

Cyprus International University
Institute of Graduate Studies and Research

Graduate Students' Course Registration Guidelines

These guidelines are designed to regulate the course registration processes, maximum education durations, success criteria, and exemption procedures for master's and doctoral students at the Cyprus International University Institute of Graduate Studies and Research, ensuring that students fulfill their academic obligations in accordance with current regulations and statutes.

1. Program and Course Completion Timeframes:

	Duration for Completion of Program			Duration for Completion of Courses	Duration for Completion of Scientific Preparation Courses	
	Normal	Minimum ¹	Maximum	Maximum	TRNC + TR + INTERNATIONAL (registered before August 2024)	INTERNATIONAL (Registered after August 2024)
Master's (non-thesis)	2 sem	2 sem	3 sem	3 sem	Must be completed by the end of the semester allowed for completion of courses	2 sem
Master's (with thesis)	4 sem	3 sem	6 sem	4 sem		2 sem
PhD	8 sem	6 sem	12 sem ² (Including publication pending)	4 sem		2 sem
	1. The duration may be shortened upon the application of the Thesis Advisor, the approval of the Program Head, and the Director of the Institute. 2. Applications for "Publication Pending" status must be submitted no later than the end of the 11th semester.					

IMPORTANT:

- Semesters in which only the "scientific preparation" courses are taken are not counted as part of the program's duration.
- Even if it is given together with the scientific preparation course(s), the maximum course completion period starts with the first regular course being given. In this case, all remaining courses (scientific + regular + seminar) must be completed in a total of the indicated number of semesters.
- Semesters must be checked on the detailed curriculum page in SIS when registering a student.
- Student status of those who cannot fulfill the program requirements at the end of the indicated number of semesters is terminated.**

2. Course registration criteria

- Total number of courses criteria:

	Number of Courses for Program Completion ¹	Number of Courses That Can Be Chosen Outside the Program		
		From Undergraduate Programs	From Other Programs ²	Courses From Other Institutions**
Master's (non-thesis)	Min 10 courses (30 crd)	Up to 3 courses	No limit	-
Master's (with thesis)	Min 7 courses (21 crd) + Seminar (0 crd)	Up to 2 courses	No limit	Up to 2 courses
PhD	Min 7 courses (21 crd) + Seminar (0 crd)	-	No limit	Up to 2 courses
1. The total number of courses and credits for some programs may be greater than those shown here. 2. With the approval of the advisor/supervisor 3. A special permission procedure is required.				

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- "Successful completion of course(s)" criteria:

	Minimum Grade	Minimum CGPA for Graduation
Master's (non-thesis)	C or above	3.00 At the end of a maximum of 3 semesters, or at graduation if earlier.
Master's (with thesis)	C or above	3.00 At the end of a maximum of 4 semesters, or at graduation if earlier.
PhD	B or above	3.00 At the end of a maximum of 4 semesters, or before the qualifying exam, if earlier.

Scientific preparation courses	S	The transcript should be checked to see if the grades given to scientific preparation courses are "S" or "U".
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IMPORTANT:

The student's transcript grades and general average (CGPA) should be checked. Courses that do not meet the above success criteria or some low-grade courses should be re-taken for the purpose of raising the average (within the allowed duration for coursework).

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- Distinction Between PhD/Master's Course Codes in Course Selection:

Unless a decision to the contrary is taken by the relevant academic unit, no restriction based on course codes shall be applied in the selection of graduate courses. With the approval of the advisor; doctoral students may take courses coded 5XX or 6XX, and master's students may take courses coded 6XX.

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- "Seminar" course registration criteria (Master's with Thesis and PhD):

- The "Seminar" course must be taken within the first 4 semesters.

- Transfer students cannot be exempt from the Seminar course.

- **Course transfer/exemption criteria and procedures:**

	The Maximum Number Of Courses That Can Be Exempted				
	Courses From Non-Completed Programs				Courses From A completed Program of the Same Level (from CIU or other Institutions)
	From CIU		From Other Institutions		
	From Other CIU Programs	Re-registration	TRNC+TR + INTERNATIONAL (registered before August 2024)	INTERNATIONAL registered after August 2024	
Master's (non-thesis)	7 courses with "C" or above	Courses with "C" or above	7 courses with "C" or above	A maximum of 50% of the courses in the enrolled program, only those with a grade of at least 3.0/4.0 or 76% and above Diğer ülke üniversitelerinden transfer olanlar: En fazla 5 ders	Maximum 25% of the registered program's courses (Courses with "B" or above and having 70% similarity)
Master's (with thesis)	5 courses with "C" or above	Courses with "C" or above	5 courses with "C" or above		
PhD	5 courses with "B" or above	Courses with "B" or above	5 courses with "B" or above		
- For a lateral transfer, a student must have completed at least 1 (one) semester at CIU or other institutions. - Courses eligible for exemption must have been taken within the last 5 years, and courses taken from other institutions must have at least 70% content similarity. - Exemptions are not granted for Seminar (except for re-enrollment in the same program), PhD Proficiency Exams, Thesis courses, or non-credit courses.					

- **"PhD Qualifying Exam" registration criteria (Also examine the PhD Qualifying Exam Guidelines):**

- It is given to students who have successfully completed all their courses, including the Seminar, within 4 semesters. (All courses with B or more grade)
- Studentship of those who receive a "U" grade for two consecutive semesters will be terminated from the program.
- Transfer students cannot be exempt from the PhD qualifying exam course.

- **"Thesis" course registration criteria (Also examine the Thesis Monitoring Committee Guidelines):**

- It is not possible to register for both scientific preparation and thesis courses at the same time.
- It is not possible to register for both the English preparatory and thesis courses at the same time.
- In order to register for the "first" thesis course in the PhD program, the student must have passed the PhD Qualifying Exam.
- Thesis defense jury cannot be established for students who have not registered for the thesis course.

- Those students who have received a "major revision" decision from their thesis defense have to repeat their thesis defense within 3 months for Master's and 6 months for PhD. If the re-defense date falls into the subsequent semester, then the thesis registration is mandatory. If the jury decision form of redefense has not been delivered to the Institute before the last day of the add-drop period and approval has not been received, the student must be registered for the thesis.
- Transfer students cannot be exempted from the thesis.

- **Philosophy of Science course (PhD):**

All doctoral students must take the Philosophy of Science course, which is opened with a common course code.

- **Compulsory Research Method Courses in Master's and PhD:**

All master's and PhD students must take a Research Methods course.

- **Registration of students who choose a "concentration area":**

If the program followed has a "concentration area" determined by the academic boards, a student who has chosen that area should be registered for the courses designated for that area.

3. Provisions to be considered in accordance with the YÖDAK Regulation on Registration, Admission, and Lateral Transfers of International Students.

ATTENTION:

1. The following provisions apply **only to INTERNATIONAL STUDENTS** who are not citizens of the TRNC (Turkish Republic of Northern Cyprus) or the TC (Republic of Turkey); therefore, the term "student" in these provisions should be understood in this context.
2. The following provisions apply to students who have gained the right to enroll **after August 28, 2024**.

Regulations:

1. A student who fails to register or renew their registration for **three consecutive semesters** shall be dismissed from the University, and their student status will be terminated.
2. A student who, despite being registered, fails to attend any classes for **two consecutive semesters** without a valid excuse shall be dismissed from the University, and their student status will be terminated.
3. International students (non-TRNC/TC citizens) who apply and are accepted for a **lateral transfer during the thesis stage** must take at least 50% of the total number of credits, including the compulsory courses of the relevant program and any additional courses determined by the Department Head. Whether students can be exempted from compulsory courses (provided they have taken them as documented on a transcript) is finalized by the proposal of the Department Head and the decision of the Institute Executive Board.

4. For international graduate students, for a course to be accepted as equivalent during a lateral transfer, the grade must be at least a **3.00/4.00 (corresponding to a "B")** or, if only a numerical grade is available, at least **76 out of 100 (76%)**.
5. The duration of the **Scientific Preparatory Program** is a maximum of **2 semesters**. The summer term is not included in this period. This duration cannot be extended (except for officially frozen semesters), and students who are not successful by the end of this period will be dismissed. Time spent in the preparatory program is not counted toward the duration of the Master's or PhD program as long as they are not taken together with normal program courses.
6. For a course to be accepted as equivalent during a lateral transfer, the grade must be at least **3.0/4.0 (equivalent to a "B")**.
7. If a course grade is only shown numerically, it must be at least **76 out of 100 (76%)** to be accepted for equivalence during a lateral transfer.