

In the event of absence of mutual agreement between two parties regarding the English version of these regulations, the Turkish version regulations are valid and will be applied.

## **EASTERN MEDITERRANEAN UNIVERSITY REGULATIONS FOR GRADUATE STUDIES AND EXAMINATIONS**

### **EASTERN MEDITERRANEAN UNIVERSITY BY-LAW FOR THE INSTITUTE OF GRADUATE STUDIES AND RESEARCH, ESTABLISHMENT, OPERATION AND WORKING PRINCIPLES**

(By-law Under Article 8)

Eastern Mediterranean University Rector's Office has made the following regulations in accordance with Article 8 of the "Institute of Graduate Studies and Research, Establishment, Operation and Working Principles [Board]" with the approval of the Eastern Mediterranean University Senate.

#### **I. GENERAL PROVISIONS**

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| <b>Brief Name</b> | <b>1. Eastern Mediterranean University Graduate Studies and Examinations Regulations.</b> |
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- VYK 27.09.2017 17-18/1(b)-38 EK 28  
VYK 21.11.2019 19-20/8-11  
VYK 09.12.2020 20-21/8(a)-5
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| <b>Scope</b> | <b>2. The regulations include the conditions regarding courses to be taken in graduate programs, thesis study, examinations, conditions for success and diplomas to be issued.</b> |
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| <b>Definitions</b> | <b>3. In these regulations,</b><br><br>(a) Institute: Refers to the Institute of Graduate Studies and Research<br><br>(b) Plagiarism: Refers to obtaining someone else's ideas, methods, data or work and presenting them under one's own name without giving appropriate credit either partially or in full. |
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| <b>Graduate Courses</b> | <b>4. (1) Graduate courses to be offered in a semester as well as names of the academic staff who will be delivering them are determined in line with the relevant academic units' recommendations and the approval of the Institute Executive Board.</b><br><br><b>(2) Semester credit value of a graduate course is the sum of the weekly theory course hours and half of the weekly application or laboratory hours.</b><br><br><b>(3) Minimum one course on scientific research techniques and research and publication ethics is to be offered during the graduate studies.</b><br><br><b>(4) Out of the courses taken by the student for another diploma, if there are courses equivalent to the ones at the program of registration, the</b> |
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student is expected to fulfil the minimum credit requirement of the relevant program by registering for the same number of other courses found suitable by the relevant department's graduate committee.

## II. MASTER'S PROGRAMS

### General Principles

5. (1) A master's program may be delivered in two formats, namely with and without thesis (non-thesis). Transfers between thesis and non-thesis master programs are regulated by Article 11 of the Regulations for Registration and Admission to Graduate Programs.
- (2) Without the necessity of having both the academic staff and the students at the same environment, distance graduate programs based on information and communication technologies may be opened. Distant education programs are regulated by the Eastern Mediterranean University Distance Graduate Education Application Principles.

## III. MASTER'S PROGRAMS WITH THESIS

### Definition and Content of the Program

6. (1) A master's program with thesis option ensures that a student accesses information and reviews, interprets and evaluates it through the use of scientific research techniques.
- (2) A master's program with thesis is based on a minimum of 21 credit hours of at least 7 courses to be completed, a seminar course and the preparation of a master's thesis. The seminar course and thesis are non-credit courses and the student is graded as either Successful or Unsuccessful.

### Duration

7. (1) Starting from the semester of the commencement of the courses of the registered program and excluding the semesters spent in Scientific Preparation and at English/Turkish Support Programs, the duration of master's program study with thesis, for full time and part time students, is a minimum of two and a maximum of four semesters, which may be extended up to six semesters.
- (2) Students who fail to successfully complete the credit courses and the seminar course specified on the instructional plan at the end of the four semesters or who possess a CGPA of less than 3.00 at the end of the specified study period are dismissed from the Institute.
- (3) At the end of the four semesters, the situation of a student who has successfully completed all credit courses specified on the program and who possesses a minimum CGPA of 3.00 is evaluated and upon the recommendation of the thesis supervisor and the approval of graduate study committee and department/program head, duration of studies can be extended for 2 more semesters for the completion of the thesis study at most. The relevant form is filled in and the Institute Directorate is informed, accordingly. Students who become unsuccessful in thesis work or who fail to attend the thesis defense until the end of the specified period are dismissed from the Institute.

- (4) In disasters and epidemics that may cause disruption to education, students who have completed all course requirements, including the seminar course, are given an additional semester upon their request. However, if the disaster or epidemic continues, an additional period of one semester may be granted with the student's re-application. The additional time granted cannot exceed two academic terms and is not included in the maximum period of study.

**Courses, and  
Assessment**

8. (1) The student selects and registers for the courses to be taken in consultation with the academic advisor or the thesis supervisor. Registration must be approved by the academic advisor or the thesis supervisor and the department/program chair.
- (2) Based on the student's English/Turkish level determined at the beginning of the program, the student is required to register for the English/Turkish Support Program courses starting from the first academic semester in line with Article 30 of these regulations.
- (3) In line with Article 31 of these regulations, students who have gained admission to the program on a conditional basis are required to register first for the Scientific Support Program courses in addition to the courses offered as part of the English/Turkish Support Program.
- (4) Of the courses to be taken by the student, maximum one course which has not been taken before can be chosen from the undergraduate curriculum.
- (5) Upon the recommendation of the academic advisor or the thesis supervisor, the consent of the Department/Program Chair and the Graduate Studies Committee, and the approval of the Director of the Institute, a maximum of 2 graduate courses preferably offered in the same language of the registered program may be taken at another university. The equivalence of the grades obtained from such courses for exemption purposes is determined in accordance with the cross-institutional agreements, if available, by the Graduate Studies Committee and the Institute Directorate.
- (6) Semester grades for courses taken by students are specified in Table 1. The minimum passing grade for the successful completion of a program course is "C".
- (7) A student who obtains a grade lower than "C" from a program course will have to repeat the compulsory course in the first semester the course becomes available. For elective courses from which the student fails, the same course or a new course subject to the approval of the academic advisor or thesis supervisor may be taken.
- (8) Students who fail a credit course with the same code twice or who fail a course taken as a replacement for a previously failed course, or who fail a total of 3 credit courses taken any time during the graduate studies

(even if a certain course was passed during the second time) are dismissed from the Institute.

- (9) Registration procedures for and the content, application and evaluation of the seminar course are as follows:
- (a) The seminar course has to be taken latest by the third semester.
  - (b) The seminar course is either run by a coordinator appointed by the department chair or the thesis supervisor of the student.
  - (c) The aim of the seminar course is to improve the student's skills in conducting research in an area of interest for the student, preferably a topic related to the thesis work, and reporting the research findings both verbally and in writing.
  - (d) In the application of the seminar course, the student, under the supervision of the thesis supervisor/course coordinator, specifies a topic, conducts a literature review, and prepares a written report and an oral presentation taking into consideration techniques for scientific research and research and publication ethics. The presentation date is announced by the relevant department. It is compulsory for students who are registered to the seminar course to attend the presentations.
  - (e) The seminar course is a non-credit course and the student is either graded as Successful (SS) or Unsuccessful (SU) by the thesis supervisor/course coordinator. If a student receives two consecutive (SU) grades from the seminar course, regardless of the fact that s/he was on leave of absence, s/he will be dismissed from the Institute.
- (10) Successful completion of the program courses necessitates a CGPA of at least 3.00 and a (SS) grade from the seminar course latest by the end of the fourth semester. Students who have completed their courses, but fail to attain a CGPA of 3.00, can take four more courses at most to improve their CGPA until the end of the fourth semester. These extra courses may be chosen from previously taken courses or may be new courses. Students who still remain below a CGPA of 3.00 after having completed extra courses are dismissed from the Institute.

**Appointment of  
the Thesis  
Supervisor and  
Thesis Proposal**

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9. (1) In line with the student's preference amongst the faculty members of the university's academic staff, the consent of the relevant faculty member and the thesis supervision quotas determined by the department board, a thesis supervisor is appointed for each student admitted to the graduate program by the end of the first semester, at the latest, with the approval of the department / program chair. If the quota of the thesis supervisor requested to be appointed has reached the specified limit, a faculty member to be determined by the department's Graduate Studies Committee, in consultation with the relevant student and another faculty member of the university whose quota is suitable, is appointed as the

thesis supervisor with the approval of the department / program chair. However, if the student's thesis supervisor cannot be determined from the beginning of the semester, an academic advisor is assigned to the student to provide consultancy on academic matters until the end of the first semester. Forms regarding appointments are filled and submitted to the Institute Directorate for approval. Upon the appointment of the thesis supervisor, the academic advisor's duty, if any, ends and the academic advisorship duties are carried out by the thesis supervisor.

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- (2) If deemed necessary, a co-supervisor either from or outside the university and with a minimum PhD degree and suitable supervision quota may be appointed to support the thesis supervisor in research matters. If the quota of the co-supervisor requested to be appointed has reached the specified limit, another faculty member with a suitable quota can be appointed as the co-supervisor with the method specified in the thesis supervisor appointment. Reasons for the appointment of a co-supervisor and areas and rates of contribution of each supervisor are indicated in the relevant appointment form.
- (3) In the event of the non-availability of an academic staff member with the desired qualities, an academic staff from another institution of higher education is appointed as the supervisor in accordance with the method specified in Article 9(1) of these regulations and subject to the recommendation of the graduate studies committee and department/program chair and the approval of the Institute Directorate. However, an academic advisor from the academic staff of the university is appointed for the student. The relevant form is filled-in and the Institute Directorate is informed, accordingly.
- (4) In the event of the thesis supervisor leaving the university temporarily or permanently, duties of the thesis supervisor continue subject to the consent of the thesis supervisor and the student and the approval of the graduate studies committee and the department/program chair. However, an academic advisor among the university staff is appointed for the student. Relevant forms are filled in and the Institute Directorate is informed accordingly.
- (5) The thesis topic of the student determined in consultation with the thesis supervisor is communicated to the Institute Directorate latest by the end of the second semester via the relevant form approved by the thesis supervisor, graduate study committee and the relevant department/program chair. Students whose thesis topic has been approved are expected to register for the thesis every semester as of the third semester of registration, the latest.
- (6) Thesis supervisor and/or the thesis topic of a graduate student may be changed subject to the approval of the department/program chair and the graduate studies committee. The relevant form is filled in and the Institute Directorate is informed accordingly.

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- Master's Thesis**
10. (1) A master's thesis has to be a unique piece of work, which includes evaluation or thorough analysis of a method.
- (2) At the end of each semester, work regarding thesis study is evaluated as Satisfactory (TP) or Unsatisfactory (TU) by the supervisor with the approval of the chair of department/program, as specified in Table I. If a student receives two consecutive (TU) grades from the thesis study, regardless of the fact that s/he was on leave, or if s/he becomes unsuccessful from the thesis study three times intermittently, s/he will be dismissed from the Institute.
- Thesis Jury and Evaluation**
11. (1) A student studying at a master's program with thesis puts the research findings into writing in accordance with the graduate thesis writing guidelines set by the Institute Directorate and orally defends his/her thesis before a jury.
- (2) Prior to the thesis defense, and in occasions where the thesis defense repetition is asked the student completes his/her thesis and submits it to the thesis supervisor. The thesis supervisor submits the thesis, together with his/her approval for thesis defense, the approval or exemption form of the Scientific Research and Publication Ethics Board and the plagiarism software report pertaining to the thesis in question to the Institute Directorate via the relevant department chair's office. In the event of the detection of any incidences of plagiarism, the Institute launches disciplinary action against the student in accordance with the provisions of the Student Disciplinary Code and informs the department, accordingly.
- (3) Following the submission of a thesis to the Institute Directorate, a thesis jury is appointed in line with the recommendation of the concerned department/program and the supervisor and the approval of the Director of the Institute within a week, the latest. The thesis jury consists of minimum 3 and maximum 5 members, including the thesis supervisor and at least one external member. In the event of the jury consisting of three members, the co-supervisor cannot become a jury member.
- (4) The thesis jury convenes on a date approved by the Institute Directorate and elects the head of the jury. Thesis supervisor or the co-supervisor cannot be elected as the head of the jury.
- (5) The thesis jury consists of the evaluation of the written thesis and the thesis presentation of the candidate and the question-answer section. The thesis jury takes place in an open environment with the participation of academic staff, graduate students, and the audience who have expertise in the field.
- (6) Having evaluated the written thesis and the thesis defense presentation of the candidate, the jury reaches one of the decisions by simple majority: "Thesis Defense Satisfactory" (TS), "Thesis Defense

Satisfactory Subject to Modifications” (TI), “Thesis Defense to be Renewed” (TR), or “Thesis Defense Rejected” (TJ). Decision of the jury is verbally given to the candidate in an environment closed to audience and in writing together with the relevant form and justifications to the Institute Directorate within three working days following the thesis jury. Students who receive “Thesis Defense Satisfactory Subject to Modifications” or “Thesis Defense to be Renewed” are expected to comply with the requirements set out by the thesis jury within the specified period in addition to all study periods indicated for the graduate program in these regulations. Such students will be required to register for the program for the indicated period.

- (7) A student whose thesis has been rejected is dismissed from the Institute.
- (8) A candidate, who was evaluated as “Thesis Defense to be Renewed” is required to repeat the defense before the jury within three months following the first jury. The jury preferably consists of the same members, if possible, and is formed according to criteria set in article 11(2) of these regulations. A candidate whose thesis is evaluated as “Rejected” at the end of the second jury defense is dismissed from the Institute. In situations where the thesis is defended for the second time, it is not possible for the jury to come up with the decision “Thesis Defense to be Renewed”.
- (9) Necessary corrections to the thesis, evaluated as “Thesis Defense Satisfactory Subject to Modifications” have to be completed within one month, the latest and submitted to the jury, accordingly. The thesis will be considered as “Satisfactory” following the written confirmation that the required corrections have been carried out to the satisfaction of the majority or all jury members. The jury report will be relayed to the Institute Directorate by the relevant department chair.
- (10) A candidate whose thesis is evaluated as “Satisfactory” is required to submit bounded copies of the thesis to the relevant department which will, in turn, submit the copies to the Institute Directorate within a week following the thesis jury date. The Institute Directorate may grant a one-week extension for the submission of bounded copies upon application. Number of copies to be submitted is determined by the Institute. A student not fulfilling the aforesaid conditions will not be entitled for a diploma and/or may not benefit from the rights granted for students and is dismissed from the Institute if the maximum period of study has been exceeded.
- (11) Bounded copies of the thesis with the candidate’s graduation statement letter are sent to the Institute by the department.
- (12) Within three months following the submission of the thesis, the Institute sends an electronic copy of the thesis to the Turkish Republic Council of Higher Education with the aim of contributing to the scientific research

and relevant activities.

- (13) A student whose thesis has been rejected may be granted a non-thesis master's diploma on the condition that s/he has met the requirements for the course credit load, project and all other similar conditions within an additional period of one semester.

#### IV. NON-THESIS MASTER'S PROGRAMS

##### Program Specification and Content

12. (1) Non-thesis master's programs are designed to furnish the students with necessary academic background for further professional development and to enable them to convert the existing knowledge into practice.
- (2) A non-thesis master's program consists of a minimum of 10 courses amounting to minimum 30 credits and a term project, which is a non-credit course. A student's performance in the term project is evaluated as 'Successful' or 'Unsuccessful'.

##### Duration

13. Starting from the semester of the commencement of the courses of the registered program and excluding the time spent in Scientific Preparation and English/Turkish Support Programs, the duration of studies at non-thesis master's programs for full time and part time students is a minimum of two and a maximum of three semesters. A student who demonstrates unsuccessful performance or is unable to complete the program at the end of the specified period is dismissed from the Institute.

##### Courses and Assessment

14. (1) The student selects and registers for the courses to be taken in consultation with the academic advisor or the term project supervisor. Registration must be approved by the academic advisor or the term project supervisor and the department/program chair.
- (2) Based on the student's English/Turkish level determined at the beginning of the program, the student is required to register for the specified courses starting from the first academic semester in line with Article 30 of these regulations.
- (3) In line with Article 31 of these regulations, students who have gained admission to the program on a conditional basis are required to register first for the Scientific Support Program courses in addition to the courses offered as part of the English/Turkish Support Program.
- (4) Upon the recommendation of the academic advisor or the term project supervisor, the consent of the department/program chair and the graduate studies committee, and the approval of the Director of the Institute, a maximum of 2 graduate courses preferably offered in the same language of the registered program may be taken at another institution. The equivalence of the grades obtained from such courses for exemption purposes is determined in accordance with the cross-institutional agreements, if available, by the graduate studies committee and the Institute Directorate.



- (5) Semester grades for courses taken by graduate students are specified in Table 1. The minimum passing grade for the successful completion of a program course is “C”.
- (6) A student who obtains a grade below “C” from a program course will have to repeat the compulsory course in the first semester the course becomes available. For elective courses from which the student fails, same course or a new course subject to the approval of the academic advisor or term project supervisor may be taken.
- (7) Students who fail a credit graduate course with the same code twice or who fail a course taken as a replacement for a previously failed course, or who fail a total of 3 program courses taken any time during the graduate studies (even if a certain course was passed during the second time) are dismissed from the Institute.
- (8) Out of the program courses to be taken by the student, one can be selected from undergraduate courses at most, on the condition that it has not been taken during the concerned student’s undergraduate studies.

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**Term Project Supervisor**

15. In a non-thesis master’s program, the department/program chair appoints an academic staff with minimum PhD qualification to each student, to provide assistance in course selection and the term project, latest by the end of first term. However, in case of a term project supervisor not being appointed at the beginning of the semester, an academic advisor is appointed until the end of the first semester. Following the appointment of a term project supervisor, the academic advisor’s, if any, duties come to an end.

**Term Project and its Evaluation**

16. (1) A term project, which is applied in non-thesis master’s programs, is a study that requires the students to demonstrate the ability in applying their knowledge and skills in finding unique, realistic, applicable and innovative solutions to problems in their professional fields.
- (2) The student defends his/her project at the end of the relevant semester before a jury consisting of three members. The jury consists of the project supervisor and two academic staff with minimum PhD qualification who are appointed by the department chair. The jury convenes on a date approved by the department chair and elects a member as the chair except the term project supervisor. The jury evaluates the project and the presentation of the student with a simple majority as “Term Project Satisfactory” (PS), “Term Project Satisfactory Subject to Modifications” (PI), or “Term Project Unsatisfactory” (PU). The required corrections should be finished within 2 weeks and submitted to the jury members for the decision of “Term Project Satisfactory Subject to Modifications”. A written report from the jury members confirming the satisfactory completion of the required corrections to the department chair will mean the ‘Satisfactory’ completion of the term project.

- (3) Students who cannot complete their projects within the specified period or attend the project jury can be issued “Ongoing Term Project” (PP) grade only for one semester. Unless a student’s study period has been finalised, a student with a (PP) grade re-registers for the term project in the following semester.
- (4) If a student who registers to the term project for the second time fails to complete the project at the end of the semester or is found insufficient by the jury, s/he is dismissed from the program.

#### V. DOCTORAL PROGRAMS

#### Program Specification and Content

17. (1) The purpose of the PhD program is to provide the student with the required competences to carry out independent research, to interpret the scientific incidents by investigating them with a wide and deep point of view and reaching new synthesis.
- (2) (a) For students who have been admitted with master’s degrees, PhD program is composed of a minimum of 21 credit hours of at least 7 courses to be completed, seminar, the “Qualifying Examination”, thesis proposal and the thesis study.
- (b) For students who have been admitted with an undergraduate degree, PhD program is composed of a minimum 42 credit hours of at least 14 courses to be completed, seminar, the “Qualifying Examination”, thesis proposal and the thesis study.

#### Duration

18. (1) Starting from the semester of the commencement of the courses of the registered program and excluding the time spent in Scientific Preparation and at English/Turkish Support Programs, the standard duration of studies for full time and part time students who have been admitted with a master’s degree is 10 semesters and could be extended to 12 semesters at most and for those who have been admitted with an undergraduate degree is 12 semesters and could be extended to 14 semesters at most.
- (2) Upon the recommendation of the thesis supervisor defined in Article 20 (1) of these regulations and the approval of graduate study committee and department/program chair, the duration of studies can be extended for a maximum of 2 more semesters for PhD students who have been admitted to the program with an undergraduate degree and who have completed their 12th semester in the program and for those who have been admitted to the program with a master’s degree and who have completed their 10th semester in the program. The relevant form is filled in and the Institute Directorate is informed accordingly.
- (3) The maximum period for the successful completion of the credit courses and the seminar course of the PhD program is four semesters for students who have been admitted to the program with a master’s degree and six semesters for those registering for the program with an undergraduate degree. Students who fail to successfully complete assigned courses or

who possess a CGPA of less than 3.00 at the end of the specified study period are dismissed from the Institute.

- (4) After having successfully completed the credit and seminar courses, successfully passed the Qualifying Exam and received the approval for thesis proposal, a student who is unable to complete the thesis study at the end of the 12 semesters (valid for those who have been admitted with a master's degree) or 14 semesters (valid for those who have been admitted with an undergraduate degree) is dismissed from the Institute.
- (5) If the doctoral degree candidate has completed his/her thesis and submitted it to the Institute Directorate at the end of the maximum study period and if s/he has at least one publication submitted to a journal cited in "Citation Index" as specified in Article 26(2) of these regulations, s/he transfers into "Awaiting Publication" status with the recommendation of the thesis supervisor defined in article 20(1) of this regulations, graduate studies committee and department/program chair, and the approval of the Institute Directorate. Transferring to such status is a prerequisite for graduation. A doctoral degree candidate can have an "Awaiting Publication" status for five academic years at most, starting from the first semester after the end of the maximum study period. At the end of this period, doctoral degree candidates who fail to meet the publication requirement for graduation are dismissed from the Institute.
- (6) Students who have failed to complete the doctoral degree program requirements within the set period are dismissed from the Institute.
- (7) Out of the students who have applied for the PhD program with an undergraduate degree those who have failed to successfully complete their credit courses and/or thesis study within the maximum period of study or those who have not succeeded in the PhD thesis dissertation may be granted a non-thesis master's diploma on the condition that they successfully fulfil the required credit load as well as term project and other conditions set for the non-thesis master's program.
- (8) In disasters and epidemics that may cause disruption to education, students who have completed all course requirements, including the seminar course and the qualifying exam, are given an additional semester upon their request. However, if the disaster or epidemic continues, an additional period of one semester may be granted with the student's re-application. The additional time granted cannot exceed two academic terms and is not included in the maximum period of study.

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**Courses and Evaluation**

19. (1) The student determines and registers for the courses to be taken in consultation with the academic advisor or the thesis supervisor. Registration must be approved by the academic advisor or the thesis supervisor and the department/program chair.
- (2) Based on the student's English/Turkish level determined at the beginning of the program, the student is required to register for the specified

courses starting from the first academic semester in line with Article 30 of these regulations.

- (3) In line with Article 31 of these regulations, students who have gained admission to the program on a conditional basis are required to register first for the Scientific Support Program courses in addition to the courses offered as part of the English/Turkish Support Program.
- (4) The student selects and registers for graduate program courses which have not been taken before.
- (5) Upon the suggestion of the thesis supervisor, the consent of the department graduate studies committee and the approval of the Director of the Institute, a maximum of 2 graduate courses (for those who have registered for the program with a master's degree) or a maximum of 4 graduate courses (for those who have registered for the program with an undergraduate degree) offered preferably in the same language of the registered program may be taken at another university. The equivalence of the grades obtained from such courses for exemption purposes is determined by the graduate studies committee and the Institute Directorate.
- (6) Semester grades for courses taken by students are specified in Table 1. The minimum passing grade is "B".
- (7) A student who obtains a grade below "B" from a program course will have to repeat the compulsory courses in the first semester they become available. For elective courses from which the student fails, the same course or a new course subject to the approval of the academic advisor or thesis supervisor may be taken.
- (8) Students who fail a credit program course with the same code twice or who fail a course taken as a replacement for a previously failed course, or who fail a total of 2 courses taken any time during the doctoral studies (even if a certain course was passed during the second time) are dismissed from the Institute.
- (9) A student who has been admitted to the doctoral program with an undergraduate degree and who has successfully completed a minimum of seven courses may transfer to a master's program.

**Appointment of  
the Thesis  
Supervisor and  
Thesis Proposal**

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20. (1) A thesis supervisor from the academic staff of the university is appointed to each student admitted to the doctoral program latest by the end of the second semester of registration with the approval of the department/program chair in line with the student's preference, consent of the relevant academic staff and thesis supervision quotas determined by the department board. If the quota of the thesis supervisor requested to be appointed has reached the specified limit, a faculty member to be determined by the department's Graduate Studies Committee, in consultation with the relevant student and another faculty member of

the university whose quota is suitable, is appointed as the thesis supervisor with the approval of the department / program chair. If deemed necessary, a co-supervisor either from or outside the university and with a minimum PhD degree and suitable supervision quota may be appointed to support the thesis supervisor in research matters. If the quota of the co-supervisor requested to be appointed has reached the specified limit, another faculty member with a suitable quota can be appointed as the co-supervisor with the method specified in the thesis supervisor appointment. Reasons for the appointment of a co-supervisor and areas and rates of contribution of each supervisor are indicated in the relevant appointment form. If the student's thesis supervisor cannot be determined at the semester during which the relevant student's studies have commenced, an academic advisor is assigned to student to provide consultancy on academic matters until the end of the second semester. Forms regarding appointments are filled and submitted to the Institute Directorate for approval. The appointment of the thesis supervisor is finalised with the approval of the Institute Directorate. Upon the appointment of the thesis supervisor, the academic advisor's duty, if any, comes to an end and the academic advisorship duties are carried out by the thesis supervisor.

- (2) In the event of the non-availability of an academic staff member with the desired qualities, an academic staff from another institution of higher education is appointed as the supervisor in line with the method specified in Article 20(1) of this by-Law and subject to the recommendation of the graduate studies committee and department/program chair and the approval of the Institute Directorate. However, an academic advisor from the academic staff of the university is appointed for the student. The relevant form is filled-in and the Institute Directorate is informed, accordingly.
- (3) Academic staff, excluding those in the Dentistry, Pharmacy, Medicine and Veterinary programs, is required to have successfully completed the supervision of minimum one master's program thesis in order to supervise thesis at PhD programs. This condition is not sought for the appointment of the co-supervisors.
- (4) In the event of the thesis supervisor leaving the university temporarily or permanently, duties of the thesis supervisor continue subject to the consent of the thesis supervisor and the student and the approval of the graduate studies committee and the department/program chair. However, an academic advisor among the university staff is appointed for the student. Relevant forms are filled in and the Institute Directorate is informed accordingly.
- (5) The preliminary thesis topic of the student, if not specified before, determined in consultation with the thesis supervisor is communicated to the Institute Directorate latest by the end of the second semester via the relevant form approved by the thesis supervisor, graduate studies

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committee and the relevant department/program chair. The preliminary thesis topic is finalized upon the approval of the Institute Directorate.

- (6) Thesis supervisor and/or the thesis topic of a PhD student may be changed subject to the approval of the department/program chair and the graduate studies committee. The relevant form is filled in and the Director of the Institute is informed accordingly.
- (7) After having the thesis topic approved, the student is expected to register for the thesis study latest by the third semester and to start preliminary work pertaining to the thesis topic. During the following semesters, the student registers for the thesis study and finalizes studies regarding the preliminary thesis work until the semester during which the thesis proposal defense takes place. The thesis supervisor assigns thesis progress either a “Satisfactory” (TP) or an “Unsatisfactory” (TU) grade at the end of the semester.

**PhD Qualifying Exam**

21. (1) After the successful completion of the seminar and courses, the PhD qualifying exam measures the students’ breadth of knowledge as well as the depth of their understanding in their field and their research capabilities in their PhD studies.
- (2) PhD students who have completed the seminar and relevant courses register for the qualifying exam during the registration period of the following semester.
- (3) The PhD qualifying exam is organized and run by a PhD qualifying committee consisting of five members appointed upon the recommendation of the department/program chair and the consent of the Institute Directorate. The committee forms exam juries with the purpose of designing, preparing and administering exams in different subject areas. The exam jury consists of five academic staff members, preferably minimum two of whom are from an external institution and one of whom is the thesis supervisor. The thesis supervisor has the right to vote.
- (4) The qualifying examination is conducted within 15 days before the last day of classes on a date determined by the chair of department/program.
- (5) The examination consists of written and oral parts. Students, who succeed in written exam, take the oral exam which is open to audience consisting of faculty members, graduate students, and experts in the respective field. The exam jury, by evaluating the performance of the student in written and oral examinations, decides by an absolute majority whether the student is successful (QS) or not (QU). This final decision will be communicated with the relevant form to the Institute within three working days following the PhD qualifying exam.
- (6) Students who are evaluated as unsuccessful register for the qualifying exam in the following semester. The jury as defined in article 21(3)

consists of the same members, if possible. The student re-takes the section/s from which s/he failed.

- (7) A student who fails the qualifying exam twice will be dismissed from the Institute.
- (8) The qualifying exam jury may demand that a student, who passed the qualifying exam, takes course(s) in addition to other courses taken, on the condition that they do not exceed 1/3 of the total credit value, even if the student completed the course load. The student is expected to successfully complete the courses assigned by the Institute.

**Thesis Monitoring  
Committee**

- 22. (1) A thesis monitoring committee is appointed for each student who has passed the qualifying exam within one month following the date of the qualifying exam upon the favourable views of the thesis supervisor, recommendation of the department/program chair and the approval of the Institute Directorate.
- (2) Thesis monitoring committee is made up of three faculty members including the thesis supervisor of the student, one member from the respective department/program, and one external member outside the department/program. In the event of a co-supervisor being present, s/he may also attend the committee meetings without the right to vote.
- (3) Upon the recommendation of the thesis supervisor and/or relevant department chair and the approval of the Institute Directorate, members of the thesis monitoring committee can be changed after the semester of its formation.

**Defense and  
Approval of the  
Thesis Topic**

- 23. (1) The student, who passes the PhD qualifying exam, prepares his/her thesis proposal which includes the purpose of the research, methodology, and study plans, within six months, the latest and, after having obtained the approval of the thesis supervisor, applies to the relevant department in writing and with sufficient number of copies asking for a date to defend the thesis proposal orally. The department chair's office determines on a date for oral defense and announces it to the department within 15 days, the latest. The student's thesis proposal is sent to the members of the thesis monitoring committee minimum 15 days prior to his/her oral defense date. The student defends his/her proposal orally to the thesis monitoring committee. The meeting is open for audience but only members of the monitoring committee are allowed ask questions to the student.

- (2) The thesis monitoring committee decides to accept or reject the thesis proposal presented by the student with a simple majority. The Institute is informed about the decision of the committee which is put on a form and which includes the approval of the department/program chair within three working days. Based on the committee's decision, the thesis supervisor will assign either a "Satisfactory" (TP) or an "Unsatisfactory" (TU) grade as the student's end of semester thesis grade.
- (3) A student whose thesis topic proposal is rejected has the right to choose a different topic and a new thesis supervisor. Under such circumstances a new thesis monitoring committee may be appointed. A student who continues with the same thesis supervisor will repeat the thesis topic proposal defense within three months and a student who changes the thesis subject and thesis supervisor will repeat the thesis topic proposal defense within six months. Students who fail the defense for the second time will be dismissed from the program.
- (4) A student who fails to attend the thesis proposal defense without a valid excuse within the period specified in Article 23(1) of these regulations is graded as unsuccessful and his/her thesis proposal is rejected, accordingly.
- (5) The thesis topic approved by the thesis monitoring committee is communicated to the Institute Directorate latest by the end of the following semester via the relevant form approved by the thesis supervisor, thesis monitoring committee and the department/program chair. If the approval of the Scientific Research and Publication Ethics Board is sought for the thesis study, the document of approval obtained from the said Board is presented to the Institute Directorate. If such an approval is not needed, the exemption form is also submitted to the Institute Directorate. The thesis topic is finalized upon the approval of the Institute Directorate.

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**Semester  
Evaluation of the  
Approved Thesis  
Study**

24. (1) The thesis monitoring committee meets once every semester for a student whose thesis topic proposal was accepted and monitors the PhD candidate's progress. The student will submit a written report to the committee at least 15 days prior to the meeting date, explaining the progress of the thesis work, list of national and international publications and work planned for the following semester. Following the submission of the report, the committee evaluates the work of the student as "Successful" or "Unsuccessful". The thesis supervisor gives the semester grade of the student parallel to the decision of the committee as "Satisfactory" (TP) or "Unsatisfactory" (TU).
- (2) Excluding compelling situations, the thesis monitoring committee meets on dates between the last day of the course withdrawal and the last day for grade submission of the relevant semester as determined by the department/program chair.



- (3) A PhD candidate who has been evaluated from the thesis study as unsuccessful twice consecutively, regardless of the fact that s/he was on leave of absence, or three times intermittently, is dismissed from the Institute.

**PhD Thesis**

25. (1) In a PhD thesis, at least one of the following is sought:
  - (a) Introducing an innovation to science,
  - (b) Developing a novel scientific method,
  - (c) Applying a known method to a new field.
- (2) A certain period of the thesis study may be conducted at another university or research institute with the approval of the faculty board.

**Thesis Jury and Evaluation**

26. (1) The thesis has to be written in accordance with the general “Graduate Thesis Writing” guidelines set by the Institute Directorate and defended orally before a jury.
- (2) For the thesis jury to be appointed, the candidate should fulfil scientific activities and meet special conditions (at least one publication related to the thesis topic has to be published or be accepted for publication in SCI, SCI-expanded, SSCI, AHCI indexed journals) specified in the Academic Evaluation Criteria.
- (3) For the appointment of the thesis jury, minimum three thesis monitoring committee reports should be submitted.
- (4) Prior to the thesis defense, the student completes his/her thesis and submits it to the thesis supervisor. In theses requiring thesis defense renewal, the student submits the thesis to the relevant supervisor with corrections. The thesis supervisor submits the thesis, together with his/her approval for thesis defense, sufficient number of copies for jury members (including the substitute member), the approval or exemption form of the Scientific Research and Publication Ethics Board and the plagiarism software report pertaining to the thesis in question to the Institute Directorate via the relevant department chair’s office. In the event of the detection of any incidences of plagiarism, the Institute launches disciplinary action against the student in accordance with the provisions of the Student Disciplinary Code and informs the department, accordingly.
- (5) A doctoral thesis jury is appointed upon the favorable views of the student’s thesis supervisor, recommendation of the department/program chair and the approval of the Institute Directorate. The jury either consists of 5 faculty members, three of whom are from the thesis monitoring committee of the student and at least two of whom are professors from an external institution, and the thesis supervisor, or, in situations where the co-supervisor is present amongst the jury members,

seven full members and one substitute member.

- (6) After one week following the submission of a thesis to the Institute Directorate the latest, a thesis jury is appointed, and a copy of the thesis is sent to each member of the jury.
- (7) The thesis jury convenes on a date approved by the Institute Directorate and elects a chair. The thesis supervisor cannot be elected as the chair. The thesis jury consists of the thesis presentation of the candidate followed by the question-answer section. The thesis jury takes place in an open environment with the participation of academic staff, graduate students, and the audience who have expertise in the field.
- (8) The candidate defends the thesis before the thesis jury. The thesis jury, having evaluated the written thesis and the oral defense of the candidate can reach one of the following decisions by a simple majority: “Thesis Defense Satisfactory” (TS), “Thesis Defense Satisfactory Subject to Modifications” (TI), “Thesis Defense to be Renewed” (TR), or “Thesis Defense Rejected” (TJ). Decision of the jury is verbally given to the candidate in private and in writing together with relevant justifications to the Directorate of the Institute within three working days following the date of the thesis jury. Students who receive “Thesis Defense Rejected” are dismissed from the Institute. Time periods associated with jury decisions “Thesis Defense Satisfactory Subject to Modifications (TI)” or “Thesis Defense to be Renewed (TR)” are granted in addition to all instructional periods indicated in these regulations. Such students are expected to register for the program for the indicated period.
- (9) Of the students who have applied for the PhD program with an undergraduate degree, those who have not succeeded in the PhD thesis dissertation may be granted a non-thesis master’s diploma, upon request, in line with the provisions of Article 18(7) of these regulations.
- (10) Doctoral degree candidates who have gained the right for thesis defense according to the Article 26(2) of these regulations and who have an “Awaiting Publication” status are given the right to register for an additional semester for thesis defense. This additional semester is given on top of all study periods specified in these regulations. The candidate registers for and defends his/her thesis during the first academic semester following the date when s/he gained the right of defense.
- (11) A candidate, who was evaluated as “Thesis Defense to be Renewed” is required to repeat the defense to the jury within six months following the first jury. The jury consists of the same members, if possible, and is formed according to criteria set in article 26(4). A candidate whose thesis is evaluated as “Rejected” by the second jury will be dismissed from the program. In situations where the thesis is defended for the second time, it is not possible for the jury to come up with the decision “Renewal of the Thesis Defense”.

- (12) Necessary corrections to the thesis, evaluated as “Thesis Defense Satisfactory Subject to Modifications” have to be completed within three months the latest and submitted to the jury members. The thesis will be considered as “Satisfactory” following the written confirmation that the required corrections have been carried out to the satisfaction of all jury members. The jury members report will be relayed in writing to the Directorate of the Institute via the relevant department chair.
- (13) A candidate whose thesis is evaluated as “Satisfactory” is required to submit bounded copies of the thesis to the relevant department which will, in turn, submit the copies to the Institute Directorate within a week following the thesis jury date. The Institute Directorate may grant a one-week extension for the submission of bounded copies upon application. Number of copies to be submitted is determined by the Institute. A student not fulfilling the aforesaid conditions will not be entitled for a diploma and/or may not benefit from the rights granted for students and/or may be dismissed from the Institute if the maximum period of study has been exceeded.
- (14) Bounded copies of the thesis and the candidate’s graduation statement letter are sent to the Institute by the department.
- (15) Within three months following the submission of the thesis, the Institute sends an electronic copy of the thesis to the Turkish Republic Council of Higher Education with the aim of contributing to the scientific research and relevant activities.

## **VI. GRADUATION AND DIPLOMAS**

- |                   |  |
|-------------------|--|
| <b>Graduation</b> | <b>27.</b> Students who have fulfilled all requirements of the master’s and doctoral degree programs graduate upon the recommendation of the Director of the Institute and approval of the Rector.   |
| <b>Diplomas</b>   | <b>28.</b> (1) Graduate students whose graduation is approved receive one of the diplomas specified in Article 9 of the By-law for the Foundation, Operation and Working Principles of the Institute for Graduate Studies and Research.<br><br>(2) Issued diplomas bear the titles of the Institute and the program approved by the Turkish Republic Higher Education Board and the signatures of the Director of the Institute and the Rector, the University stamp and an embossed stamp.<br><br>(3) The graduation date, for master’s programs with thesis and PhD programs, is the date when the signed copy of thesis is submitted by the exam jury and in programs without thesis, the date when the graduation conditions have been fulfilled.<br><br>(4) Graduates are obliged to pay diploma fees determined by the Senate. |

**Documents Issued for Special Students** 29. No diplomas are issued for “Special Students”. However, such students receive a document issued by the Registrar’s Office specifying courses taken and grades obtained.

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## VII. MISCELLANEOUS PROVISIONS

**Language Support Program** 30. (1) Students who have not met the language support program exemption conditions are expected to attend and successfully complete the English Support Program in English-medium programs and Turkish Support Program in Turkish-medium programs for a minimum of one semester.

(2) Courses offered at the English/Turkish Support Program are non-credit courses and students are graded as Successful (S) or Unsuccessful (U). If a student receives two consecutive (U) grades from the English/Turkish course with the same course code, regardless of the fact that s/he took a leave of absence during this period, s/he will be dismissed from the Institute.

**Scientific Preparation Program** 31. (1) Compulsory courses taken as part of the Scientific Preparation Program cannot replace or substitute for courses required for the completion of the relevant graduate program. In addition to the Scientific Preparation Program courses, a student in Scientific Preparation Program may take courses related to the graduate program with the recommendation of the respective program/department and approval of the Institute Directorate.

(2) The maximum period for the completion of the Scientific Preparation Program is two semesters. Summer instruction cannot be included in this duration. This period cannot be extended except for the semester breaks and students, who fail to complete the Scientific Preparation Program successfully within this period, are dismissed from the program. Time spent in this program cannot be included in the duration of master’s or PhD programs.

(3) In order to be considered as successful, a student must obtain a minimum grade of “C” from the courses taken as part of the Scientific Preparation Program.

(4) A student who fails the same course twice in the “Scientific Preparation Program” is dismissed from the Institute.

(5) Courses taken or time spent in the “Scientific Preparatory Program” are shown separately on the transcript and are not included in the CGPA of the student in the graduate program.

**Appeals** 32. (1) Appeals can take place under the following circumstances:  
(a) Midterm or final exam results,

- (b) Dismissal from the program due to academic failure,
  - (c) Claiming that due to academic and administrative decisions taken about the student, s/he fails to fulfill program requirements and thus his/her progress is prevented.
- (2) Appeals can be based on the following reasons:
- (a) Material errors in the evaluation of the exam results,
  - (b) Application (administrative) errors by the academic or administrative staff,
  - (c) Evaluations based on non-academic criteria,
  - (d) Evaluations based on non-ethical criteria,
  - (e) Not taking into consideration factors beyond student's control during evaluation.
- (3) Appeals based on academic reasons cannot be made for examinations and evaluation results by the boards/juries. Appeals against board decisions may only be filed for administrative and procedural reasons.
- (4) Appeals are made following the methods below:
- (a) Students apply to the program/department with a petition for a re-evaluation of the exam papers and grade/s within 3 days following the announcement of the mid-term and final exam results.
  - (b) In order to evaluate appeals made for material errors in the evaluation of the exams, the department/program chair forms a committee with relevant members. The committee evaluates the exam papers, finds out whether there is material error or not, and then informs the department, accordingly. The Institute and the student are informed about the committee decision within 15 days following the appeal.
  - (c) If the subject of the appeal is about an academic staff who is at the same time the chair of the department/program, the process is held by the Director of the Institute. If the Institute Director is the subject of the appeal, the process is followed up by the Vice Rector responsible for Academic Affairs.
  - (d) Appeals based on Article 32(2)-(b)-(e) of these regulations are submitted to the Institute Directorate within 3 days after the exam results are announced. The Institute Executive Board analyses and finalizes the appeals within one month following the application. The Institute Executive Board may form research committees to reach the final decision.

**Disciplinary Issues** 33. All disciplinary matters regarding students of the Institute are subject to the provisions of the “Eastern Mediterranean University Disciplinary By-law for Students”.

**Issues not Covered** 34. Provisions of the “Eastern Mediterranean University Education, Examinations and Success By-law” are valid and applicable for matters not clearly defined in these regulations. Issues not covered by the existing regulations or by-laws are subject to the decision of the Institute Council.

#### **VIII. TEMPORARY ARTICLES AND FINAL PROVISIONS**

**Temporary Article** 1. Duties of the Institute Executive Board specified in these regulations are performed by the Institute Board until the relevant by-Law amendments take place.

**Temporary Article** 2. These regulations are applied for students who are registering for the university for the first time during the Fall Semester of the 2017-18 Academic Year as well as for those returning back to their studies as a result of academic pardoning. Students who registered in the university for the first time before the 2017-18 Academic Year Fall Semester are treated within the scope of the Temporary Articles 3-13 appearing in these regulations.

**Temporary Article** 3. Provisions stated in Article 7(1) and Article 13 of these regulations are not valid for students who registered before the Fall Semester of the 2017-18 Academic Year. Duration of studies for full-time master’s program students who registered before the specified period is minimum two and maximum four semesters. The study period for part time master’s program students who registered before the said period is minimum three and maximum six semesters. These periods may be extended for two semesters at most, subject to the recommendation of the thesis supervisor specified in Article 9(1) of these regulations or the term project supervisor as specified in Article 15 of these regulations and the approval of the graduate study committee and the department/program chair. The Institute Directorate is informed via relevant forms, accordingly.

**Temporary Article** 4. Students registering before the 2017-18 Academic Year Fall Semester may transfer from part-time to full-time status or vice versa upon the recommendation of the academic advisor or thesis supervisor or term project supervisor specified in Articles 9(1) and 15 of these regulations and the approval of the department/program chair. The Institute Directorate is informed via relevant forms, accordingly. The duration of studies for students who undergo status change is calculated according to the remaining semesters in the new status. In order to find the remaining number of semesters, the rate of the total number of semesters in the new program and the total number of semesters in the current program is obtained. The obtained rate is multiplied by the number of remaining semesters in the current program.

**Temporary Article** 5. Appointments of thesis supervisors specified in Articles 9(1) and 20 (1) of these regulations for students registering before the Fall Semester of the 2017-18 Academic Year should take place no later than the add/drop date of the 3rd

semester of the student.

- Temporary Article** 6. Thesis topic specification process specified in Articles 9(5) and 20(5) of these regulations for students registering before the Fall Semester of the 2017-18 Academic Year should be finalized no later than the add/drop date of the 3rd semester of the student.
- Temporary Article** 7. The approval or exemption form of the Scientific Research and Publication Ethics Board specified in Articles 11(2), 20 (5) and 26(4) of these regulations are not mandatory for students registering before the Fall Semester of the 2017-18 Academic Year. However, students as such are encouraged to apply for the approval or exemption form of the said Board for their thesis studies.
- Temporary Article** 8. Appointments of term project supervisors specified in Article 15 of these regulations for students registering before the Fall Semester of the 2017-18 Academic Year should take place no later than the beginning of the semester the project will be carried out.
- Temporary Article** 9. The seminar course in doctoral programs specified in Article 17(2) of these regulations is not compulsory for students registering before the Fall Semester of the 2017-18, on the condition that the said course does not appear on the program curriculum at the time of registration.
- Temporary Article** 10. Provisions of Article 18(1) of these regulations are not valid for students registering before the Fall Semester of the 2017-18 Academic Year. The period of study for full-time students in the specified condition is minimum four and maximum ten and for part time students, the minimum period of study is 6 and the maximum is 14 semesters. These periods may be extended for two more semesters, at most, upon the recommendation of the thesis supervisor defined in Article 20(1) of these regulations and the approval of the graduate study committee and department/program chair. The Institute Directorate is informed via relevant forms, accordingly.
- Temporary Article** 11. Applications for the “Awaiting Publication” status specified in Article 18(5) of these regulations for students registering before the 2017-18 Academic Year Fall Semester is submitted at the end of the normal study period (ten semesters) instead of the end of the maximum study period.
- Temporary Article** 12. Provisions of Articles 7(2) and 26(3) of these regulations are not valid for students registering before the Fall Semester of the 2017-18 Academic Year.
- Temporary Article** 13. The condition of having an external member outside the department/program along with the thesis supervisor in the thesis monitoring committee as specified in Article 22(2) of these regulations is not valid for doctoral program students who registered before the Fall Semester of the 2017-18 Academic Year and whose thesis monitoring committee members were already appointed before the Fall Semester of the 2017-18 Academic Year.
- Executive Power** 35. The executed by the Eastern Mediterranean University Rectors’ Office.

Coming into Force

36. These regulations take effect following the approval of the Eastern Mediterranean University Board of Trustees.

**Table 1 Grades used in Graduate Programs**

Letter Grade	Coefficient	Definition	
		Master's Program	PhD Program
A	4.00	Pass	Pass
A-	3.70	Pass	Pass
B+	3.30	Pass	Pass
B	3.00	Pass	Pass
B-	2.70	Conditional pass	Fail
C+	2.30	Conditional pass	Fail
C	2.00	Conditional pass	Fail
C-	1.70	Fail	Fail
D+	1.30	Fail	Fail
D	1.00	Fail	Fail
D-	0.70	Fail	Fail
F	0.00	Fail	Fail
NG	0.00	Fail due to absenteeism	Fail due to absenteeism
I	-	Incomplete	Incomplete
W	-	Course withdrawn	Course withdrawn
SS	-	Seminar course satisfactory	Seminar course satisfactory
SU	-	Seminar course unsatisfactory	Seminar course unsatisfactory
PS	-	Term project satisfactory	-
PI	-	Term project satisfactory subject to modifications	-
PU	-	Term project unsatisfactory	-
PP	-	Ongoing term project	-
TP	-	End of semester thesis study satisfactory	End of semester thesis study satisfactory
TU	-	End of semester thesis study unsatisfactory	End of semester thesis study unsatisfactory
TS	-	Thesis defense satisfactory	Thesis defense satisfactory
TI	-	Thesis defense satisfactory subject to modifications	Thesis defense satisfactory subject to modifications
TR	-	Thesis defense to be renewed	Thesis defense to be renewed
TJ	-	Thesis defense rejected	Thesis defense rejected
QS	-	-	Successful in qualifying exam
QU	-	-	Unsuccessful in qualifying exam