

ANNOUNCEMENT
COURSES REGISTRATION

Dear Students,

Registrations in courses for the Spring semester 2022/23 will take place on **11 – 12 January 2023**.

Useful information about the registrations can be found to the following link [Registrations for the Spring Semester 2022/2023](#)

Each semester students enrolls for courses according to the requirements of their programme of study. As a rule, a student may enroll in courses representing **up to 30 ECTS** in a particular semester. During the summer period may enroll up to **15 ECTS**.

An increased work load for more than **30 and up to 45 ECTS** may be permitted in a particular semester, if there are special reasons. The reasons are provided by the student to the Chairperson of the Department for approval, accompanied with a transcript.

Those students who wish to **enroll to more than 30 ects** should complete the [special registration form](#) and send it by email to the Graduate School at fgs@ucy.ac.cy on Wednesday, the **11 of January 2023 from 9.00 a.m. to 12.00 noon** for their registration.

All postgraduate students (except for specific cases specified below), newcomers and existing Master level* and PhD students, **will have to pay the tuition fees of the Spring semester 2022/2023 and their outstanding unpaid tuition fees until 9 January 2023 to be able to register in the courses of the Spring Semester 2022/2023.**

Students will not be allowed to register in courses if they have not fully paid the outstanding tuition fees of the Spring semester 2022/2023 and any other unpaid tuition fees.

Payment of tuition fees is made online by selecting the option **Electronic Payments (JCC SMART) option**.

It is clarified that:

1. all students **will be able to register in the courses after they pay the tuition fees of the Spring Semester 2022/2023 and any other outstanding unpaid tuition fees.**

2. **new students of the Spring Semester 2022/2023**, starting their studies in January 2023, will also **have to pay** the first instalment of the semester tuition, in addition to the payment of the advance of tuition.
3. for the students of the MBA program other arrangements apply for which the students they will be informed.
4. the electronic payment system also **outlines the previous outstanding tuition fees** for the students. The students are able to proceed with their settlement.
5. **Existing PhD students** who have received a **tuition scholarship**, **will not** pay the tuition fee of the Spring Semester 2022/2023.

In accordance with the [Postgraduate Studies Rules](#):

1. the University of Cyprus may cancel the registration of students in courses when the student has not paid the tuition fees required before the registration in courses. The University of Cyprus may also do not allow the registration in courses if there are other outstanding fees.
2. The advance payment of tuition fees is not refundable in case the student leaves the University of Cyprus.
3. To a student who interrupts his/her studies and leaves the University of Cyprus until the 4th week from the beginning of the courses, the amount of tuition fees he/she has already paid before the registration in courses is refunded. The advance payment of tuition fees is non-refundable.
4. **For a late student registration in a course, a fine of €50 per course** is imposed which is deposited in favor of the Student Welfare Association.