which must be French Literature with a minimum combination of grades B,C,C. One of the other two subjects may be Modern Greek.	
DEPARTMENT OF TURKISH AND MIDDLE EAST STUDIES	
A level passes in Modern Greek, History and English or Turkish Language or Literature, with minimum grades B, B, B.	
DEPARTMENT OF BIOLOGY	
A level passes in three of the following subjects with a minimum grade of B: Mathematics, Physics, Chemistry and/or Biology.	
DPEARTMENT OF MATHEMATICS AND STATISTICS	
Three GCE A level passes with a minimum combination of grades A,B,C of which:	
(a)	One is in Mathematics with an A and
(b)	Two other subjects, of which one is in Pure Science, e.g. Further Mathematics, Statistics, Physics, Chemistry or Information Technology.
DEPARTMENT OF COMPUTER SCIENCE	
Three GCE A level passes, one of which must be Mathematics, with at least a B. Of the other two, at least one must be from the following fields: Physics, Chemistry, Biology, Information Technology, Economics, Business Management, with a minimum grade combination B and C.	
DEPARTMENT OF PHYSICS	
GCE A level passes in Physics and Mathematics with minimum grades B,B and one Pure Science subject (e.g. Biology, Chemistry, Further Mathematics, Computer Science) with a minimum grade B.	
DEPARTMENT OF CHEMISTRY	
GCE A' Level passes in Physics, Chemistry, Mathematics, with minimum grades B, B, B.	
DEPARTMENT OF EDUCATION	

Three of the following subjects at GCE A level with minimum combined grades B, C, C: Mathematics, Physics, History, Ancient Greek, Economics, one of which must be Mathematics or Physics.	
DEPARTMENT OF SOCIAL AND POLITICAL STUDIES	
Three GCE A level passes with minimum combined grades B,B,C, one of which must be Modern Greek.	
DEPARTMENT OF PSYCHOLOGY	
Three GCE A level passes in the following subjects with minimum combined grades B,C,C: Mathematics, Physics, History, Ancient Greek, Economics, one of which must be Mathematics or Physics.	
DEPARTMENT OF LAW	
(a)	GCE A' Level in Modern Greek with grade A.
(b)	IGCSE/GCE in English, with minimum grade B
(c)	Three GCE A level passes with minimum combined grades A,B,B.
DEPARTMENT OF BUSINESS AND PUBLIC ADMINISTRATION	
(a)	Modern Greek at IGCSE/GCE with at least a B
(b)	Passes in GCE A' Level Mathematics and two more subjects with minimum combined grades B, B, C.
DEPARTMENTS OF ECONOMICS	
(a)	Modern Greek at IGCSE/GCE with at least a B
(b)	Passes in GCE A' Level Mathematics and two more subjects from the following fields: Economics, Pure Science, Social Science and History, with minimum combined grades B, B, C.
DEPARTMENT OF ARCHITECTURE	
Passes in GCE A' Level Mathematics and Physics with at least a B in both. One more GCE A' Level from the following: Art & Design – Fine Art, Further Mathematics, Computer Science, with at least a B.	
DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING KAI	
Passes in GCE A' Level Mathematics and Physics with at least a B in both. One more GCE A' Level from the following: Biology, Chemistry, Further Mathematics, Computer Science, with at least a C.	

DEPARTMENT OF MECHANICAL AND MANUFACTURING ENGINEERING	
. Passes in GCE A' Level Mathematics and Physics with at least a B in both. One more GCE A' Level from the following: Biology, Chemistry, Further Mathematics, Computer Science, with at least a C.	
DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING	
Passes in GCE A' Level Mathematics and Physics with at least a B in both. One more GCE A' Level from the following: Biology, Chemistry, Further Mathematics, Computer Science, with at least a C.	
DEPARTMENT OF BYZANTINE AND MODERN GREEK STUDIES	
Three passes in related A Level subjects with combined grades B,C,C.	
DEPARTMENT OF HISTORY AND ARCHAEOLOGY	
Three passes in related A Level subjects with combined grades A,C,C, of which:	
(a)	Modern Greek and History with at least an A and a B N
(b)	Any other subject with at least a C
DEPARTMENT OF CLASSICS AND PHILOSOPHY	
Passes in related A Level subjects with combined grades B,C,C.	
MEDICAL SCHOOL	
Passes in GCE O' Level/GCSE in Modern Greek with A star, GCE A' Level in Physics and Chemistry with A star and GCE A' Level Biology or Mathematics with A star.	

STUDENT DISCIPLINARY RULES

GENERAL

- 1.1 Disciplinary controls are exercised primarily by a standing Disciplinary Committee with a two-year term of office, which is appointed by the Senate and ratified by the Council.
- 1.2 The decisions of the Disciplinary Committee are subject to review by the Senate as a review authority.

1.3 REFERRAL OF DISCIPLINARY OFFENCE

A disciplinary offence is referred to the competent body only after written reports to the Disciplinary Committee through the following officials or collective bodies of the University or following personal findings by the persons below in the following order:

- (i) President of a Department or Department Board
- (ii) Dean of the student's Faculty or Board of that Faculty
- (iii) Rector or Vice-Rector of Academic Affairs.

The official or body of the university through which the written complaints were submitted or which identified the offence, specifies the gravity of the offence and refers it for examination.

DISCIPLINARY COMMITTEE

2.1 COMPETENCIES

The Disciplinary Committee (DC) hears serious offences in first instance.

The DC informs the Senate of its decisions.

2.2 COMPOSITION

- 2.2.1 The DC is composed of:

- (i) Eight Faculty Members, one from each Faculty.
- (ii) Three student representatives (2 undergraduates and one post-graduate) appointed by the University Student Union (FEPAN).
- (iii) The Head of Academic Affairs and Student Welfare Service, who acts as Secretary of the Committee without a voting right.

2.2.2

The DC elects a Chair and Vice-Chair from the eight faculty members. The term of office of the DC is two years.

The Chair of the Committee must be a Professor or Associate Professor.

2.3 OPERATION

2.3.1

The DC meets in order to hear cases submitted to it by written complaint and is convened by its Chair.

2.3.2

The presence of six members of the Committee constitutes a quorum as long as at least one student representative is present. If a quorum is not formed, a new meeting is convened where the presence of a student representative is not required for a quorum to be formed.

2.3.3

The Committee's decisions are taken in a secret poll by a majority of the members present.

DISCIPLINARY OFFENCES

3.1 GRAVE OFFENCES (**Appendix I**)

The following are considered serious offences:

- (i) Offences of plagiarism and collusion related to examinations or written projects.
- (ii) Forging of degrees, certificates and university documents in general, or tampering with files.
- (iii) Theft, embezzlement or grave negligence in handling Funds or any University property.
- (iv) Initiation of riots or improper conduct which causes serious damage to the buildings, facilities or property of the University.
- (v) Improper conduct within the area of the University.
- (vi) Improper conduct in clinical areas or other areas visited by students in their capacity as UCY students.
- (vii) Offences of the common Criminal Code when these are directly linked to the University.
- (viii) Breaches of safety rules and highway codes within the University.
- (ix) Breaches of safety rules in connection with the University's electrical equipment, or impediments to its smooth functioning.
- (x) Infringements of the law on personal data protection.
- (xi) Photocopying to an extent greater than permitted by law.

3.2 SERIOUS OR MINOR OFFENCES

Serious or minor offences may consist, according to the judgment of the competent bodies, of any breaches of Laws, Regulations, Rules and Circulars of the University, and in general of University Ethics.

3.3 MINOR OFFENCES

Minor offences may be considered (in addition to those listed in paragraph 3.2) as those not coming under the definition of serious offences.

PENALTIES FOR DISCIPLINARY OFFENCES

4.1 PENALTIES FOR GRAVE OFFENCES:

These are:

- (i) Written Reprimand
- (ii) Grade penalties for offences related to exams or projects.
- (iii) Unpaid community work in the University.
- (iv) Suspension of rights/privileges except those affecting learning
- (v) Imposition of fine towards total or partial compensation for offences related to damage caused to University buildings or equipment
- (vi) Suspension from University for a period of one or two semesters which will not count in the study semesters
- (vii) Exclusion from participation in university Senate committees
- (viii) Expulsion from the University
- (ix) Any combination of the above penalties.

Any breach of the rules is an offence. Non-compliance with the penalty is a disciplinary offence. Students who have not complied with a penalty imposed on them do not receive a degree.

PROCEDURE FOR EXAMINING DISCIPLINARY OFFENCES

5.1 PROCEDURE FOR MINOR OFFENCES

- 5.1.1 Students subject to disciplinary controls are informed in writing of the offence of which they are accused and have a right to defend themselves before the DC.

The letter of notice is communicated to the student's Academic Supervisor, who may advise the student of the necessary actions. The Academic Supervisor must attend the hearing of the Disciplinary Committee if so requested by the student.

5.1.2 If the student who is subject to the disciplinary control admits guilt or their guilt is proved by the proceeding, the Disciplinary Committee imposes a penalty.

The penalty is communicated in writing to the Head of the Academic Affairs and Student Welfare Service in order to update the student's records.

5.1.3 The Disciplinary Committee communicates its decision to the student within 7 business days. The student may file a reasoned appeal to the DC within 10 business days from notification of the penalty to the student.

5.2 PROCEDURE FOR GRAVE OFFENCES

5.2.1 Students subject to disciplinary controls are informed in writing of the offence of which they are accused and have a right to defend themselves before the DC

The letter of notice is communicated to the student's Academic Supervisor, who may advise the student of the necessary actions. The Academic Supervisor must attend the hearing of the Disciplinary Committee if so requested by the student.

5.2.2 After the gathering of evidence, the DC summons the student to account for himself within a reasonable space of time but not less than 15 business days and not more than 30 business days.

5.2.3 The student who is subject to the disciplinary control maintains the right to seek the replacement of a member or members of the Disciplinary Committee by a letter in writing to the Senate setting out the reasons. The Senate makes a final decision on the accused student's request.

5.2.4 When appearing before the DC, the student accused of an offence maintains the right to be

accompanied by his/her Academic Supervisor or another student who might come to the student's defence.

The accused student also maintains the right to call witnesses in his/her defence, the names of whom must have been communicated to the Chair of the DC before the hearing commences.

5.2.5 Both parties (DC and accused student) maintain the right to use legal counsel who may attend the hearing.

5.2.6 The DC notifies the accused student of its decision within 7 business days. The decisions are also communicated to the president of the student's Department, the dean of the student's faculty and the student's Academic Supervisor.

5.2.7 The student who is subject to disciplinary controls may file an appeal to the Senate against the Disciplinary Committee's decision.

The reasoned appeal is submitted in writing within 10 business days from the notification of the decision to the student.

5.2.8 THE DC communicates its transcripts to the Senate.

APPEALS AGAINST DECISIONS OF DISCIPLINARY BODIES

6.1 APPEALS AGAINST DECISIONS OF THE DISCIPLINARY COMMITTEE

6.1.1 The Rector sets a date for the hearing of the case by the Senate. This date is communicated in writing to the student at least five working days before this date.

6.1.2 The student receives the minutes of the DC meeting as well as any additional comments or observations which the DC wishes to submit to the Senate.

- 6.1.3 The Senate may permit the accused student or the DC to present new additional evidence. The names of the new witnesses must be communicated to the Senate before the hearing begins.
- 6.1.4 The whole proceeding before the Senate is the same as that before the DC.
- 6.1.5 The Senate makes a final decision on the appeal and immediately notifies all concerned and interested parties of its decision.

MISCELLANEOUS

- 7.1 Students must be aware of the Laws, Regulations, Rules and official instructions and announcements that concern them.
- 7.2 Competency for recommendations to the Senate on amendments of the Disciplinary Rules lies with the Undergraduate Committee or the School of Postgraduate Studies.
- 7.3 The University maintains the right to subject a student to a disciplinary hearing subject to the provisions of the regulations.

The Student Disciplinary Rules were amended at the 238th meeting of the Personnel and Regulations Committee, dated 05/07/2013 and at the 270th committee dated 25/02/2015.

APPENDIX I

IN CONJUNCTION WITH §3.1(i) STUDENT DISCIPLINARY RULES

Basic provision §3.1 SDR:

«The following are considered grave offences:

§3.1(i): Offences of academic plagiarism and collusion related to examinations or written projects.»

Definitions:

Plagiarism and Collusion in Written Projects

Plagiarism: the appropriation and/or incorporation in a project of ideas either verbatim or paraphrased, of extracts and/or isolated phrases of the work of another person without reference to the relevant source or with misleading or inadequate reference to the primary source.

Field of commission: Plagiarism is committed when the intellectual work of another person is published or submitted in the form of work in printed and/or electronic form with a view to fulfilling the obligations undertaken by the student in the framework of the evaluation process. It also covers cases of the handling of university notes without the permission of the creator and the faculty member.

Collusion: The submission and presentation of work as the product of exclusively individual work carried out solely by a student, when it was done in cooperation with other students. Collusion also exists when a student, in the framework of fulfilling obligations undertaken in a particular evaluation procedure, resubmits work either partly or wholly performed for the needs of a different evaluation procedure by the student him/herself.

Plagiarism and Collusion in Examinations

Defined as the failure to carry out an evaluation procedure set by faculty members through the method of examinations in person, autonomously and independently.

It includes the use during the examination of any form of copying, non-permissible cooperation with third parties and the use of aids and/or notes not previously approved by the faculty member. It also includes impersonation, in the sense that another person undertakes to fulfil the obligations arising from the examination process by pretending to be a specific student.

When excerpts from the published or unpublished works of another person are used, full reference must be made to the relevant sources. The use of a series of short extracts from various sources is as serious a form of plagiarism as the copying, without reference, from a single source, of a large excerpt. When a student summarises the ideas or judgments of a person, reference must be made to that person's name in the text, and the title of the relevant book, article or other work must be mentioned in the bibliography.