OPEN
UNIVERSITY OF
CYPRUS
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INTERNAL REGULATIONS FOR STUDIES

1. AIM

The "Internal Regulations for Studies" of the Open University of Cyprus aim to provide undergraduate and postgraduate students with essential information on the University procedures, as well as on their rights and obligations related to their studies at the University.

2. INTERPRETATIONS

Academic Board	The Academic Board is the collective academic body responsible for the management of the inter-University Programmes of Study. It is in charge of the academic organisation of the Joint Programme and for all the functions of the Programme which are not expressly reserved to other University bodies.
Academic Coordinator	The Academic Coordinator of each Programme of Study is responsible for all academic and student-related issues concerning the specific Programme.
Persons with Disabilities (PWDs)	In accordance with the "Persons with Disabilities Law of 2000" (Law No. 127/2000), as amended or replaced from time to time, "disability" in relation to a person is defined as any form of insufficiency or impairment causing a bodily, intellectual or mental constraint, whether permanent or of indefinite duration, which, given the person's history and other personal information, substantially reduces or eliminates the possibility to perform one or more activities or functions considered normal and essential to the quality of life of a person of the same age, who does have any such insufficiency or impairment.
Independent Modules (Thematic Units)	Modules (Thematic Units) offered separately and not as part of a Programme of Study, leading to the award of a Certificate.
Examination Committee (Master's Thesis)	The Examination Committee of a Master's Thesis is set up in order to assess a thesis. It comprises the thesis Supervisor and two other members.
Student Disciplinary Committee (SDC)	The Student Disciplinary Committee is the University body which examines disciplinary offences by students.
European Credit Transfer and Accumulation System (ECTS)	The European Credit Transfer and Accumulation System (ECTS) is a learner-centred system for credit accumulation and transfer, which is based on the transparency of learning outcomes and learning processes. It aims to facilitate the planning, delivery, evaluation, recognition and validation of qualifications, degree titles and units of learning as well as student mobility. ECTS is widely used in higher education and can also be applied to other lifelong learning activities.
eLearning Platform eClass	The OUC's eLearning Platform, eClass, is a complete and continuously evolving e-learning system supporting all the stages of the educational process.
Programme of Study (PS)	A cohesive set of Modules (Thematic Units) and/or other academic obligations, whose successful attendance leads to the award of a Title.
Rectors' Council	The Rectors' Council has implementing powers relating to day-to-day or current issues of the University; These are conferred on it by the Senate, on the recommendation of the Rector and/or the Council, on the recommendation of the Chair of the Council.
Senate	The Senate is the highest academic University body.
Module (Thematic Unit) Coordinator	When students attending a Module (Thematic Unit - TU) are allocated to more than one Cohort, one tutor is designated as the Coordinator of all the tutors teaching the TU.
Faculty	Academic unit of the Open University of Cyprus offering Programmes of Study in related disciplines or groups of disciplines.

3. EDUCATIONAL METHODOLOGY

3.1   Modules (Thematic Units)

3.1.1   The Open University of Cyprus applies the modular system, on which open and distance education is based. Its Programmes of Study are structured in Modules (Thematic Units - TUs), which form the basic operational unit of a Programme of Study and fully cover a specific subject area at undergraduate or postgraduate level. Depending on the Programme of Study, Modules are either semester-long or year-long.

3.2   Cohort Tutorial Meetings (CTMs)

3.2.1   CTMs are part of the University's educational methodology and aim at optimal comprehension of the subject areas of each Module (Thematic Unit). CTMs include discussions, presentations, exercises and other educational activities relevant to the curriculum and the schedule of the TU.

3.2.2   Participation in the CTMs is not compulsory. Nonetheless, CTMs constitute an essential part of the educational process and student attendance is therefore strongly recommended.

3.2.3   CTMs can be held either in a designated University venue with physical presence and/or via the OUC's eLearning Platform, eClass.

3.2.4   One week before the first scheduled CTM of the Module (Thematic Unit), the tutor-advisor informs the students of her/his cohort about the learning objectives and how the Module (Thematic Unit) functions. S/he provides guidance on the study of the educational material and on writing/preparing assignments, directs them towards sources of additional information and study, and informs them about the means of assessment of their progress.

3.3 ECTS Credits

3.3.1   The University has adopted the European Credit Transfer and Accumulation System (ECTS) and the ECTS Credit constitutes the basic measurement unit for the study load / the learning outcomes of the Modules (Thematic Units) and, by extension, of the University's Programmes of Study. Students take part in the process of determining their credits by evaluating the workload and the learning requirements of their studies.

3.3.2   The total study load of a typical Undergraduate Programme of Study is estimated at two hundred and forty (240) European Credits (ECTS), whereas the total study load of a typical

Postgraduate Programme – Master's Degree is between ninety (90) and one hundred and twenty (120) European Credits (ECTS).

3.3.3   Students can enrol for a maximum of:

1.   year-long Modules (Thematic Units) corresponding to sixty (60) European Credits (ECTS) per academic year, or

2.   semester-long Modules (Thematic Units) corresponding to thirty (30) European Credits (ECTS) per semester.

3.3.4   Full-time students are those enrolled in Modules (Thematic Units) which correspond to sixty (60) European Credits (ECTS) per academic year or to thirty (30) European Credits (ECTS) per semester.

3.4 Student Assessment

3.4.1   The tutor-advisor has the exclusive right to assess the student's performance and award a mark.

3.4.2   Student assessment for each Module (Thematic Unit) is ongoing and takes place through various forms, including written assignments and a final examination. The tutors and the Coordinator of the Module (Thematic Unit) have the discretion to introduce additional forms of assessment.

3.4.3   The student's grade for each Module (Thematic Unit) is the combination of the grades of the assessments and assignments, to a percentage that does not exceed 50% and is no less than 30%, and of the grade of the final examination, which must account for at least 50% and no more than 70%, in accordance with the decisions of the relevant Programme of Study.

3.4.4   The grades of the Modules (Thematic Units) are rounded to the half mark. A Module (Thematic Unit) is considered to have been successfully completed when the grade is equal to or higher than 5.0.

3.4.5   Alternatively to the entry of a numeric grade, in exceptional cases and only on serious grounds, it is possible to enter an "Incomplete" (I) mark in respect of a Module (Thematic Unit). The "Incomplete" mark can be entered for one academic semester and cannot be entered in the following cases, if the student has successfully completed at least 50% of the requirements of the Module (Thematic Unit):

1.   In case the student has not, for substantiated reasons, successfully completed the last stage of the thesis in the time period for which s/he is enrolled,

2. In the last Module (Thematic Unit) of the Doctoral Thesis 'ΔXXX895- Defence of Doctoral Thesis',

3. In other, very exceptional cases, upon the approval of the Rectors' Council.

3.4.6 The 'Incomplete' mark will not appear neither in the academic course of the student nor in her/his transcript.

3.4.7 A student who has received an 'Incomplete' mark does not have the right to suspend her/his studies in the following academic semester/year.

3.4.8 The Module (Thematic Unit) marked as 'Incomplete' must receive a grade by the end of the immediately following semester. If no grade is entered by the end of the following semester, the Module (Thematic Unit) will be automatically marked with zero.

3.4.9 A student who receives an 'Incomplete' mark does not need to re-enrol in the same Module (Thematic Unit) and has no additional financial obligation in relation to that Module (Thematic Unit).

3.4.10 A student who receives an 'Incomplete' mark in a Module (Thematic Unit) other than the Thesis, will not have access to the eLearning Platform, eClass, in the following semester, during which the said Module (Thematic Unit) must be completed. The student will have the responsibility to save the relevant material of the Module (Thematic Unit).

3.5 Written Assignments

3.5.1 Assignments must reflect the individual work of each student, and are a fundamental part of the educational process. The successful completion of the assignments is a prerequisite for taking part in the final examinations. Success in the final examination is a prerequisite for the successful completion of the Module (Thematic Unit).

3.5.2 Students submit their assignments electronically via the eLearning Platform, eClass.

3.5.3 Announcement and submission dates for assignments appear in the Schedule of each Module (Thematic Unit).

3.5.4 In case the assignment is not expected to be submitted by the due date, the student contacts her/his tutor-advisor and requests an extension. The request is made in writing via email forty-eight (48) hours before the deadline for submission. Extensions to the deadline for submission of assignments are granted by the Coordinator of the Module (Thematic Unit), upon consultation with the student's tutor-advisor.

3.5.5 When evaluating assignments, the tutor-advisor provides detailed comments, specific to each assignment.

3.5.6 Corrections and comments to the assignments are inputted directly into the electronic text so as to enable, among other things, the documentation of the grade. Corrected assignments are sent to the students within fifteen (15) calendar days of the deadline for submission.

3.5.7 The tutor-advisor enters the grade of the assignments/exercises/educational activities on the eLearning Platform, eClass, and on the Student Information System (SIS) of the Students and Programmes of Study Support Unit (SPSSU) within fifteen (15) calendar days of the deadline for submission of each assignment.

3.5.8 If the eLearning Platform, eClass, is unavailable for necessary maintenance works and the tutor-advisor has not yet announced the grades of the final examinations, s/he is required to inform each student individually of the grade obtained via personal email, within the prescribed deadlines.

3.5.9 The number of assignments and the minimum number of deliverable assignments for each Module (Thematic Unit) are specified in the relevant ECTS Form.

3.5.10 Unless otherwise specified in the academic regulation of the Programme of Study, a student is entitled to take part in the final examination of a Module (Thematic Unit) when the average of her/his grades in the compulsory assignments is equal to or greater than 5.0. A student who fails to accumulate a grade allowing her/him to take part in the final examination is considered to have failed the Module (Thematic Unit) and is obliged to re-take it, with all concomitant educational and financial obligations.

3.5.11 A student who does not take part in the Final and/or Resit Examinations is considered to have failed the Module (Thematic Unit) and must re-enrol. It is understood that during the academic year in which s/he has re-enrolled in a previously failed Module (Thematic Unit), the student does not need to submit written assignments provided the said obligation was successfully completed in a previous academic year or semester and s/he has obtained the right to take part in the final examinations.

3.5.12 The detailed list of grades for all Modules (Thematic Units), as well as fail grades, withdrawals or recognition of Modules (Thematic Units) are all recorded in the final "Transcript of Records" which is issued to every student.

3.6 Master's Thesis

3.6.1 In case a Postgraduate Programme of Study requires the writing of a Master's Thesis, the following apply:

a) The supervision of the postgraduate student writing a Master's Thesis is undertaken by a member of the Academic Faculty or a Tutor of the University, or a former member of the Academic Faculty / Tutor of the University, or a prospective Tutor who has been placed on the eligibility list (henceforth "the Supervisor").

b) In case the Programme of Study sees fit to appoint a Supervisor who does not fall into the abovementioned categories, the approval of the Faculty is required. The Supervisor must hold a Doctorate Degree.

c) The Master's Thesis is evaluated and assessed by a three-member Examination Committee set up by the Academic Coordinator and notified to the Faculty Board. The Examination Committee comprises the Supervisor and two other members who meet the relevant requirements.

d) Any conflict of interest and/or special relationship between the student and the three members of the Examination Committee must be avoided.

3.6.2 The language, the content, the form, the length, the procedures and the timelines of the Master's Thesis are defined in the Guidelines for Writing a Master's Thesis of each Programme.

3.6.3 Apart from the official languages of the University and on the recommendation of the Academic Coordinator approved by the Faculty, a Master's Thesis can be written in a language other than that of the Programme. In this case, the Thesis must include an abstract written in Greek.

3.6.4 The Master's Thesis timeline is as follows:

1. The Programmes of Study determine whether the Thesis will consist of two Modules (Thematic Units) (parts A' and B') or only one.

2. If the Thesis consists of two Modules (Thematic Units) (Parts A' and B'), then Module (Thematic Unit) *A must be a prerequisite for *B, in other words the student must complete *A and then attend *B. Only where this is not feasible, *A will be a corequisite of *B, in other words the student must either complete *A and then attend *B or enroll for both Modules (Thematic Units) in the same semester/year.

3. During her/his enrolment in Part A' of the Thesis, the student has the obligation to deliver the general outline of the Thesis. Part A' is marked with "Pass"/"Fail". This grade is not

factored into the student's Grade Point Average. In case the student fails to successfully complete Part A' of the Thesis, s/he must re-enroll, paying 25% of the tuition fees.

4. The same Regulations for Studies that apply to the other Modules apply analogically to the Module concerning the Master's Thesis. In case of failure in Part A' or Part B' of the Thesis, the student is re-enrolled in the respective part according to the provisions that apply to the other Modules. Part B' will be marked with a grade of 0-10 or "I" for "Incomplete" in case the student does not successfully complete her/his Thesis within the time period in which s/he is enrolled.

5. At the end of Part B' or the Thesis, and following its examination, the following may occur:

- The Module of Master's Thesis – Part B' is marked with a grade of 1-10. In case of failure, following analogically what applies for all other Thematic Units, the student can re-enroll in the Thematic Unit with all that entails in cost and time for the student.
- Non-completion and non-submission of the Master's Thesis is graded with zero (0). In this case, the grade is listed as "failure" and the student has the opportunity to re-enroll in Part B' of the Thesis.
  - For the Master's Thesis of semester-long and year-long Programmes of Study the mark "Incomplete" applies for one academic semester.

6. The final grades for the Master's Theses are entered in the Student Information System (SIS) of the Students and Programmes of Study Support Unit (SPSSU) following the submission of signed student records with the grades awarded by the tutor-advisors.

7. The Academic Coordinator must monitor the abovementioned procedures and ensure they are complied with, in consultation with the Supervisor.

3.6.5 The general framework governing the specifications on the layout of the Thesis is set out in the Guidelines for writing a Master's Thesis.

3.6.6 The Master's Thesis is submitted in digital form for assessment purposes and, following its approval, a complete and final copy, together with any corrections or additions, is submitted in electronic form to the Library of the University. The final text of the Thesis is also forwarded in digital form (electronically) to each member of the Examination Committee.

3.6.7 The University reserves the right to use and to reproduce the Master's Theses for teaching and research purposes.

3.7   Individualised Study

3.7.1   In exceptional cases, such as for example when a Programme of Study is no longer offered, it is possible to attend Modules (Thematic Units) with the method of individualised study.

3.7.2   The attendance of one Module (Thematic Unit) is subject to the approval of the Academic Coordinator of the Programme of Study, while for up to three (3) or more than three (3) Modules (Thematic Units) the approval of the Dean of the Faculty or the Rector is required respectively.

3.7.3   The Academic Coordinator designates a tutor in charge of guiding the student in her/his individualised study.

3.7.4   In view of implementing the individualised study plan, the tutor entrusted with guiding the student may choose one of the two scenarios described below. S/he must then notify the student, the Students and Programmes of Study Support Unit and the Faculty of the choice made.

Scenario 1: The tutor is responsible for diversifying the distribution of the teaching material. The student will submit one major assignment which s/he must present. The presentation will be attended by one additional tutor of the Programme and will be marked by both.

Scenario 2: The tutor is responsible for determining the topics of the assignments, in consultation with the Academic Coordinator of the Programme. The student must submit the same number of assignments as for the other Modules (Thematic Units) of the Programme. The number of teleconferences is determined by the tutor in consultation with the Academic Coordinator of the Programme. The Module (Thematic Unit) is subject to the same rules as the other Modules (Thematic Units) of the Programme in question.

3.8 eLearning Platform

3.8.1 The students of the Open University of Cyprus have access to the eLearning Platform, eClass, which offers information on practical and procedural issues pertaining to the University and the Programmes of Study. Information provided on eClass include the objectives of each Programme of Study, the Modules (Thematic Units) included therein, the objectives of each Module (Thematic Unit), the teaching and examination curriculum, as well as the timelines relating to the study and submission of written assignments and other educational activities. The eLearning Platform supports live interaction and collaboration between the University, its students and the tutors.

3.8.2 The eLearning Platform is accessible to students until the 30th of June of each year.

4. PROGRAMMES OF STUDY

4.1 Programmes of Study

4.1.1   The University offers Undergraduate, Postgraduate and Doctoral Programmes of Study.

4.1.2   The language of instruction, compulsory and elective Modules (Thematic Units) and their contents, any sequence or interdependence of Modules (Thematic Units) as well as the prerequisites for the award of the Title are determined for each individual Programme of Study.

4.2 Structure of the Programmes of Study

4.2.1   The "Indicative Structure of a Programme of Study" includes the Modules (Thematic Units), allocated in academic semesters or academic years. The Indicative Structure of the Programme of Study sets out the most rational study pathway, which allows a smooth sequence in the subject area as well as the completion of studies within the typical timeframe. Nonetheless, students have the discretion to shape their own individual studies' programme , subject to the constraints set by the University regulations.

4.2.2   A significant number of the Modules (Thematic Units) which make up the Programme of Study are compulsory, in other words all students are required to complete them successfully and they essentially constitute the common core of knowledge of all the graduates of the specific Programme. The remaining number of Modules (Thematic Units) required to obtain an Undergraduate / Master's Degree are optional. Each Programme of Study offers a number of elective Modules (Thematic Units) which is greater than the number required to obtain an Undergraduate / Master's Degree. Elective Modules (Thematic Units) allow students to focus on specific areas of their discipline, either out of personal interest or based on their career orientation. In some cases, these Modules (Thematic Units) are grouped into thematic areas specified by the Programme of Study itself.

4.2.3   The website of each Programme of Study offers detailed information on the Programme and all its Modules (Thematic Units).

4.3 Undergraduate Programmes of Study

4.3.1   The Undergraduate Programmes of Study lead to the award of a Bachelor's Degree.

4.3.2   Applications to enrol in an Undergraduate Programme of Study may be submitted by persons holding an *apolyterio* (school-leaving certificate) or another equivalent certificate of secondary education or an equivalent qualification. Persons expected to obtain the qualifications

mentioned above by the end date of the semester preceding the enrolment are also entitled to enrol.

4.4 Postgraduate Programmes of Study

4.4.1   The Postgraduate Programmes of Study lead to the award of a Master's Degree.

4.4.2   The University may offer Interdisciplinary and Inter-University Postgraduate Programmes of Study.

4.4.3   Applications for enrolment in a Postgraduate Programme of Study at Master's level are open to candidates who:

a)   On the day of enrolment, hold a University Title from a recognised educational Institution of Higher Education, in a subject included in the admission criteria for each Programme of Study, or

b)   are expected to obtain a University Title from a recognised educational Institution of Higher Education, in a subject included in the admission criteria for each Programme of Study by the starting date of the courses, or

c)   can certify that they have completed all their academic requirements and that only the award of the University Title from a recognised educational Institution of Higher Education, in a subject included in the admission criteria for each Programme of Study, is pending.

4.4.4   Postgraduate Programmes of Study at Master's level may require professional experience as a prerequisite for admission, in addition to the University Title from a recognised educational Institution of Higher Education, in a subject included in the admission criteria for each Programme of Study.

4.5 Duration of Studies

4.5.1   The duration of the University's Undergraduate Programmes of Study is four (4) academic years.

4.5.2   The duration of the University's Postgraduate Programmes of Study at Master's Level is three (3) or four (4) academic semesters. These time periods correspond to full-time attendance, i.e. 30 ECTS per academic semester or 60 ECTS per academic year.

4.5.3   The maximum period allowed for the completion of the studies is:

a)   twelve (12) academic years or twenty-four (24) semesters for undergraduate studies;

b) six (6) academic years or twelve (12) semesters for postgraduate studies at Master's level;

c) eight (8) academic years for doctoral studies.

It is understood that any period during which the student may have interrupted her/his studies does not count as study time.

4.6 Doctoral Programmes of Study

4.6.1   Doctoral studies are governed by the "Internal Regulations for Doctoral Studies".

5. STUDIES

5.1 Academic Calendar

5.1.1   The educational work of each academic year is structured in two educational periods, called semesters: the Fall and Spring Semesters.

5.1.2   The "Academic Calendar" of each academic year is approved by the Senate. It states the start and end dates of the Fall and the Spring academic Semesters, the timelines for the submission of applications by prospective students, the timelines for enrolment in Modules (Thematic Units) both for new entrants and existing students, the timelines for paying the tuition fees / operating/administrative cost, the periods of the final examinations in the Fall and Spring Semesters and the resit examinations, the end dates for entering grades, the dates of issue of the Titles, the dates of the graduation ceremonies and the public holidays.

5.2 Student Admission Procedure

5.2.1.   Admission to Programmes of Study and Independent Modules (Thematic Units) takes place following the announcement of available places, whose number is determined by the Senate for each academic year.

5.2.2   Announcements for applications to enrol in Programmes of Study may be issued more than once a year.

5.2.3   The number of entrants in each Programme of Study is determined by the Senate, taking into consideration various parameters relating to the Programme and the University's strategy in this regard. The formal admission qualifications, as well as any criteria for ranking the applications, are determined by each Programme of Study and approved by the Senate. The

formal qualifications and the selection process are made public and apply to the admission of students for the following academic year.

5.2.4   The student admission procedure in Programmes of Study is conducted electronically. Prospective students submit their application online via the University's Web Portal. Applications are checked digitally against the admission requirements of each Programme of Study as stated in the announcement.

5.2.5   The student admission procedure is as follows:

a)   The preliminary ranking of the prospective students who have submitted their application and attached the required certificates electronically is announced.

b)   Students are temporarily admitted and are notified of their enrolment and the relevant University timelines by email. In order for their enrolment to be considered complete, prospective students are requested to submit certified copies of the required certificates. The attached certificates are checked and the place offered to prospective students who fail to meet the minimum formal admission requirements of the Programme of Study is revoked.

c)   Student enrolment is conducted electronically and is completed when the University's Accounting Department confirms that the applicants have paid the cost of their studies (tuition fees or operating/administrative cost) according to the procedures and schedules set by the University. The operating/administrative cost and the tuition fees for the University's Programmes of Study are determined in the "Internal Regulations for Tuition Fees / Operating/Administrative Cost".

5.2.6   The students of the University cannot simultaneously carry out studies in a related subject area at another Institution of Higher Education or be enrolled in more than one Programme of Study of the University. Upon her/his annual enrolment in Modules (Thematic Units), each student submits electronically a formal declaration relating to any other studies taking place simultaneously at any other Institution of Higher Education.

5.2.7   The timeframes for applications, the admission of students and studies at the Open University of Cyprus are specified in the "Academic Calendar".

5.3 Enrolment in Modules (Thematic Units)

5.3.1   Each academic year, students enrol in Modules (Thematic Units) during a specified period set out in the Academic Calendar of that year. Students have the right to add or withdraw from

Modules (Thematic Units) in the Spring Semester, before its commencement, on specified dates which are also set out in the Academic Calendar.

5.4 Allocation of Students into Cohorts

5.4.1   The students of each Thematic Unit are allocated, as evenly as possible, into cohorts. Every student cohort has a tutor-advisor. The maximum number of students per cohort is 30. In exceptional cases, it is permitted to exceed this number by up to 10%.

5.4.3   After the end of the enrolment period and the allocation into cohorts, no changes to the Modules (Thematic Units) are allowed.

5.5 Interruption of Studies

5.5.1   A student who has successfully completed at least one (1) Module (Thematic Unit) (either semester-long or year-long) can submit a request to interrupt her/his studies, for financial, medical or other serious reasons. The total period of interruption cannot exceed three (3) years cumulatively.

5.5.2   In case a student does not enroll or does not renew his/her request to suspend his/her studies, then he/she will automatically will be approved suspension of studies for the duration he/she is allowed to as per the Article 5.5.1 (one semester for the Semester-Long Programmes and one year for the Year-Long Programmes). It is noted that the Students and Programmes of Study Support Unit will have to notify the Supervisors of all Doctoral Students for those who are about to be automatically set to 'suspension of studies' mode.

5.5.3.   The period of interruption of studies does not count as study time and the student is deprived of her/his student status.

5.5.4   The request for interruption of studies is submitted to the Students and Programmes of Study Support Unit, which carries out all necessary checks.

5.6 Termination of Studies

5.6.1   Studies are terminated either on the student's request, which may be submitted at any time, or *ipso jure*.

5.6.2   Studies are terminated *ipso jure* when:

    a) The student graduates, or

    b) withdraws from all the Modules (Thematic Units) in which s/he is enrolled without requesting the interruption of her/his studies, or

c) does not enrol for a semester or a year of studies without having been granted an interruption of studies, or

d) s/he has not fulfilled the requirements of the Programme of Study within the maximum period of time allowed for the completion of the Programme, as determined in these Internal Regulations, or

e) on the recommendation of the Student Disciplinary Committee (SDC), the Senate imposes on the student the sanction of removal from the Student Register.

5.6.3 Before they are finalised, removals from the Student Register must be ratified by the Senate of the University.

5.6.4. Following the ratification of the removal by the Senate, the student is removed from the Student Register and is notified accordingly by the Students and Programmes of Study Support Unit.

5.7 Examinations

5.7.1 There are three examination periods:

a) In December, for the Modules (Thematic Units) of the Fall Semester,

b) in May, for the year-long Modules (Thematic Units) and the Modules (Thematic Units) of the Spring Semester,

c) in June, for the Repeat Examination of the Modules (Thematic Units) of both the Fall and the Spring Semesters.

5.7.2 The Repeat Examinations are conducted once (1) within the academic year for the Modules (Thematic Units) of the Fall and Spring Semesters as well as for the year-long Modules (Thematic Units). They are organised by the Students and Programmes of Study Support Unit (SPSSU) and are scheduled two weeks before the week in which Modules (Thematic Units) may be added or withdrawn in each academic year. The exact dates and times of the Repeat Examinations are announced in the Academic Calendar. They are conducted during morning and afternoon hours, both on weekdays and on weekends.

5.7.3 The SPSSU announces the details relating to the examinations (mode of conduct, venues, invigilation programme, etc.) at least one (1) month before their commencement.

5.7.4 Students may take a Repeat Examination if:

a) they failed the scheduled Final Examination (received a grade below 5.0),

b) they did not attend the scheduled Final Examination for medical reasons or for reasons of force majeure, subject to the approval by the Head of the Students and Programmes of Study Support Unit (SPSSU), provided that they have submitted to SPSSU a relevant certificate confirming the reasons for their absence (e.g. medical certificates, professional certificates, etc.). These certificates must be submitted within ten (10) working days from the date of the Final Examination at the latest.

5.7.5   In order to take part in the Repeat Examination, students must have paid the required fee (which corresponds to the operating/administrative cost) for participation in the Repeat Examination in accordance with the timeline set by the University.

5.7.6   The grades of the Final Examinations are posted on the system within five (5) calendar days of the day on which the tutor receives the examination papers. The grades of the Repeat Examinations are posted on the system within three (3) calendar days of the day on which the tutor receives the examination papers.

5.7.7   The deadline for the submission of grades for Master's Theses is the 10th of January for the Fall Semester and the 10th of June for the Spring Semester of each academic year.

5.7.8   The period of defence of Master's Theses begins at least three weeks before the deadlines for the submission of grades (10th of January for the Fall Semester and 10th of June for the Spring Semester).

5.8 Remarking Procedure

5.8.1   A student may request a remarking if not satisfied with the grade received either in an examination or in another assessment process. Before applying for remarking in accordance with the process described below, the student must request the tutor to justify the grade.

5.8.2   In the case of a group assignment where the entire group receives the same grade, requests for remarking are made individually. Any changes to the grade apply only to the students who have applied for remarking.

5.8.3   Oral examinations are not remarked. The same applies to other forms of assessment, whose nature does not allow remarking.

5.8.4   A student may request a remarking only after the grades are announced. If the Module (Thematic Unit) includes more than one forms of assessment, the student must clarify whether the request concerns one or more of these assessments. This is only possible if each assessment is marked separately. In case the remarking request concerns a Module (Thematic

Unit) including more than one assessments which have not been marked separately, all the assessments will be remarked.

5.8.5   It is possible to apply for the remarking of an assignment only when the grade received does not allow the student to participate in the examinations.

5.8.6   Each remarking request is examined by two examiners designated by the Dean of the Faculty, whose expertise is relevant to the subject area of the Module (Thematic Unit) for which remarking has been requested, but are not tutors of the student cohort in question. Neither the initial grade, nor the explanation given by the tutor nor the reasoning behind the student's application can be disclosed to the examiners.

5.8.7   The result of the remarking process is final and may consist in either the same or a higher or a lower grade. No application for remarking of the new grade may be submitted.

5.8.8   If the grade is the result of a written and an oral examination and the grade of the written examination changes, a new oral examination will be conducted in order to determine the final grade.

5.8.9   If the result of the remarking process deviates by more than two grades from the initial grade, it will be re-examined before the Dean determines the final grade.

5.8.10   The remarking application can be withdrawn before the completion of the process.

5.8.11   The remarking application can be submitted within two weeks from the explanations provided by the tutor on the relevant grade.

5.8.12   The remarking application is submitted via form OUC163, which must be completed and forwarded to the Secretariat of the relevant Faculty.

5.9 Recognition of Prior Learning

5.9.1   A student who has successfully attended courses at another University, in Cyprus or abroad, or who has previously enrolled at another Programme of Study of the Open University of Cyprus, may have those courses recognised in view of fulfilling the necessary requirements for graduation from the Programme of Study of the Open University of Cyprus in which s/he intends to enrol, provided the courses have the same number of European Credits (ECTS) as the Modules (Thematic Units) for which recognition is requested.

5.9.2   Students enrolled in a Programme of Study of the Open University of Cyprus may request the recognition of some Modules (Thematic Units) in order to fulfil the requirements for graduation from the Programme of Study in which they are enrolled. This applies to Modules (Thematic

Units) corresponding to up to 25% of the total number of the European Credits (ECTS) of the Programme, provided students have successfully completed relevant courses in a recognised educational institution.

5.9.3   Students enrolled in a Programme of Study of the Open University of Cyprus who have in the past successfully completed Independent Modules (Thematic Units) or another Programme of Study of the Open University of Cyprus may have the corresponding European Credits (ECTS) equivalent to the Modules (Thematic Units) attended during their prior enrolment at the Open University of Cyprus recognised, provided these do not exceed 50% of the total number of European Credits (ECTS) of the Modules (Thematic Units) of their current Programme of Study.

5.9.4   This recognition of up to 50% of the total number of the European Credits (ECTS) of a Programme of Study also applies to Programmes of Study of other recognised Universities of the country with which the Open University of Cyprus has signed a special collaboration protocol, on condition that the courses recognised have exactly the same content as the Modules (Thematic Units) of the Programme of Study of the Open University of Cyprus.

5.9.5   The courses submitted for recognition must be of the same level as the Modules (Thematic Units) of the Open University of Cyprus for which the student is requesting recognition, i.e.:

   a) Undergraduate level courses correspond only to undergraduate level Modules (Thematic Units), and

   b) Postgraduate level courses correspond only to postgraduate level Modules (Thematic Units).

5.9.6   The student submits her/his request for recognition of European Credits (ECTS) to the Students and Programmes of Study Support Unit (SPSSU), together with all the required certificates, as stated in article 5.9.9. The SPSSU forwards the student's request to the Academic Board and/or the Academic Coordinator of the Programme of Study for review and recommendation in view of the final decision.

5.9.7   The Academic Coordinator of the Programme of Study notifies the SPSSU of the decision of the Academic Board within ten (10) working days from the submission of the request at the latest, otherwise the student's request is forwarded to the Rectors' Council.

5.9.8   The student's request for recognition of any Module (Thematic Unit) will only be examined if preceded by her/his enrolment at the Open University of Cyprus and the payment of at least the required deposit.

5.9.9 The required certificates to be submitted by the student together with the request for recognition of Modules (Thematic Units) are the following:

a) A list of the courses attended by the student in the past and considered equivalent to Modules (Thematic Units) that s/he will attend in the Programme of Study of the Open University of Cyprus in which s/he intends to enroll. Official transcripts of the courses s/he wishes to have recognised.

b) A detailed description (syllabus) of the courses that the student wishes to have recognised.

5.9.10 In case the student proceeds with her/his enrolment in a Module (Thematic Unit) which is subsequently recognised, s/he has the right to request, within fifteen (15) days of the beginning of the academic year/semester, that her/his enrolment applies to another Module (Thematic Unit) of the Programme of Study.

6. COMPLETION OF STUDIES

6.1 Graduation Requirements

6.1.1 The award of a Title is subject to the fulfillment of the academic obligations of the Programme of Study, i.e. the successful completion of the minimum required number of Modules (Thematic Units) and, where necessary, the successful completion of the Bachelor's or Master's Thesis.

6.2 Titles

6.2.1 The University awards the following Titles:

a) "Bachelor's Degree", following the successful completion of an Undergraduate Programme of Study.

b) **"**Master's Degree", following the successful completion of a Postgraduate Programme of Study at Master's level.

c) "Doctorate Degree", following the successful completion of a Doctoral Programme of Study.

d) Certificates or Certificates of Attendance for Independent Modules (Thematic Units).

e) Certificates or Certificates of Attendance for Training Programmes.

f) Other Titles, including Honorary Titles.

6.2.2   In the context of Inter-university Programmes of Study, the University awards related Degree Titles jointly with the cooperating Institutions of Higher Education.

6.2.3   The name and surname of the student, as they appear on the Title, are identical to those stated in her/his identification documents (identity card or passport).

6.2.4   The grades appearing on a Bachelor's Degree Title are "Third-Class Honours", "Second-Class Honours" or "First-Class Honours", whereas no grade appears on a Master's Degree Title. "Third-Class Honours" corresponds to a grade of 5 – 6.49, "Second-Class Honours" to 6.5 – 8.49 and "First-Class Honours" to 8.5 – 10.

6.2.5   A corresponding Transcript of Records is issued to the student for all legal uses. This document states the Faculty, the Programme of Study and the Title awarded.

6.3 Title Grades

6.3.1   The grade of the Title is the Grade Point Average (GPA) of the Modules (Thematic Units), calculated as the quotient of the sum of the grades of each Module (Thematic Unit), multiplied by the number of its Credits, times the total number of Credits. In calculating the GPA, only the Modules (Thematic Units) marked with 5 or higher and which form part of the Modules (Thematic Units) of the Degree are considered.

6.4   Diploma Supplement

6.4.1   The Diploma Supplement is an explanatory document which provides additional information on the nature, level and content of the studies, as well as on the knowledge and skills acquired during these studies, in view of facilitating the understanding of this information by Institutions of Higher Education, employers and organisations based abroad.

6.4.2   The Diploma Supplement is granted together with the Title (Degree or Diploma) and is issued free of charge in Greek or in English, if so requested by the graduate. Its date of issue is not necessarily the same as the date of award of the Title (Degree or Diploma). It cannot, however, be issued prior to the award.

6.4.3   The Diploma Supplement is not a substitute for the original Title and does not guarantee its automatic recognition.

6.5 Award of Titles – Graduation Ceremony

6.5.1   Titles are awarded after successful completion of studies based on the academic requirements of each Programme.

6.5.2   The Senate ratifies the award of the Titles.

6.5.3   A student obtains graduate status and has the right to attend the Graduation Ceremony held each year, provided s/he has fulfilled all pending obligations towards the University (academic, financial, return of books to the Library, etc.), at least one month prior to the date of issue of the Title.

6.5.4   For Undergraduate Programmes of Study and Postgraduate Programmes at Master's level, Titles are issued biannually, on the 27th of February and on the 31st of July of each academic year.

6.5.6   The date appearing on Doctorate Degrees is the date of their award by the Senate.

6.5.7   The Graduation Ceremony takes place once per academic year.

6.5.8   Certificates, other formal documents etc. relating to the studies and the Title are granted by the University upon the fulfillment of any pending obligations towards the University (e.g. financial or other).

7. QUALITY ASSURANCE

7.1 Evaluation of Modules (Thematic Units) by Students

7.1.1   The evaluation of the Modules (Thematic Units) of the Programmes of Study is one of the key processes of the University's Integrated Quality Assurance System. It is a tool whose findings contribute to the adoption of measures aimed to improve both the Modules (Thematic Units) and the Programmes of Study.

7.1.2   The greater the number of students who participate in the evaluation process the more effective the tool becomes. Students are therefore urged to take part in the process.

7.1.3   Each Module (Thematic Unit) is evaluated by the students who have attended it with the completion of an online questionnaire. The process protects the anonymity of participants.

7.1.4   The questionnaire is distributed and completed until the end of each Semester.
The students' answers are processed by the Quality Assurance Unit and are used in the process of continuous improvement of the quality of the Programmes of Study.

8. SPECIAL STUDENT CATEGORIES

8.1 Persons with Disabilities (PWDs)

8.1.1   The University is particularly sensitive to the needs of students with disabilities and procures, to the extent possible and in the framework of the relevant Legislation and international practice, the necessary infrastructure, support and conditions, aiming to enable and facilitate their studies. Candidate students with disabilities must therefore specify the facilities they require at the time of their admission.

8.1.2   The Students and Programmes of Study Support Unit (SPSSU) handles the requests of students who meet the criteria of the PWD lists, in accordance with the decisions of the Senate and in conformity with the relevant Legislation.

8.1.3   The University takes all necessary measures to facilitate and ensure the equal participation of PWD students in the examinations.

9. COMMUNICATION BETWEEN THE STUDENTS AND THE UNIVERSITY

9.1. Ways and Means of Communication

9.1.1   Communication between the University and its students is primarily based on digital (electronic) means, with which students have to be sufficiently familiar. Further information about the use of electronic tools is provided in special manuals and relevant instructions published by the University.

9.1.2   Before the commencement of the academic year, each student is notified of the new email account created for her/him by the University, through which communication will take place during her/his studies at the University.

9.1.3   Electronic communication is as valid and effectively binding on the University and its students as written communication. Therefore:

a)   Every applicant declares, on the occasion of her/his first contact with the University, her/his personal email address. It is to this address that the University sends the initial correspondence, which is considered valid and official.

b)   For every student enrolled in a Programme of Study, the University creates an email account.

c) After studies commence, communication with the student takes place only through the email account provided by the University and it is the student's responsibility to use this email account privately and confidentially.

d) The correspondence sent to this email address is considered valid and official, and the electronic messages are considered signed by their sender.

e) Every University student has a student ID / Register number, through which personal information relevant to her/his studies at the University is internally managed and processed.

f) It is the student's responsibility to check her/his email address provided by the University and the eLearning Platform, eClass, on a daily basis.

9.1.4 In the case of termination of study, access to the University's electronic tools is also terminated.

10. PUBLICITY, TRANSPARENCY AND PROTECTION OF PERSONAL DATA

10.1 The University allows maximum publicity and transparency in all student-related issues, without breach of their personal data, privacy and confidentiality.

10.2 The "Internal Regulations for Studies" and the relevant decisions of the Academic and Administrative Bodies of the Open University of Cyprus on the courses and studies are published on the University's official website.

11. INDEPENDENT MODULES (THEMATIC UNITS)

11.1 Attendance of Independent Modules (Thematic Units) can lead to the award of the following:

a) Certificate of Attendance of an Undergraduate Module (Thematic Unit) (with final examinations),

b) Certificate of Attendance of a Postgraduate Module (Thematic Unit) (with final examinations),

c) Certificate of Attendance of an Undergraduate Module (Thematic Unit) (without final examinations),

d) Certificate of Attendance of a Postgraduate Module (Thematic Unit) (without final examinations).

11.2   Successful attendance and examination of Independent Modules (Thematic Units) leads to the accumulation of European Credits (ECTS) which may be recognised by other Programmes of Study.

11.3   All the Modules (Thematic Units) of the Programmes of Study can be offered as Independent Modules without prerequisites or corequisites. Students wishing to attend an Independent Module (Thematic Unit) must first apply to the "Lifelong Learning" Programme of Study. Once they are admitted, they will be asked to state the Module (Thematic Unit) which they wish to attend during the enrolment period. If the Module (Thematic Unit) has another Module as a prerequisite, then they must apply for enrolment by way of exception. It is noted that if they wish to attend a Module (Thematic Unit) at postgraduate level they must already hold an undergraduate degree.

12. TRAINING PROGRAMMES

12.1.   Training Programmes are Modules (Thematic Units) of short duration leading to the award of a Certificate of Attendance or a Certificate of Training. In order to obtain a Certificate of Training, written assignments and successful participation in written examinations are also required in addition to attendance. A Certificate of Training corresponds to two (2) European Credits (ECTS).

12.2   In general, Training Programmes do not have any prerequisites (such as a related undergraduate degree etc.) other than the *apolyterio* (school-leaving certificate).

12.3   Participants interested in obtaining a Certificate of Training must submit at least one (1) written assignment and successfully complete the Final (written) Examination. Resit Examinations are not offered for Training Programmes. The final grade is composed of the Final (written) Examination (50%) and the written assignment (50%).

12.4   Participants interested in obtaining a Certificate of Attendance must participate in the educational process, attend teleconferences, study the educational material and undertake activities specified by the Programme.

12.5   Training Programmes are announced throughout the academic year depending on demand. The enrolment of the trainees and the payment of tuition fees are carried out via the OUC's central system, as is the case with all Programmes of Study.

12.6   The tuition fees and the operating/administrative cost for participation in the Final Examination depend on the type of required training and its duration.

12.7 Trainees are provided with an email account, access to the eLearning Platform (as is the case with all other OUC students) and have the right to access the Library as external users, until the end of the semester during which the Training Programme is offered.

12.8 The remaining responsibilities of the trainees are regulated by the University's general regulations for studies.

The initial "Internal Regulations for Studies" were approved in the 42nd meeting of the Governing Board of the University, on September 5th, 2013.

The revised "Internal Regulations for Studies" were approved in the 30th, 31st and 32nd meetings of the Governing Board (2014-2017), on September 30th, October 21st and November 18th, 2016 respectively and during the 3rd meeting of the Governing Board (2017-2020), on June 30th, 2017.

The revised "Internal Regulations for Studies" were approved in the 6th meeting of the Senate, on June 28th, 2018.

The revised "Internal Regulations for Studies" were approved in the 10th meeting of the Senate, on November 9th, 2018.

The revised "Internal Regulations for Studies" were approved in the 27th meeting of the Senate, on July 6th, 2020 and ratified during the 31st meeting of the Council, on July 7th, 2020.

The revised "Internal Regulations for Studies" were approved in the 9th meeting of the Senate, on July 5th, 2021 and ratified in the 4th meeting of the Council, on July 14th, 2021.

The revised "Internal Regulations for Studies" were approved in the 32nd meeting of the Senate, on March 6th, 2023 and ratified in the 14th meeting of the Council, on March 22nd, 2023.