



Internal Rules of Graduate Studies of the Department of Turkish and Middle Eastern Studies

[1] Acceptance of Students to the Master's Program

- I.
 1. The Department periodically opens positions in the Master's or Doctoral Program, depending on its potential. The opening includes an approved number of positions of Graduate Students. Applications submitted after the deadlines are not considered.
 2. The application of each candidate should be accompanied by a Curriculum Vitae, a transcript of previous studies, a short exposition of personal aims and interests, as well as a specific research proposal, which should include a satisfactory degree of Turkish sources (primary and/or secondary) for research. Applicants must also arrange for the sending of two recommendation letters, preferably from university level academics, directly to the Department. It is not necessary for the applicant to have completed a Bachelor's degree at the time of the application, however, he/she must have completed his/her studies by the time of the oral interview. Also, he/she has to be a holder of a Bachelor's degree in the Humanities, or in a field related to the Humanities from an institution of higher education recognized, according to the General Rules of the University, with an average grade of at least 6.5/10 or its equivalent, before entering the Graduate Program.
 3. Applications are considered by the Department's Graduate Studies Committee, which reserves the right to invite, according to its judgement, applicants to a personal interview, or to ask for further information. Moreover, it prepares an assessment list, which it submits to the Department Board for approval. The Department Board reserves the right not to fill all the positions it opens.
- II. For the preparation of a Thesis, the appointment of a Research Advisor, as well as of an Academic Advisor is necessary. The Research Advisor is appointed by the Department Board after a proposal of the Graduate Studies Committee and in consultation with the student and the proposed Advisor. The Research Advisor supervises the student's research or other work, and provides the necessary guidance. "For the proper supervision of the thesis, the candidate must consult with his/her Research Advisor at least every 4 weeks (Master's level) or every 3

months (Doctoral level) from the moment of the beginning of the preparation of the Thesis”.

[2] Master’s Degree

- I. For obtaining a Master’s Degree, every Graduate Student must successfully take courses equivalent to 60 ECTS from the Graduate Studies Program and must write a Master’s Thesis of 30 ECTS, under the supervision of his/her Research Advisor. It is possible that up to 15 ECTS may be recognized to a student who has successfully completed courses in another graduate program. A Thesis prepared in the framework of another graduate program does not exempt the student from the obligation to complete a Thesis in the current program.
- II. The Thesis is of a research nature and must have a satisfactory degree of originality, or must prove solid knowledge and in-depth understanding of a specific topic.
- III. The Thesis is submitted to the Department’s Committee of Graduate Studies and it is defended before it. The three-member Committee of Graduate Studies at the time of the Master’s Thesis defense must also include the student’s Research Advisor.
 1. The Master’s Thesis is defended, orally, before the Committee of Graduate Studies, in a procedure under the responsibility of the Committee’s Chairman.
 2. The Committee of Graduate Studies accepts or rejects a Master’s Thesis. The Committee’s proposal is submitted for approval to the Department Board. The Department forwards its positive decision to the Service of Academic Affairs and Student Welfare for the awarding of the relevant title. In case of a negative proposal, the Graduate Student may submit his/her Thesis again, according to the advice of the Committee of Graduate Studies, and may repeat the whole procedure of submitting and defending one more time, as long as he/she has the right, according to the time limit of study, provided by the General Regulations of the University of Cyprus.
- IV. The total duration of study for obtaining the Master’s Degree must be at least three semester and it cannot exceed eight semesters.

[3] Doctoral Diploma

- I. Basic requirements for obtaining a Doctoral Diploma are:
 - 1.(a) Successful completion of 60 ECTS in graduate level courses. The award of a Master’s Diploma or an equivalent title partially or completely releases the student from this requirement.

- (b) Success in a Comprehensive Examination by the fifth semester of study, at the latest. Towards this, the student must submit to the Committee of Graduate Studies a request to take a Comprehensive Examination. The student and his/her Research Advisor are responsible for informing the Committee of Graduate Studies for a Comprehensive Examination.

- II.
 - 1. For every Doctoral Student, after the completion of the required ECTS, as indicated above, the Department Board appoints a Research Advisor. The Research Advisor is appointed by the Department Board after a proposal of the Committee of Graduate Studies and in consultation with the student. The Research Advisor supervises the student's research or other work and provides the student with the necessary guidance.
 - 2. The Committee of Graduate Studies, after a proposal of the Research Advisor, forms a three-member Research Committee for the Doctoral Candidate, with the Research Advisor of the Doctoral Candidate as its Chairman. At most one member of the Research Committee may come from the Academic Staff of another Department or another University.
 - 3. The Doctoral Candidate submits a specific research proposal to the Research Committee for approval.
 - 4. A change of the Research Advisor is possible after a request of the Doctoral Candidate, accompanied by a detailed justification, and approval by the Department Board.

III. Comprehensive Examination

- 1. The Comprehensive Examination is general, and aims at establishing the satisfactory breadth and depth of knowledge of the student and it is conducted in the form of an interview-discussion with the members of the Department's Committee of Graduate Studies.
- 2. The Comprehensive Examination is conducted under the responsibility of the Department's Committee of Graduate Studies, at the request of the student's Research Advisor. The composition of the Committee should include the student's Research Advisor.
- 3. In order for a student to succeed in the Comprehensive Examination, he/she should obtain the grade SUCCESS. The Comprehensive Examination includes the following:
 - Submission to the Committee of Graduate Studies and oral defense of a written essay of review and criticism of the primary sources and the secondary literature of the student's research field. The essay must establish the student's satisfactory knowledge and understanding (in breadth and in depth) of his/her subject and the

relevant unresolved research problems. For the preparation of the essay, the Research Advisor may give the student an indicative bibliography. The essay is graded by the members of the Comprehensive Examination Committee with the grade SUCCESS/FAILURE.

4. The Committee of Graduate Studies submits to the Department Board for approval its decision concerning the student's Success or Failure in the Comprehensive Examination.
 5. A doctoral student who fails in the Comprehensive Examination the first time, may take a second Comprehensive Examination, at a time determined by the Department's Committee of Graduate Studies, which should not exceed the limit of the fifth semester of study.
 6. A second failure in the Comprehensive Examination results in the termination of the student's doctoral candidacy in the Department.
- IV.
1. Every Doctoral Candidate prepares an original Doctoral Dissertation, which constitutes an important contribution to the relevant scientific field.
 2. A Doctoral Dissertation may be submitted only after at least four semesters from the time of the student's enrollment and after the student has successfully completed the Comprehensive Examination.
 3. The Doctoral Dissertation is submitted in six (6) copies in the Department, accompanied by the candidate's request for the appointment of an Examination Committee, countersigned by the Doctoral Candidate's Research Advisor. Immediately after the submission, the Department Board, with the proposal of the Committee of Graduate Studies, appoints an Examination Committee (the composition of which is determined by the relevant rules of the Senate) and arranges for the sending of copies of the dissertation to the members of the Examination Committee. The Doctoral Dissertation is defended by the Doctoral Candidate before the Examination Committee. It is noted that the three members coming from the Department may be the three (3) members of the Doctoral Candidate's Research Committee.
 4. The Chairman of the Examination Committee designates the date of the defense of the Doctoral Dissertation. The defense must take place within three months from the submission of the Doctoral Dissertation and before a session of the Examination Committee. The defense process is determined by the relevant regulations of the Senate.

5. For the proposal of award, the consent of at least three members of the Examination Committee is necessary. In this case, the Examination Committee reserves the right to request changes or additions, which it may deem necessary. The way the changes and additions requested by the Examination Committee will be controlled must be clearly expressed in the Evaluation Report.
 6. The Examination Committee submits to the Chairman of the Department a written Evaluation Report of the Doctoral Dissertation and of the Doctoral Candidate in general, together with its proposal. The Chairman of the Department establishes the legality of the whole procedure and submits the proposal to the Senate for further action.
- V. The total time for obtaining a Doctoral Degree may not exceed eight (8) academic years.