CHAPTER 1
GENERAL PROVISIONS

Article 1
Objective of the Regulation

The Regulation of the Second Cycle Study Programs determines the way these study programs function and the relationships that get established among participating entities, in the activities of these programs. The Regulation determines the objective of the study programs for the second cycle, their internal structure and the way they function, the rights and the obligations of the administrative structures, the academic and administrative personnel, students, the interrelations among them, regulations and requirements of prospective students, lectures, research, practice, evaluation, graduation, and it envisages sanctions in case of violation.

Article 2
Legal Basis

The Regulation of the Second Cycle Study Programs of EPOKA University is based on the Law 80/2015 "On Higher Education and Scientific Research in the Higher Education Institutions in the Republic of Albania", and the Statute of EPOKA University.

Article 3
Aim

This Regulation aims to determine the main mission and objectives of the Study Programs for the Second Cycle as offered by the Departments as a basic unit, and to maintain aspects of establishment, organization, management, pursuance of academic and research studies, according to national and international standards.

Article 4
Definitions

In this Regulation, the following abbreviations are defined as:

University:	EPOKA University
Rector:	Rector of EPOKA University
The Senate:	Academic Senate of EPOKA University
Department:	Basic unit under the Faculty
Credits:	Course Credits according to the American System
ECTS:	European System of Accumulating and Transferring of Credits
TOEFL:	Test of English as a Foreign Language

IELTS: The International English Language Testing System
CGPA: Cumulative Grade Point Average

Article 5
Aim of the Study Programs of the Second Cycle

The second cycle of studies comprises Master of Science and Professional Master study programs referring to Level 7 of the Albanian Qualifications Framework.

Master of Science study programs equip graduates with deepened theoretical knowledge and ability for scientific research in the field of computer engineering, electronics and communication engineering, civil engineering, architecture, banking and finance, business administration, economics as well as political science and international relations.

Professional Master study programs equip graduates with deepened practical knowledge in the field of computer engineering, electronics and communication engineering, civil engineering, architecture, banking and finance, business administration as well as political science and international relations.

Integrated Second Cycle study programs equip graduates with deepened theoretical and practical knowledge as well as ability for scientific research in the field of architecture and law.

Article 6
Second Cycle study programs and their structure

Through its departments, EPOKA University offers study programs of the second cycle at the end of which a Master of Science and Professional Master diploma is granted.

The normal duration of Master of Science study program is two academic years or four semesters with 120 ECTS whereas of Professional Master study programs is one academic year or two semesters with 60 ECTS. The normal duration of integrated second cycle study programs is five academic years or ten semesters with 300 ECTS.

The student accomplishes no less than 1500 academic hours each year.
The educational activities are organized through theoretical and practical hours: lectures, seminars, exercises, coursework, laboratories, research projects, practice.
Each class lasts 50 minutes.

CHAPTER 2
THE ORGANIZATION AND MANAGEMENT OF THE SECOND CYLCE STUDY PROGRAMS

Article 7
Scientific Committee

Each Department establishes a Scientific Committee for every Second Cycle Study Program, which consists of no less than three members of the academic personnel holding at least the PhD degree. The Scientific Committee is responsible for the organization of the respective second cycle study program, and elects from its members the Coordinator of the Program.

The Scientific Committee also designates the other part of the academic and administrative personnel, with whom it will cooperate in order to accomplish the study program.

The Scientific Committee prepares and proposes the development strategy, the study plan and structure, the research program, the criteria based on which students are admitted and also every year prepares a report of all second cycle study programs activities.

Article 8
Academic Personnel

The academic personnel which performs teaching and supervision in the second cycle study programs, consists of academic staff which holds at least the PhD degree (doctorate).
Adjunct Lecturers are accepted based on terms of bilateral agreements.

The lecturers who are involved in teaching at second cycle study programs have the right to:

a. Use all the equipment and the infrastructure of the institution for activities related to the study programs of the second cycle.
b. Participate in various committees and activities of the second cycle study programs.
c. Get qualified according to existing projects of the second cycle study programs.

The lecturers are obliged to:

a. Implement the Regulation of the second cycle study programs of EPOKA University;
b. Act jointly and to collaborate with colleagues, students, and all those who collaborate in the second cycle study programs;
c. Achieve the study programs according to determined requirements;
d. Fulfill their obligations and responsibilities in conducting the thesis;
e. Evaluate the students in a professional method and in a timely manner as decided.

Article 9
The department coordinator for the second cycle study programs

In order to ensure the successful conduct of the second cycle study programs, the department coordinator for this cycle of study programs has the following responsibilities:

a. Works and collaborates with the Head of the Department and is responsible to carry out: verbal and written communications with other inner structures of the University, with respective departments, with academic personnel, with students, with other collaborators of the University.
b. Performs the technical set up for the meetings of the Head of the Department and keeps meeting minutes.
c. Assists with the preparation of materials with the Head of the Department.
d. Receives the mail and other materials that are sent in the address of the study program.
e. Saves into a file or archive all the documentation of the second cycle study programs, of the lecturers and of students.
f. Types and prints out/photocopies of memos and other documents belonging to the Department.
g. Keeps track of the pace of the study process related to the study structure, course schedule, exam date and time, the development of practice and maintains all the related documentations of these processes.
h. Announces the study structure, the course schedule, examination dates, practice dates, thesis dates and other different announcements and activities.

Article 10
Registrar's Office

In order to ensure the successful conduct of second cycle study programs, the registrar's office for these programs has the following responsibilities:

a. Performs the registration process for new students.
b. Provides all newly admitted students with IDs (Identity Cards), and also answers to their requests for simple paperwork, such as; transcripts and other documents.
c. Prepares the student assessment reports with their names, and presents those reports to the Committee for signature.
d. Takes over the completed assessment reports.
e. Gives out information about students' assessment.
f. Carries out the transfer of grades into the primary register as per course and subject listings, prepares the diplomas and transcripts for graduating students.
g. Maintain the relationships with Dean's office and the Scientific Committee and reports statistical data of the second cycle study programs in corresponding instances.

Article 11
The Language of the Study Program

Based on the Statute of EPOKA University, all second cycle study programs are offered in English language, except the integrated second cycle study program in law which is a bilingual

study program offered in English and Albanian languages.

Article 12
Admission Quotas

Admission quotas for students in the second cycle study programs will be approved by a decision of the Administrative Board based on the proposal of the Academic Senate further to the proposal of the Decanate of the respective Faculty, after the opinion of the Science Committee is presented for each study program.

Article 13
Admission Criteria

All persons who possess one of the following have the right to apply for admission: First cycle Diploma evaluated by the University, Second Cycle Diploma, PICD Diploma *(Integrated Second Cycle study program)*, Diploma of the previous system preceding the Bologna Process and not separated into study cycles, or any other university diploma received from a foreign institution but evaluated from the University, or a diploma approved by a decision of the Academic Senate.

The minimum CGPA criterion as well as additional criteria for admission to second cycle study programs are determined by the decision of the Decanate based on proposals by the respective Departments.

All applicants who apply for admission at Master of Science study programs must have good command of English language certified by international certificates, such as: English proficiency level B2 according to CEFR in one of the following exams:

a. Cambridge
b. IELTS
c. TOEFL Internet-based Test (iBT)
d. TOEFL Paper-based Test (ITP)
e. TOEIC
f. GESE
g. APTIS

Candidates who have performed university studies in English language are exempted from the English proficiency requirement.

All applicants who apply for admission at Professional Master study programs must have good command of English language certified by international certificates, such as: English proficiency level B1 according to CEFR in one of the following exams:

a. Cambridge
b. IELTS

c. TOEFL Internet-based Test (iBT)
d. TOEFL Paper-based Test (ITP)
e. TOEIC
f. GESE
g. APTIS

Candidates who have performed university studies in English language are exempted from the English proficiency requirement.

Article 14
Admission Assessment

The admission of a candidate is done based upon the assessment of university studies results, results of the foreign language examination and results of the interview or the test of special personal skills. During the interview, special emphasis is put on reference letters, the short essay about the reasons of pursuing second cycle studies, and test certificates of international standards.

Students who have graduated from EPOKA University will be evaluated based on university studies results, reference letters of the respective Head of Department where the student graduated from, his/her academic advisor and his/her short essay about the reasons of pursuing second cycle studies.

The Decanate of the respective Faculty assigns the Scientific Committee which will evaluate the first cycle diploma obtained by the student. If the assessment shows that the student has incomplete credits, he/she must complete all missing credits by taking adaptation courses in all necessary fields/subjects required to pursue the second cycle study programs. The highest possible number of missing credits to be completed cannot be more than 60 ECTS credits.

At the same time, in accordance with the current legislation, the Scientific Committee may recognize up to 40 credits earned in previous activities from the student to be applied for the second cycle studies, which are also compatible with the specific objectives of the corresponding study program.

Article 15
Admission of Students with Special Status

If the student possesses a diploma as defined by Article 14 of this Regulation and wishes to broaden the knowledge in a specific field, with a decision of the Scientific Committee, the student can pursue his/her studies in specific fields as offered by the second cycle study programs, as a student of a special status. At the end, the student will be provided with the respective certificate, in which the title of the course, the assessment, the timeframe when it was taken and the instructor of the course are noted.

Article 16
Notifications

The Rector's Office releases all notifications related to the admission of students to the second cycle study programs, the admission quotas and also deals with other affairs. This notification may be released to the student prior to beginning of admissions in the institution.
All issues that are related to the admission criteria, examinations and the assessment of candidates for the second cycle study programs are dealt by the Academic Senate.
The list of the successful candidates admitted to second cycle study programs is determined by the Scientific Committee and is announced by the respective Department.

CHAPTER 3
STUDENT REGISTRATION AND THE PLANNING OF THE EDUCATIONAL PROCESS

Article 17
Registration in the Study Program

If the candidate has been successful and is qualified to start the second cycle study programs, then he/she will comply with all registration procedures as prescribed by this Regulation. Registration is done in compliance with all requirements and timeframes described in the released announcement.
The successful candidate, who has the right of registration, must present to the Registrar's Office, within the specified time on the notification, the following documentations in addition to a cover letter:
Necessary documentations for registration are mentioned below:

a) Completed application;
b) Notarized photocopy of candidate's diploma or another document that certifies graduation;
c) Official transcript from the University or Higher Education Institution where all the courses and grades received are indicated;
d) English proficiency level;
e) Photocopy of the identity card (for foreign candidates, the photocopy of the passport must be notarized and translated in Albanian);
f) Bank receipt where tuition/school payments are shown;
g) 2 personal photos with measurements 4.5x6 cm (photos must be in appropriate dress/clothes)

Article 18
Student's Status

The winning/successful candidate has the right to pursue the studies in the respective academic year if the student completes the registration at the Registrar's Office within the respective timeframe. During registration, the student agrees and signs the study contract with EPOKA University. Upon registration, the student gains the "student status", with all the rights and privileges that are derived by that status.

The Student's status ends when the student obtains the diploma, when he terminates his studies, when his enrollment is terminated by the competent body or when the person is expelled from the study program.

Article 19
Admission of Foreign Students

The admission of foreign students in the second cycle study programs is carried out based upon the above-mentioned regulations, but in justified cases, the respective Scientific Committee may demand additional documentations.

Article 20
The Advisor

An advisor for each student is appointed by a decision of the Scientific Committee, based on the proposal of the Department. The advisor serves as a consultant of the student and provides guidelines to the student on the courses to select. The advisor is a lecturer of that particular department and holds at least the PhD degree.

The advisor serves as a consultant to students who are determined to have missing credits, so that the said students can complete the missing parts in specific fields/subjects in order to be able to pursue their second cycle study programs.

The advisor also serves as a consultant for students in deciding their career path and for the proper management in the second cycle study programs.

Article 21
Class Attendance

Each student must attend courses, applied studies, laboratories, projects, seminars, workshops, graduation projects and other studies of the semester he/she enrolled for.

In order to enter the final exam of the course at the end of the semester, students should have attended during the respective semester:

- at least 60 % of lectures held in auditorium as determined in the "Theory" (T) section of the respective course in the curriculum of the study program;
- at least 75 % of applied studies, seminars, exercises, projects, workshops, graduation projects and other related teaching and learning activities held in auditorium as determined in the "Practice" (P) section of the respective course in the curriculum of the study program;
- at least 75 % of laboratories as determined in the "Laboratory" (L) section of the respective course in the curriculum of the study program.

The compliance or non-compliance with the attendance requirements is presented to the Department Coordinator by the respective lecturer every month and is checked by the Head of Department.

Students who fail a course with any grade, except NA, are not obliged to attend the course again in order to enter the final exam. The course can be attended if the student deems it as necessary.

Article 22
The Duration of Studies

The normal duration of second cycle study programs is two academic years or four semesters for the Master of Science study programs and one academic year or two semesters for the Professional Master study programs, and the form of studies is full-time. The normal duration of integrated second cycle study programs is five academic years or ten semesters, and the form of studies is full-time. The maximum duration of second cycle study programs is four academic years or eight semesters for the Master of Science study programs and two academic years or four semesters for the Professional Master study programs. The maximum duration of integrated second cycle study programs is ten academic years or twenty semesters. In case the maximum period of studies is exceeded, the University terminates the enrollment of the student.

Article 23
Course Registration

Students who pursue the second cycle study programs at EPOKA University are required to register for courses they will be taking during a particular semester, according to the principles determined by the Scientific Committee. Registration for courses normally takes place during specific timeframes in the academic calendar before the beginning of each semester.

If students have not carried out the payment of the respective tuition fee according to the conditions and requirements determined by EPOKA University, they will not be able to conduct course registration. Students who do not carry out the course registration can neither attend any classes nor can they enter any exams.

The courses selected for registration by the student should be approved by the advisor.
Failure to renew registration for each semester shall cause the student to be subject to the penalties established by the competent bodies of the University.

The total course load within the semester cannot exceed 45 ECTS.

Article 24
Transfers

The quotas for intra-transfers within the University or inter-transfers from outside the University are determined by the Scientific Committee and are approved by the Decanate of the Faculty, based upon the principles determined by this Committee.

Students who are transferred into the second cycle study programs are granted a diploma with the condition of having completed at least one semester at EPOKA University.

Students who have completed one semester of a second cycle study program, can apply to the Registrar's Office within the respective timeframes of the academic calendar, to carry out inter-transfer or intra-transfer into another study program within the same main unit of University, in accordance with the principles adopted by the Academic Senate.

The application is evaluated by the Scientific Committee of the study program the student wishes to transfer to and the Decanate of the Faculty decides on the matter.

Article 25
The Academic Year

The academic year consists of the fall and spring semesters. The normal duration of the fall and spring semester is 14 weeks of lectures and two weeks of final exams. If necessary, the University Academic Senate may extend the duration of the semester.
In cases it is judged as necessary, by the proposal of the respective Scientific Committee, the decision of the respective Decanate and the approval of the Academic Senate, the summer semester may be applied in second cycle study programs.
The starting and ending dates as well as examination periods of each semester are announced in the academic calendar determined by the Academic Senate. No classes and exams are held on official holidays. However, if necessary, the education activities proposed by the relevant unit and approved by the Academic Senate can also be conducted on Saturdays and Sundays.

Article 26
Educational Process

1. Second cycle study programs consist of 10-14 courses and the thesis for the Master of Science and of 7-8 courses and the microthesis for the Professional Master, which is prepared at the end of the second cycle study programs. Depending on the field of the study programs and in accordance with the objectives of these programs, with a decision of the Academic Senate of EPOKA University, the total number of second cycle study program courses could be higher.

The educational process consists of lectures, projects and studio work, laboratory work, practice, site work, exercises, seminars and other similar works as envisaged by the Curricula.

2. EPOKA University uses the American system to determine course credits and other educational activities. Courses and other activities are also accompanied by credit assessments according to the European System of Accumulating and Transferring Credits (ECTS), in order to enable the recognition of credits and the transfer of students.

From an academic point of view, the assessment of lectures, applications, laboratories, projects, exercises, seminars and workshops is performed based upon the measurement of hours carried out in auditoriums.

According to the American system, the credit value of a particular course or educational activity consists of the total weekly hours of theoretical lectures and half of weekly hours of applications, laboratories, projects and workshop work, during a semester which normally lasts for 14 weeks. Again, according to the American system, credits measure only the work performed in auditorium, laboratories, workshop, etc., and not the work hours necessary for individual study in order to master the course.

According to the European System for Accumulating and Transferring Credits (ECTS), the credit value of a course or an academic activity measures the coursework necessary to successfully complete a particular course and not only the load in the auditorium, laboratory, workshop etc., including also the work hours necessary for individual study in order to master the course. At least 60 ECTS credits should be obtained in one academic year.

It is the responsibility of the EPOKA University's academic staff which teaches a particular course to assign the coursework and to grant the ECTS credit for that course or academic activity.

The level of success of a student is based on the assessment of exams held each semester; exams held at the end of the academic year; course homework, assignments presentations, participation and projects.

Article 27
The right to take an exam

The student has the right to take the exam of a specific course when all the financial liabilities are redeemed.
The student will be refused to take an exam when there are unredeemed financial liabilities.

Article 28
Exam Proceedings

Exams, course homework and presentations are performed within the assigned timeframe in the structure of the academic year. The dates for these activities are announced at least four weeks before the final exams.
In case of extraordinary circumstances, if exams or presentations cannot be given on the scheduled date, the Dean – with a proposal of the Head of the Department and course's lecturer - assigns through a written memo a postponed date, which is announced to the students and the committee.
Courses taught by one lecturer are evaluated only by him/her, however, when courses are taught by more than one lecturer, then, all of them are members of the evaluating team.

Exams are conducted normally in writing. The lecturer of the course may also decide to have a verbal exam, such as a project or homework. In this case, the decision must be announced by the Program Coordinator within two weeks from the beginning of the semester.

Exams are prepared and conducted by the lecturers responsible for teaching that particular course. If the lecturer of the course is not present at EPOKA University on the day of the exam, then, the Head of the Department assigns someone else to conduct the exam.

Article29
The Announcement of the Exam Results

Exam results are announced within the respective timeframe established in the academic calendar.

Within five days after the announcement of exam results, students have the right to make a request of grade appeal to the Registrar's Office through which they demand that the exam answer sheets be reviewed. The lecturer of the course reviews the exam answer sheets whether there have been any material errors in the assessment of the concerned student and the application is finalized by the respective Decanate upon a proposal by the Department offering the course. The student is notified of the decision no more than 15 days from the day the request for grade appeal has been submitted.

Article 30

Re-taking a Course

If the student is not successful or does not meet the terms to be successful in a specific course, he/she is required to re-take the course. Those students who intend to improve their CGPA may also re-take a course even if they have passed the course successfully. The last grade received by the student with respect to any course will be valid when calculating the CGPA.
The permission to re-take a course is granted by the academic advisor.

Article 31
Documentation of Assessment

The results are reflected in the assessment report and are recorded in the grades register.
The assessment report is completed by the lecturer at the end of the assessment process and is submitted to the department coordinator no later than two weeks from the date of the exam, or the date of the course presentation, etc.
Under no circumstances can the assessment report contain any corrections and no one has the right to add any names on it.
The report must have the signature of the course lecturer. A reported assessment may get changed only if there is a formal mistake made during the registration or during the transfer/tabulation of results into a computer. The person responsible for the mistake should testify in writing the circumstances of the mistake. The certification gets approved by the Head of the Department. The change will take place within three days from the day when the mistake was noticed.

[1]Article 32
Professional Practice course for Master of Science study programs

In the fourth semester, the student shall take the professional practice course alongside the thesis.

[2]Article 33
Thesis for Master of Science study programs

In the fourth semester, the student may start the thesis, only after he/she has successfully fulfilled all the requirements of the courses of the second cycle study program except the professional practice course. The student shall be able to defend the thesis only after successfully passing the professional practice course.

[1] For the Master of Science study programs, the provisions of the Article 32 will be applicable as of the 2023-2024 academic year.
[2] For the Master of Science study programs, the provisions of the Article 33 will be applicable as of the 2023-2024 academic year. Currently, the student may start the thesis, only after he/she has successfully fulfilled all the requirements of the courses of the second cycle study program.

Article 34
Microthesis for Professional Master study programs

In the second semester, the student may start the microthesis. The microthesis is evaluated with a grade and with ECTS credits.

Article 35
Thesis Preparation and Proceedings

The Department proposes to the Faculty a thesis supervisor for each student by the end of the respective semester and a thesis topic assigned by the thesis supervisor no later than the end of the first semester for Professional Master study programs and no later than the end of the third semester for Master of Science study programs. The supervisor and the proposed topic are determined by a decision of the Decanate. The Decanate may make any changes to the supervisor and/or the topic or may assign a second supervisor if necessary.

The thesis supervisor is selected from the academic staff who holds at least a PhD degree for the Master of Science and Professional Master study program.
The student is required to register for the diploma thesis by the time it is offered.
The student must register for the thesis by the beginning of the fourth semester for Master of Science study programs and by the beginning of the second semester for Professional Master study program.

Article 36
Completion and assessment of thesis

The completion of the second cycle study program thesis is performed as explained below:
The student must prepare and write the thesis in accordance with the writing guidelines compiled by the Faculty and approved by the Academic Senate. The student defends the thesis verbally in front of the jury.
The jury is assigned or changed by a decision of the Decanate of the respective Faculty based on the Department proposal. The jury consists of no less than three members and one substitute, one of whom is the thesis supervisor. The jury assembles to hear the thesis defence no later than 30 days from the day the thesis is submitted.
The thesis defence should take no less than 45 minutes and no more than 90 minutes, including the oral exam. The jury enables the participation of an audit during thesis defence.
By the completion of thesis defence, the jury votes within closed doors on the grade and releases the decision it has made based on a majority vote. The Department notifies the Faculty through a report within three days when the decision is made.
If the thesis of the student has been accepted as it is, or is subject to formatting, typographical and spelling corrections, or is conditionally accepted subject to the conduct of minor

modifications, the student shall submit within 30 days the final bound hardcover copies of the thesis. If the thesis of the student is conditionally accepted subject to the conduct of major corrections, the student shall complete the necessary corrections within the subsequent regular semester. The jury will also decide if a re-examination is required in this case.
If the student receives a failing grade concerning his thesis, he can start work from the beginning on a new topic so as to be able to graduate from the said study program within the maximum period of studies.

CHAPTER 4
STUDENT ASSESSMENT

Article 37
Assessment

1. The quantitative assessment of the coursework of students in EPOKA University is performed by credits according to the American and ECTS systems, calculated according to Article 26 of this Regulation.

2. The qualitative assessment of the coursework of students is performed by letter grades. The letter grade assessment of courses and that of the thesis in the second cycle study programs is performed according to the following table:

Grade	Coefficient	*Points	Grade according to the Albanian System	Explanation
AA	4.00	90-100	10	Excellent
BA	3.50	85-89	9	Excellent
BB	3.00	80-84	8	Successful
CB	2.50	75-79	8	Successful
CC	2.00	70-74	7	Successful
DC	1.50	65-69	6	In Probation
DD	1.00	60-64	5	In Probation
FD	0.50	50-59	4	Not Passed
FF	0.00	00-49	0	Not Passed
NA	0.00	00-00	0	Absences in Courses

*This is a 0-100 point system.

Grades which do not count in the average

I - Incomplete
S - Satisfactory
T - Transfer
U - Unsatisfactory
P - Progressive
EX - Exempt
NI - Not Included
NA- Not Attended

a. If a student gets a CC or a higher grade, he/she is considered as having passed the course successfully. If in a compulsory course the student receives a FD or FF, he/she is considered as not having passed the course successfully and is obliged to repeat that course. A student who receives FD or FF from an elective course is not obliged to retake the same failed elective course, but he/she must successfully pass all elective courses envisaged in the study program and fulfill all credits designated to elective courses in the study program. If the cumulative general point average is at least 2.00 and the student has no FD and FF, he/she is considered successful. Students should pass all the courses in the study program in order to complete the study program.

b. For the Master of Science study programs, at the end of the third semester, the student should have a cumulative grade point average of at least 2.00 and no FD and FF in order to be able to take the Thesis.

c. For the Professional Master study programs, the student shall take the diploma microthesis alongside the other courses in the second semester.

The usage and the explanation of the letter grades:

a. The grade NA is given by the course's lecturer to students who have not complied with the rules of attendance or those who have not met the requirements in relation to practices or the application of courses. When calculating the cumulativegrade point average, the grade NA is considered as FF.

b. The grade I is given by the course's lecturer to that student who because of an illness or another reasonable excuse has not been able to meet the requirements of the course although the student might have been successful during the rest of the year. If in a specific course a student has received the grade I then, within 15 days from the day the grades were submitted to the Department Coordinator, the student is obliged to receive another grade in order to complete the missing part. The grade which will be given instead of I is approved by a decision of the Decanate. Otherwise, the grade I gets converted into a FF. Nevertheless, in cases of long-term illnesses or similar excuses, the grade I can last unchanged up to the time

when the registration for the coming semester begins, based on a proposal by the Head of the Department and an approval by the Faculty Decanate.

c. The grade S is given to a student who has passed the courses which do not affect the cumulative grade point average.

d. The grade T is given in cases of inter-transfers from another higher education institution or in cases of the assessment of a course passed successfully before the registration at Epoka University, the equivalence of which is accepted based on the proposal by the Scientific Committee of the Department and the approval of the Decanate. In this case, the grade T does not affect the calculation of the cumulative grade point average.

With regard to transfers from one study program to another study program within the institution (intra-transfer), the grade T accompanies the letter grade of the respective course which has been recognized based on the proposal by the Scientific Committee of the Department and the approval of the Decanate. In this case, the letter grade affects the calculation of the cumulative grade point average.

With regard to courses taken during exchange programs, the respective Decanate decides on the equivalence of the credits and the grades received in these courses. The grade T accompanies the letter grade of the respective course which has been recognized based on the approval of the Decanate. In this case, the letter grade affects the calculation of the cumulative grade point average.

e. The grade U is given to a student who has not passed those courses which do not affect the cumulative grade point average.

f. The grade P is given to a student who is still taking the courses which do not affect the cumulative grade point average.

g. The grade EX is given to students who have passed the exemption tests administered by the relevant department with regard to courses specified by the Academic Senate. The EX grade does not affect the cumulative grade point average but it is displayed on the transcript.

h. The grade NI is given with respect to non-credit courses taken within the academic program(s) the student is enrolled at. This grade is indicated on the student's transcript along with the grade in letters the student has received from the relevant course. This grade is not taken into account in enrolled program or related cumulative point average calculations. Courses in which students have scored NI cannot be repeated.

Article 38

Semester and Cumulative Grade Point Average

A student's Semester Grade Point Average is computed by multiplying the numerical grade received in each course by the number of credits offered for each course, then dividing by the total number of credits attended during the semester.

A student's Cumulative Grade Point Average is computed by multiplying the numerical grade received in each course by the number of credits offered for each course, then dividing by the total number of credits attended. Only courses in the curriculum are considered when the CGPA is computed.

The Semester and Cumulative Grade Point Average is rounded to two decimal places.

Article 39
Honor and High Honor Students

At the end of each semester, students who have completed all the courses of that semester and whose CGPA is between 3.00-3.49 are placed on the honors list, and students whose CGPA is between 3.50-4.00 are placed on the high honors list.

Article 40
High-achieving students

From the beginning of the second semester onwards, students who have successfully fulfilled the requirements of all of their courses in previous semesters and who have a minimum CGPA of 3.00 may take one course from a semester of the following year with the approval of the advisor, and those who have a CGPA of 3.50 or above may take two courses from a semester of the following year with the approval of the advisor.

Article 41
Additional Exams

If the Professional Master student has one failed course, the successful passing of which enables him/her to graduate, he/she is allowed to enter the additional exam for that course.

If the Master of Science student at the end of the third semester has one failed course, the successful passing of which enables him/her to take the thesis, he/she is allowed to enter the additional exam for that course.

If the Integrated Second Cycle student at the graduation stage has (a) a maximum of two failed

courses or (b) a CGPA below 2.00 despite having no failed courses, he/she is given the right to take two additional examinations.

Additional examinations are given for courses from which students have received FF, FD, DD and DC.

The last grade received by the student with respect to any course will be valid when calculating the CGPA.

Students are entitled to enter additional exams at most three times. They can enter the additional exam free of charge for the first time. For the second or third time they shall pay a fee determined by the competent University body.

Article 42
Fulfillment of graduation requirements

In order to meet the graduation requirements, students must complete the minimum required course load and must reach or surpass a Cumulative Grade Point Average (CGPA) level of at least 2.00 without having FD and FF grades.

The student, who successfully completes the credits required as well as the microthesis for a total of 60 ECTS credits, is granted the Professional Master Diploma.

The student, who successfully completes the credits required as well as the thesis for a total of 120 ECTS credits, is granted the Master of Science Diploma.

CHAPTER 5
STUDENTS

Article 43
Students' Rights

Students of the second cycle study programs have the following rights:

a. To be governed by rules and procedures which are clearly formulated and are fully justifiable from the academic aspect.
b. To be protected from any type of discrimination or from any inappropriate criterion of academic assessment.
c. To be informed and have available all they need to know for all academic affairs and activities of second cycle study programs.
d. To use the institution's equipment, library and internet according to corresponding regulations in order to achieve the academic planning and the programmed work in their

scientific activities.

e. To express their viewpoints freely.
f. To participate in the evaluation of academic and professional activities of the second cycle study programs.

Article 44
Students' Responsibilities

Second cycle study program students have the following responsibilities:

a. To know and to comply with the Regulation of the second cycle study programs and the other regulations of the university, as well as with the requirements of the curricula. Students should be fully aware of the compliance requirements, otherwise, the institution does not have any liabilities and/or responsibilities on the consequences that derive from non-acknowledgement and non-compliance.
b. To manifest their ethics, professionalism and civil attitudes in all their relationships with managers, academic and administrative personnel as well as with other students.
c. To fulfill all requirements and obligations of teaching activities, practice and application as well as of thesis/microthesis in a timely manner.
d. To contribute to the successful achievement of the second cycle study programs and the establishment of a positive climate and environment in the institution.
e. To pay the registration fee and tuition fee in time.
f. To hold themselves responsible for any violations of rules of the second cycle study programs. Any material damages caused to the institution by them have to be compensated at the degree judged by the competent body/authority of the university.

In case of any violations, disciplinary actions taken against the students are stipulated in the Regulation of EPOKA University "On Student Discipline".

Article 45
Suspension of the Student's Status

In case of the existence of the reasonable causes as explained below, a registered student may get suspended from the student's status. He/she is entitled to resume the educational process at a later time as decided to be appropriate by the Decanate of the respective Faculty. The student may request a leave for reasonable excuses within 30 days from the beginning of the semester. The leave must be approved by the Decanate of the respective Faculty. The student may be granted a leave of absence for at most two semesters.The student has to pay one fourth of the tuition fees for each semester for which he/she has been granted a leave of absence.

Reasonable causes are as follows:

a. In case the military service becomes a legal obligation and there is no way the student can avoid or postpone it for a later time.
b. In case of an illness, natural disaster, arrest as explained by the Regulation of EPOKA University "On Student Discipline", economic and financial reasons which are considered as appropriate and justified by the Decanate of the respective Faculty, the student may be given the right of leave even within a semester. In this case, the student does not get reimbursed for the payments of the tuition fee he/she has made.
c. In case of simple schizophrenia, paranoid schizophrenia, dissociative syndrome and borderline cases, to be testified by official documentations.

When the student requests a leave based on conditions explained in section (b), he/she must present to the Registrar's Office all documentations that prove the existence of the condition within 20 days from the day of occurrence. In case the above-mentioned conditions continue, the Decanate of the respective Faculty may decide to extend the leave.

Long-term leaves are not included in the calculation of the duration of studies, subject to the condition that this fact should be stipulated in the decision of the Decanate of the respective Faculty.

A student who has been granted a leave during a semester cannot attend classes and take the final examinations of such semester.

Article 46
Dismissal from the Program

Students who willingly want to leave the study program must submit a written request to the Registrar's Office. The enrolment of these students is terminated based on the submission of the documentation which testifies that they do not have obligations towards the respective units of the University. The student whose enrollment is terminated may, however, request a transcript certifying the pursued education up to that period. At the same time, he/she will be given back all diplomas and other documents he/she submitted when he first registered.

The enrolment of students may also be terminated by the competent bodies of the University based on a disciplinary sanction given to a student based on the Regulation of EPOKA University "On Student Discipline" or in cases when the maximum duration of studies is exceeded.

CHAPTER 6
SECOND CYCLE STUUDY PROGRAMS QUALITY EVALUATION

Article 47
Quality Assurance and Evaluation

At the end of each year, the second cycle study programs perform an internal evaluation and apply for accreditation within the timeframe stipulated by law.

CHAPTER 7
ASSESSMENT DOCUMENTS

Article 48
Diploma

The student enrolled in the Master of Science study program, who successfully completes the required credits as well as the thesis for a total of 120 ECTS credits, is granted the Master of Science Diploma.

The student enrolled in the Professional Master study program, who successfully completes the required credits as well as the microthesis for a total of 60 ECTS credits, is granted the Professional Master Diploma.

The student enrolled in the integrated second cycle study program, who successfully completes the required credits as well as the thesis for a total of 300 ECTS credits, is granted the Master of Science Diploma.

Article 49
Diploma Supplement

The second cycle studies' diploma is accompanied by the diploma supplement, the content and the shape of which are designed by the Academic Senate in accordance with the guidelines of the ministry responsible for education.

The diploma supplement contains the nature and the cycle of the studies, its content, student's results and other university regulations in accordance with legal and sub-legal acts in force.

CHAPTER 8
FINAL PROVISIONS

Article 50
Implementation and Compliance

This Regulation becomes valid and effective on the day it is approved by the Academic Senate. The Rector ensures and guarantees the compliance with this Regulation.