

Academic Regulations – Pafos Innovation Institute

These Regulations can occasionally be updated on the PII website. It is the responsibility of students to track these updates.

1. The Regulations

- a. These regulations govern the academic framework at the Pafos Innovation Institute (PII) and intend to clarify students' rights and obligations in all matters concerning their studies at PII.
- b. These regulations have been approved by PII's decision-making bodies and may be changed occasionally at their discretion. Announcements detailing such changes will be publicized and brought to the attention of the students.
- c. The program's Academic Director is entitled to approve exceptions to these regulations and other PII policies if the personal circumstances of a student warrant it.
- d. The Committee for Student Affairs has the authority in exceptional cases, and with the consent of the program's Academic Director, to approve exceptions to these regulations in academic matters.

2. Terminology and Definitions

- a. "Beginning of a course" – the first class of the semester.
- b. "Course assignments" – papers, some of which are graded (final grade or bonus grade) and some of which are to check attendance, among them:
 - (1) "Weekly exercises" – submission of a weekly paper (electronically and/or handwritten);
 - (2) "Paper" – submission of a paper not on a weekly basis (electronically and/or handwritten);
 - (3) "Final Paper" – a summarizing paper at the end of the course, according to the requirements on the syllabus.
- c. "Exams" –
 - (1) "Midterm / Quiz" – an exam that takes place during the semester;
 - (2) "Final Exam" – an exam that takes place at the end of the semester.
- d. "Technical appeal" – an appeal regarding the totalling of the assignment/exam grade.
- e. "Substantive appeal" – an appeal regarding the substance of an answer and the standard by which the assignment/exam was reviewed.

- f. An "advanced course" is a course which students can only take if they have met the "prerequisites".
- g. A "prerequisite" is a course students must complete before they enrol in an advanced course.

3. The Required Periods of Study

- a. The required periods of study and curricula are subject to the approval of the official government bodies that approve academic programs at PII and may be changed at their discretion.

4. Academic Tracks

- a. Students will be placed in a study track (program). The placement is based on the degree program that each student selects. PII permits students to switch to a different program of study if they request to do so. Please note that the placement procedures are subject to change. Students are eligible to take only the courses offered in their program.
- b. The programs of study at PII are generally full-time academic programs. Part-time study will not be permitted, except under special circumstances and with prior approval of the Dean.

5. Fields of Study

- a. The curriculum consists of required courses, elective courses, recitations and seminars, as determined for each year of study.
- b. Under no circumstances shall a student be enrolled in two or more courses that are offered at partially or fully overlapping times. Furthermore, in planning a course schedule, the students should keep in mind that they must submit assignments and take exams as scheduled, even if the assignments are due and the exams are scheduled in close proximity to one another.
- c. Registration in a course is contingent both upon satisfactory completion of prerequisites as required by the curriculum and upon approval by the Student Secretariat. Any student who does not properly register for a course will not be considered to have undertaken it. The grade earned will not be included in their grade point average (GPA), unless the student receives permission the program's Academic Director, via the Student Secretariat.
- d. The PII is entitled to cancel an elective course (including specialization courses) in which less than 15 students register, and a seminar for which less than 10 students register. Students who registered for the cancelled course/seminar will be permitted to select an alternative course/seminar in the same semester.

6. Copyright and fair use of electronic resources

- a. When using databases of the PII, electronic press, print-outs, and e-books, users are obliged to respect copyright and other agreements between the library and publishes/vendors. These policies will be communicated to the students through the PII library and copyright disclaimers.
- b. Access and use of PII resources, both electronic and print, is only permitted for PII students and faculty, and only for studies, research, and non-commercial use.

7. Persons with disabilities

- a. PII lecture and seminars room have individual seats allocated for persons with disabilities.
- b. Students with disabilities have a priority of sitting in the marked seats at the front of the rooms.

8. Communications with Students

- a. Announcements will be sent to students regularly via email and via text messages sent to their mobile phones. Therefore, students are expected to regularly check the email address PII provides for them and to update their contact information with Student Administration, especially if their cellular phone number changes. The PII considers all communications sent to students via email official and binding.
- b. Upon commencement of the course, the instructor shall update the syllabus on the course website, including the assessment criteria and reading materials.

9. Student Attendance in Classes, Lectures and Seminars

- a. Students must attend every session of a class, lecture or seminar, as required by the course syllabus.
- b. In addition to their physical presence, students are expected to read the required bibliographic materials in preparation for each class and prepare the course assignments as determined by the course instructor.
- c. Attendance in make-up classes is not mandatory. Moreover, tests will not be provided, and assignments will not be submitted in these classes.
- d. Instructors of courses may count attendance in whatever manner they see fit and at their own discretion.
- e. Instructors of seminars are required to check the attendance of each student at every session.
- f. A student who, for justifiable reasons, cannot attend a course session where

individual attendance is checked, must inform the instructor of their absence in writing or verbally, and in advance if possible. Students should provide appropriate explanations and documentation.

10. Assignments

- a. An instructor may require submission of assignments for assessments. At the beginning of each course, the instructor will inform students about these assignments, including their respective weight in the final course grade, and the number of assignments required.
- b. Assignment instructions will appear on the course syllabus or must be announced no later than two weeks prior to the date of the assignment submission.
- c. Students must submit assignments on their due dates and are required to retain a copy of each assignment as provided.
- d. Assignments can be submitted electronically either via the course website or by email. In exceptional circumstances and with the approval of the program's Academic Director, the course instructor can decide the assignments NOT to be submitted electronically.
- e. Each submitted assignment paper must include the student's I.D. number. There should NOT be any mention of the student's name in the heading or the body of the assignment.
- f. Each assignment not submitted by the due date will receive a grade of 0, except for assignments not submitted for justifiable reasons.
- g. Every assignment submitted by the student must be the result of their own efforts. Students are allowed to work in groups to prepare for the writing of their assignments, but the students must write the actual assignment on their own. Assignments with similar wording will be disregarded for plagiarism, and the student will be deemed to have violated the disciplinary regulations. Any material quoted or paraphrased from another source must be annotated as such, and the original source must be cited.
- h. An instructor may limit the length of an assignment to a certain number of words or pages. If any submitted assignment exceeds the set number of word/pages, the instructor may base the grade of the assignment only on those words/pages that fall within the set limit.
- i. Students who, on the due date of an assignment, experience one of the following extenuating circumstances will not be required to submit the assignment on the due date. An alternative date will be set in the following circumstances:
 - (1) Birth, adoption or receiving a child into foster care:
 - (a) a female student who has given birth, adopted or received a child into

foster care in the period of up to 21 days before the assignment due date;

(b) a male student who had a baby, adopted or received a child into foster care in the period of up to 14 days before the assignment due date.

(2) Hospitalization on the assignment due date; or hospitalization lasting at least three consecutive days, provided the discharge from hospital occurred less than five days before the assignment due date.

(3) The assignment due date falls during one of the seven days of mourning following the death of a first-degree relative.

(4) The assignment due date falls on three days before or after the student's wedding in Cyprus; or six days before or after the student's wedding taking place abroad.

(5) Official holidays observed in the Republic of Cyprus, as published annually.

- j. In all the circumstances listed in point 10i above, the student must present an explanation and the relevant documentation to the Student Administration as soon as practicable, but no later than seven days after the circumstances preventing the timely submission of an assignment had occurred. The Student Administration will issue authorization and pass it on to the relevant instructors.

The lead course instructor will then decide whether:

(1) to permit the student to submit the original assignment at an alternative date to be decided by the instructor. Generally, the extension should be no less than the number of days the student was justifiably absent; OR

(2) to permit the student to submit an alternative assignment at a date to be determined by the instructor; OR

(3) to exclude the missing assignment from the student's course grade, and, therefore, to calculate the grade on the basis of the remaining assignments required for the course that the student had submitted previously. The instructor will inform the Student Administration about their decision in writing.

- k. The instructor will return weekly exercises to the students within seven days from the date of submission, and papers within 14 days from the date of submission. The assignments will be returned electronically, except in cases mentioned in point 9.c. and 10.d above.

- l. Assignment grades will be released on the date the assignment papers are returned to the students.

- m. Students may appeal their grades within five days after the assignment is returned. The appeal can only be submitted electronically via the course website (Moodle). The response to the appeal will be given within five(5) days from the final date of submission of the appeal. Appeals regarding technical issues will only involve a check of the problem described, and assess if there was a miscalculation of the grade. In case of a substantive appeal, the appointed examiner may review

the entire assignment and even decide to increase/lower the grade.

n. Assignment due dates cannot be set beyond the duration of the Semester.

11. Conditions for Student Participation in a Course

a. Meeting the course prerequisites

- (1) A student who has not met prerequisites for an advanced course before the course begins is not eligible to take the course. In cases where it is not clear, during the registration period, whether a student is eligible to enrol in an advanced course, they can still register in the course and participate conditionally until their eligibility is clarified. If it is later determined that the student had not complied with the prerequisites, their enrollment in the course will be terminated.
- (2) Should a student be eligible for a third round of exams, that will take place after the commencement of the following semester, the student can be administered the exam in the advanced course, but the grade will not be published until the student has met the prerequisites of the course.

12. Fulfilling the Academic Requirements of a Course as a Prerequisite for Taking the Final Exam

- a. A student, who, for unjustified reasons, does not participate in a class or lecture and the number of absences exceeds the number of credits allocated for the course—that means one absence is permitted for a course worth two credits etc.)—shall not be eligible to take the final exam, or to receive a grade for the course. Such student will be required to retake the course, including all that is involved.
- b. Absence from a double class (4 consecutive hours) will be counted as two absences. More than one unjustified absence in a double class will render the student ineligible to take the exam.
- c. Justified reason for absence from classes/lectures/seminars include:
 - (1) Seven days of mourning over a first-degree relative, including the memorial service of a first-degree relative.
 - (2) A funeral of a second-degree relative.
 - (3) Hospitalization (other than emergency visit).
 - (4) Birth, adoption or receiving a child into foster care – a 6-week vacation or 33% of all course classes, according to the higher number of classes. An exception to this rule are the special courses: labs, seminars, workshops, study tours and practicums, in which participation is essential. Absence from these courses requires the approval of the program head or the lecturer, who may decide NOT to approve course completion without full attendance, despite the

extenuating circumstances.

(5) The student's wedding day; three days before and three days after the wedding; and six days before and six days after a wedding taking place abroad.

(6) A day before an exam when the exam takes place during the semester.

(7) Participation in an official PII delegation.

- d. Attendance in all sessions of a course is mandatory. Students who are absent from any session will NOT be eligible to take the final exam or receive a final course grade. A student who is absent from a meeting for a justified reason, as stated above, will be ineligible to take the final exam or receive a final course grade, however, the course will be deleted from their grade transcript.
- e. Notwithstanding the provisions of clause 12.a. above, a course instructor may determine that students absent, without appropriate justification, from a fewer number of classes than those specified in 12. a will be regarded as NOT having completed the academic requirements of the course. In such a case, the instructor is required to announce the stricter attendance assessment criteria to the class in advance, and the attendance requirements must also be included in the syllabus.
- f. If the course syllabus states that students are required to submit a specified number of assignments as a prerequisite for taking the final exam, and if a student fails to submit one or more of these assignments, he/she will not be eligible to take the final exam or to receive a grade for the course. The student will be required to retake the course, including all that is involved.
- g. The list of students not eligible to take the final exam will be published to the entire class by the Student Administration, listing only I.D. numbers. This list will be published no later than six days before the exam.
- h. It is the students' responsibility to ascertain their eligibility to take an exam at least 72 hours before the exam date. Email notifications and/or notices posted on the course sites are considered binding for the students.
- i. In case the course instructor decides to suspend a student from a seminar, or not to give a student a grade in a seminar, the student will be notified of this by the Student Administration in writing. A notification that a student does not meet the academic requirements of the seminar (a prerequisite for submitting the seminar paper) must be sent by the end of the semester in which the seminar takes place.
- j. Any student who has received notification as described in subsections 10e, 10g and 10i above may appeal the decision in writing to the Dean of Students within five days of receiving the notification. The Dean of Students will request that the instructor provide a verbal or written response to the appeal. The Dean's decision will be final.
- k. Students who have filed an appeal as described above and the Dean of Students has not yet decided the matter, will be permitted to take the exam on a conditional basis. If the student's appeal is accepted, the exam will be graded,

and he/she will receive a grade in the course. If the appeal is rejected, the exam will not be graded.

- l. Students suspended from a class, or a seminar will receive a fail grade for that course.

13. Procedures for Delegations on behalf of PII

- a. A delegation recognized by the the PII Dean of Students will be recognized as an official delegation on behalf of PII.
- b. Students' absence due to participation in the delegation will be considered as justified.
- c. The delegation participants will be exempt from submitting weekly exercises during their participation in the delegation.
- d. The delegation participants will receive an extension for the submission of assignments other than the weekly exercises. The extension will take into consideration the date of their return.
- e. If during their absence, students participating in the delegation were supposed to take exams, they will be entitled to take the exam at the next available session, on condition that they took the other exam session (when they were not participating in the delegation). The only exception will be a case of justifiable absence during two sessions of the exam, whereby an additional date will be set for the delegation participants. Students in their last year of studies, who were participating in a delegation and failed the other exam session, will be entitled to a special exam session.
- f. If midterms take place during the time of a delegation, the delegation participants will be considered absent for a justified reason, and the weight of the midterm in the final grade will be transferred to the final exam.

14. Final Exam Procedures

- a. Each course will conclude with a final exam or a final paper. The lead instructor will announce the final exam or final paper's weight in the course grade in the syllabus.
- b. An instructor is entitled to give quizzes during the course to assess students' abilities to study the course materials. Announcement of the quizzes and their weight in the course grade will be noted in the syllabus.
- c. The final course grade in semester-long mandatory courses will comprise the various course assignments, including quizzes, exams and papers, weighted as defined in the syllabus.
- d. An instructor may decide not to include one of the above components or change

their relative weight in the course grade only if they have announced it in the course syllabus.

- e. All final exams and quizzes at the PII must be in writing or administered electronically. Final exams or quizzes will, under no circumstances, be conducted orally. Written quizzes will be returned graded throughout the semester.
- f. All Final exams and quizzes will be only with students' I.D. numbers and with no mention of their name.
- g. The exam dates will be posted on the PII website, after consultation with the Student Union.
- h. As a rule, all final exams at PII will be conducted under supervision. An instructor may, with the Dean's approval, conduct an unsupervised exam or give a take-home exam.
- i. A lecturer is entitled to determine the scope of the material to be included in a final exam or on quizzes, including independent study material that was not covered in the classroom. By the last class of the semester, the instructor will inform the class about the scope of the material required for the exam, and post a sample exam and its solution on the course website.
- j. Lecturers will note the weight of each section of the final exam on the exam form.
- k. A student who was absent from a quiz due to mourning over a first-degree relative, is eligible to receive the grade automatically for the aforementioned quiz.
- l. The availability of bonus points will be announced at the beginning of a course, and detailed in the syllabus as part of the course's grade components. Bonus points cannot be added as grade components during the course, unless approved by the Dean of Students. Courses whose grade components include bonus points will publish a list of students who qualified for them, and the grade is given to them, prior to the 1st session exam. Bonus points will not exceed 5% of the final course grade. The Deans may at their discretion, decide on a 10% bonus grade. Bonus points cannot, under any circumstances, be applied to the final course grade once the exam and final course grades have been published.
- m. As a rule, there are no second (make-up) exam sessions for quizzes.
- n. A 15%-time extension on final exams will be afforded to Muslim students who are fasting during Ramadan, and to students who are fasting on days of fast, as published annually by leading religious authorities and coordinated in advance with the Student Administration.

15. Learning Disabilities and Disabled students

- a. Students with learning disabilities / disabled students who wish to receive special conditions must submit an acceptable diagnosis to the Dean of Students.

- b. In exceptional cases, students with learning disabilities/disabled students will be permitted to dictate their exam answers to a third party. Students who receive permission to do so from the Dean of Students will be charged for the expenses of hiring a third party to take dictation, unless one of the fellow students or staff is willing to do so.
- c. Students with learning disabilities/disabled students who are found eligible to have exams read to them in English by a computer are required to practice use of the software, using a tutorial (which is available in all computer labs on campus). Help in operating the software will not be possible during the exam. Additionally, all students are required to act as stated in the letter elaborating the special examination conditions which will be sent to the student.
- d. Special conditions on exams for students with learning disabilities/disabled students are given for the most part only on final exams. In case of quizzes which are part of the overall course grade or which grant bonus points, the lecturer must act to the best of his ability to enable eligible disabled students to receive appropriate examination conditions in the class. If appropriate examination conditions in the class are not possible during the quiz, students who do not wish to do so will not be required to answer them. In this case, when the quiz is part of the overall course grade, the weight of the quiz will be transferred to the weight of the final exam. When the quiz grant bonus points, the grade will be given to disabled students automatically.

16. Exams Scheduled for the Same Date and Time

- a. Students who choose an elective course that has the same exam date as a mandatory course, will be alerted by the electronic registration system that they are aware of the fact that only one exam date will be available for the course. Students will have to confirm this.
- b. Should this clash of the exam dates occur for two mandatory courses, and providing the student takes each of the exams on at least one of the available dates, and providing these are not carry-over courses or courses that were moved forward, students will be eligible for a special exam session for each of the courses.

17. Eligibility to Take an Exam

- a. Only students who have satisfied all the academic requirements of the course may take the final exam.
- b. On final exams, students have the right to be tested on either the first or the second exam date during the exam period that immediately follows the end of the teaching period. Students can choose to take exams for some courses during the first exam period and exams for other courses during the second exam period. Failure to appear at both the first and second exam sessions will result in a fail grade.

- c. In case a student decides to sit an exam on both dates, the exam grade received at a later date will replace the earlier grade, even if the score on the earlier grade was higher.
- d. Only students who have paid in full the tuition fee required by the date of the exam will be permitted to take the exam. Students who did not pay the required tuition in full will not be permitted to take the exam and will be deemed to NOT have shown up for the exam.
- e. A student whose name does not appear on the registration list for a class/seminar will not be eligible to take the exam or receive a grade, even if the student has completed the course requirements.

18. Exam Procedures

- a. During the exam, the instructor must be available online to answer student questions. They may instruct the teaching assistants to be present as well. Under special circumstances, the relevant Academic Director of the PII program may authorize an instructor's absence during an exam, in which case the teaching assistants will be present.
- b. No extra time will be given on exams. Instructors must plan their exams so that students can complete them within the allotted time.
- c. The decision on whether or not an exam will be "open book" is at the discretion of the course instructor. The instructor will announce in the course syllabus how the exam will be conducted, and the instructor's announcement will be binding to students.

19. Conduct during Exams

- a. Integrity in testing is one of the cornerstones of education in general, and of PII in particular. Students who compromise the integrity of the exam, will discredit value their studies and reputation, and also the efforts of their fellow students who conducted themselves honestly and earned the grades they deserved.
- b. Exams shall be anonymous. Students shall not provide any personal identification information on their exam booklet or forms, other than their identity number and exam booklet number.
- c. Students may only take exams in the room to which they are assigned.
- d. Students are required to arrive at their assigned exam room on time. They will not be admitted into the exam room after the first 20 minutes of the exam, under no circumstances.
- e. Upon entering the exam room, the student may be required to present the representative of student administration with an identification card. Acceptable identification includes a student card, official I.D. card, driving licence, or

passport.

- f. Students must enter the exam room 10 minutes before the exam begins and may not leave the room without receiving permission from the instructors. Students will not be permitted to leave the room during the first and last 30 minutes of the exam, with the exception of students who submitted to the Dean of Students medical authorizations documenting a condition that requires them to leave the exam room frequently and received special permission from the Dean of Students to leave the exam room. In the remaining time, students will generally be permitted to leave the classroom to go to the restrooms only once each hour. Therefore, in an exam that is two hours long, students will be permitted to leave the room once.
- g. Proctors are authorized to use their judgment in directing students to specific bathrooms.
- h. Upon entering the exam room, students must place their belongings near the entrance and take only the material permitted for use during the exam to their seats. Students' bags will be placed in a section of the room, which students will not be permitted to approach during the exam. Students must refrain from talking with one another about any topic, including technical questions and subjects unrelated to the exam. Students may not bring into the exam room or the vicinity any material pertaining to the exam or the course in question, except material permitted by the instructor in writing. Students may not pass material of any kind, including writing utensils and similar items, between each other.
- i. It is forbidden for a student to have a cellular phone or any other electronic device (in operation or off) in the Student's space during the exam. This prohibition is broad and comprehensive and includes having a cellular phone/device, among other things, on the body of the examinee, on the table, or in the satchel/handbag placed next to the examinee. The exam of any student, who is caught during an exam with a cellular phone/device contrary to these instructions, will be disqualified on the spot, even if the student did not use the device.
- j. Students who need to receive a phone call during an exam for emergency reasons must obtain prior authorization in advance from the Dean of Students. In such a case, the student shall leave the phone/device with the proctor or with a person from the Student Administration.
- k. At the end of the time allotted for the exam, students must stop writing immediately and hand in their booklets to the instructor. Writing after the end of the exam period constitutes a disciplinary offence. The instructor may not accept any exam booklets handed in late.
- l. All students should note that cheating during an exam, disobeying the instructor, trying to cheat on the exam, or disobeying the regulations regarding exams, are all severe disciplinary offences. The PII administration reserves the right to use other methods to monitor exams and uncover cheating, to prevent the phenomena of copying and fraud in exams.

- m. Students who enter the exam room and receive the exam form are deemed to have taken the exam on that date. Should they decide not to take the exam, their grade will be zero. Students will not be permitted to leave the room until half an hour has elapsed from the start of the exam and until they have returned the exam form and booklet to the proctor.
- n. If English is not the student's first language, he/she will be permitted to bring a dictionary into the exam classroom. The dictionary must contain no written notes. Additionally, it is possible to bring in a standard electronic dictionary which can be run in silent mode (a dictionary which only includes a dictionary, with no internet connection). No iPads are allowed.
- o. The use of computers during an exam is permitted only in accordance with the PII procedures on this subject. Computers may not be used as sources of information on open-book exams in which the use of books and other material is permitted.
- p. A closed plastic beverage bottle and a small energy bar / chocolate bar / chewing gum / candy only may be brought into the examination room.

20. Writing Exam Answers

- a. Answers should be written with a non-erasable blue or black pen and in legible handwriting.
- b. Do not write answers in the draft booklets since they are shredded after the exam. Do not tear pages out of the exam booklets.
- c. An instructor may refuse to check an exam booklet if the handwriting is illegible. When this occurs, the Student Administration will inform the appropriate student as soon as possible. The student then must photocopy the exam booklet, take the copy, type the answers exactly as they appear in the exam booklet, and return it to the Student Administration within 24 hours. If any difference is found between the original exam and the typed version, the exam will be disqualified and the student will be considered to have committed a disciplinary offence, and be treated accordingly.
- d. Students who are aware they have illegible handwriting are requested to contact the Student Administration in advance. In such cases, students will be given the option of typing the exam on a computer, according to the PII regulations regarding computer use, during the time period set for the exam (without any time extension for printing or possible computer problems).

21. Grading of Exams

- a. Exams shall be graded by the instructor or by teaching assistants who have at least a graduate degree in the subject of the course. The relevant Academic Director of the PII program may authorize an exception to this rule pursuant to the instructor's request.

- b. Grading an exam requires writing comments in the body of the exam. In addition, the lecturer will publish the exam solution on the course website around the time the grades are published or appended to the scanned exam booklets.
- c. If the exam reviewer's handwriting is illegible, students will submit a request to the Student Administration to receive all the comments on the exam booklet clearly and typed.
- d. All exams that received a fail grade will be given to the instructor to recheck the exam personally. .
- e. Exam scores will be submitted to the Student Administration only after the instructor has approved them.
- f. Examinations will be returned according to the policy of the PII.

22. Exam Results

- a. Results of final exams will be sent to the Student Administration*:
 - (1) Within 3 calendar days for: multiple-choice exams,

* Exceptions require the approval of the PII head.

The number of days will be counted from the day the exams are ready for review, no later than three days from the date the exam was held.

The results will be received via text messages to students' cellular phones and posted on the online personal centres on the PII website, up to two days after the results are sent to the Student Administration.

The Student Administration will notify students if the announcement of exam results will be delayed, insofar as the administration is alerted to the fact.

- b. Students must ascertain their grades on their own. The Student Administration cannot give out individual exam results.

23. Appealing Final Exam Results

- a. Students can examine their exam booklets on their online personal centres on the PII website.
- b. A student appealing grades is obligated to maintain anonymity throughout the entire process. Appeals may only be submitted via e-mail to PII Dean of Students. Appeals may not be submitted directly to the instructor, and may not be discussed personally with the instructor. Personal circumstances of the student are not to be detailed in the appeal, but rather only claims related to the exam itself and to the checking thereof. An appeal submitted directly to the instructor will not be considered.
- c. The number of words in the appeal will not exceed a total of 250. The exam may

only be appealed once.

- d. An appeal of a grade, including a passing grade, received on a final exam, final paper, quiz or seminar paper must be based solely on what is written in the exam booklet, on the final paper, the quiz or the seminar paper and must be submitted via the student's online personal centre. Appeals, whether on substantial or technical grounds, must be submitted within three calendar days of publication of the exam results or of the exam solution – the later of the two; or from the return of the seminar paper. In special cases in which an extension is justified, the Dean of Students has the authority to extend the appeal period by an additional seven days.
- e. In the appeal process, the lead instructor of the course will check whether a mistake was made in reference to the grade given. In the case of a technical appeal, the lecturer will not review the entire exam booklet, but only check if there was a miscalculation of the grade; in the case of a substantive appeal the lecturer may review the entire exam booklet and is entitled to decide that the grade will be lowered. The decision of an appeal will be given within three calendar days from the final date of submitting appeals or up to three days before the date of the 2nd exam session – the earlier of the two.
- f. Should an instructor decide to accept or reject an appeal, their decision will be explained on the appeal form. The instructor's decision is final.

24. Waiving a Passing Grade

- a. Students who receive passing grades on final exams held on the first exam date and who wish to improve their scores on the second exam date during the same semester, may inform the Student Administration to this effect via the PII website, no later than 72 hours prior to the second (make up) exam date. A student, who has not done so on time, may only take the exam under extenuating circumstances, based on available space, through a special appeal to the Student Administration.
- b. Student who have notified their intention, as stated in clause 24a, and will enter the exam room on the second (make up) exam date, will be considered as having waived their first round passing grade, and may not retract this waiver. A student, as stated, may retract the waiver, should they not show up at all for the second (make up) exam.
- c. The later grade will replace the former grade, even if the later grade is a lower or failing grade.
- d. Students who wish to waive a mandatory course (only) and repeat the course or replace it with another course (with the Dean's approval), before the completion of their studies, will be entitled to improve their grade under the following conditions:
 - (1) The student will reenroll in the course, will meet all of its requirements and

will take its final exam, unless the lecturer has decided otherwise.

- (2) Reenrollment in the course shall be done at any time before the completion of studies (during registration periods).
- (3) A passing grade may be improved for no more than three courses throughout the degree. Students in Dual-Major programs will be able to waive a passing grade in four mandatory courses, two from each major discipline.
- (4) Until the end of the course and calculation of the new grade, the grade transcript will display the previous grade.
- (5) The later course grade is the deciding grade, even if it is a lower grade. In addition, the new course's credit points are those included in the grade transcript and counted towards the degree.
- (6) The waiver will be subject to the approval of the program's Academic Director, and according to academic considerations (the student has already studied an advanced course) and /or administrative considerations (open spots in the course and priority of registration for other students).

25. Special Exam Sessions

- a. A special exam session will only be scheduled if a student was absent from one of the regular exam sessions, for one of the following reasons and failed the course at the other session, or was absent from each of the two exam sessions for one of the following reasons. In order to eliminate any doubt, a student who chooses not to attend one of the exam sessions (not for one of the following reasons) will not be entitled to a special exam session.
- b. The reasons that merit a special exam session (as described above) are:
 - (1) A student who has given birth, adopted or received a child into foster care, is entitled to be absent from exams that took place six weeks from the day of the event. In case the student missed one or more exam dates during the six weeks period, he/she will be entitled to receive a special exam session.
 - (2) Hospitalization of the student in one of the wards which is not the emergency room at the time of the exam; Hospitalization of the student in one of the wards which is not the emergency room for three consecutive days, and the exam date is four days or less after discharge from the hospital.
 - (3) Sudden hospitalization of a first-degree relative in one of the wards (not the emergency room) at the time of the exam.
 - (4) The exam takes place during the seven days of mourning for the death of a first-degree relative and/or three days thereafter.
 - (5) The exam takes place three days before or after the student's wedding or six days before or after a student's wedding which is taking place abroad.

- (6) The exam takes place while the student is representing PII at a sports event, debate or other competition, as long as authorization has been given in advance by the program's Academic Director.
 - (7) Both exam sessions take place while the student is participating in an official delegation of the PII.
 - (8) The exam date of a mandatory course is the same as an exam date of another mandatory course, in accordance with subsection 16.b.
 - (9) Both exam sessions take place while the student is participating in an official exchange program on behalf of the PII. A student who is absent from one exam session will be eligible to take the exam in the next available session.
- c. In order to eliminate any doubt, under no circumstances will a special exam session be granted in order to improve a passing grade, unless a special exam session is scheduled for this specific course. Furthermore, under no circumstances will a special exam session be granted to a student who has taken the exam on the two previous sessions.
- d. In special cases – when a special exam session has already been scheduled, the Dean of Students may grant a student permission to take the special exam session.
- e. In all cases in which a student is seriously ill but does not require hospitalization in one of the wards (not the emergency room), the student must obtain a detailed note from their doctor explicitly stating that the student was examined on the exam date and was found to be physically incapable of taking an exam and an explanation of why the student could not take an exam. All doctors' notes that meet these criteria will be duly considered, in accordance with the academic regulations.
- f. Students who are eligible for a special exam session must submit a request to the Student Administration as soon as possible and no later than two weeks after the reason for their eligibility has abated, along with the appropriate documents verifying their eligibility. Students who do not submit this request on time risk having the exam being given on the special session without their having registered for it. Requests for a special exam session must only be submitted to the Student Administration and not to the instructor.
- g. Students who are eligible to take the exam on a special exam session, but would like to waive the privilege of doing so, must inform the Student Administration of this in writing at least five days before the exam date. This notification will be considered a waiver of the privilege of taking the exam on a special session.
- h. Should the student who initiated the request for a special exam session ask to cancel this session, and all other students taking the exam at this session have been approved as eligible to take the exam at the upcoming session – the special session will be canceled and their eligibility transfers to the next already-scheduled exam session.

- i. Students who are eligible to take the exam on a special session, but do not show up for the exam or inform the Student Administration in writing that they are waiving their privilege to do so, as outlined above in clause 25.g., excluding cases of force majeure, will not be eligible to take an exam on a special session again during their studies at PII.
- j. Students who have received scholastic merit scholarships based on their outstanding academic achievements will continue to receive the scholarship during their advanced years of studies if their average grades meet the criteria. A student receiving this type of scholarship who has taken an exam on one exam date and is absent from another exam date for a reason entitling the student to retake the exam on a special exam session had he failed the exam (subsection 25.b. above) is entitled to request to retake the exam once again at the upcoming exam session and the decision concerning the continuance of his scholarship will be postponed until receipt of the grade on that exam.
- k. An exception to this clause are courses given by Guest Instructors from abroad, whereby only two exam sessions will be offered.
- l. The option of taking the exam on the closest scheduled date will be considered only if a student has taken the exam during at least one of the exam sessions.

26. Failing a Course

- a. A student who receives a final course grade of less than 60.00 and/or "incomplete" will be considered as having failed the course. A student who receives an incomplete will receive a grade of "o" for the course.

27. Failing a Required Course

- a. A student who fails a mandatory course must take the course again the following academic year and fulfil all the course's academic requirements, including attendance. The student may ask the instructor for an exemption from attendance or submitting assignments. This request must be submitted prior to the start of the course. The student must attend classes until an exemption is approved. In cases in which exemptions are approved, the student will be responsible for learning the course material.
- b. A student who is registered for a course and does not show up to take the exam will be considered to have failed the exam.

28. Seminars

- a. Students will take as many seminars as required by their respective programs of study.
- b. Instructors can decide that attendance is mandatory in seminars for all students.
- c. Seminar grades will be determined according to seminar papers and, at the

instructor's discretion, according to the student's oral presentation of the paper and general participation and contribution to the seminar discussions. The instructor will announce the relative weight of these components at the beginning of the seminar and in the syllabus.

- d. The instructor will determine the order of students' oral presentations.
- e. Seminar papers will be submitted only in electronic format. The scope of the assignment will be determined by the instructor and announced to the students at the beginning of the seminar and in the syllabus. Students must retain a copy of the paper as it was submitted.
- f. Seminar papers for one-semester seminars held in the fall semester must be submitted no later than the first school day after the Passover break unless the instructor decides otherwise and informs the class of such.
- g. Seminar papers for a one semester seminar held in the summer semester must be submitted no later than January 1 of the following year, unless the lecturer decides otherwise and inform the class of such.
- h. Students must receive permission to submit papers late. Papers that are submitted late, with permission, will be returned to students as described below in clause 28k with the addition of the amount of time of the extension. The length of the extension should be noted on the back of the paper for the lecturer's convenience.
- i. Students who fail to submit a seminar paper on time without being granted an extension and/or fail to complete the requirements of a seminar will receive a failing grade in the seminar.
- j. Grades for seminar papers will be given no later than 45 days after the due date for papers in the seminar, as decided by the lecturer for the majority of the students.

29. Exemptions

- a. Students must take all the courses included in their curriculum and will not be given exemptions, except as stipulated in the Academic Regulations.
- b. Requests for exemptions will be considered only in special cases, based on previous studies at an accredited institution of higher education. The decision to give an exemption is left entirely to PII's discretion. It may take the following factors into consideration, among others: the grade received in the course for which the exemption has been requested ("the previous course"); differences between the previous course and the equivalent course offered at PII; the scope of the previous course; the material covered in it; the previous course's assignments or reading list; and the time elapsed since the previous course was taken. (As a rule, exemptions will not be given for courses taken five or more years before the time the course from which the student wishes to be exempted would

be taken.)

- c. Exemption requests can be submitted at any time prior to commencement of the course in question. Students may submit exemption requests for courses they are required to take in different years of the program together, even before commencing their studies at PII. Exemption requests shall be submitted to the Student Administration up to two weeks after the beginning of the semester. Requests must be submitted on the appropriate form in writing together with the relevant documentation (certified copies of grade transcript and syllabus). Exemption requests shall not be submitted directly to course instructors.
- d. As long as an exemption request has not been approved in writing, the student must complete all the course requirements, including attendance and the submission of assignments.
- e. Students for whom an exemption has been approved will not receive a tuition discount because of the exemption.
- f. To eliminate any doubt it is hereby clarified that a student who has requested and received an exemption from a particular course may not take the final exam for that course.
- g. A student cannot receive exemptions for more than 40% of the course hours required to earn their degree. In order to receive a degree from PII, one must study at PII in the scope of at least 60% of the course hours required for one's degree.
- h. The above rule in clause 30h also applies to applicants who wish to transfer to PII from another institution of higher education. Such applicants may ask for exemptions from certain course requirements upon application. Their acceptance letter will specify the courses for which exemptions have been approved.
- i. Exemptions from seminars will not be given under any circumstances.
- j. Students already holding an accredited academic degree will not be permitted to take electives similar or identical to courses they took in their previous studies. The same applies to students who partially completed studies for an academic degree. Electives are defined as any courses that the student may choose without any constraints, beyond the requirement accumulating a certain number of course hours.
- k. In any case an exemption from English studies will not be considered as part of the exemption quota.
- l. Students holding a full academic degree will be exempt from interdisciplinary elective courses as follows: undergraduate degree – 2 credits; master's degree – 4 credits; doctorate – 6 credits. Students enrolled in special programs for students holding academic degrees with distinction are entitled to request special exemption of 19 credits. Requests shall be submitted at the end of the students'

first year of studies and thereafter and approval will be subject to the students fulfilling all first year requirements with a GPA of at least 82. Approval of exemption shall take into consideration the student's achievements in studies towards the previous degree, the type of degree and the courses the student studied towards it. Students who do not meet these criteria will be entitled to exemption from 10 credits.

- m. Exemptions from courses will be granted based solely on academic studies, prior to the requestor commencing studies at the PII. Exemptions will not be granted for courses taken at other academic institutions at the same time that the student was registered at PII, and especially not for courses that are taught and offered at PII. Exceptions to this will be granted in the case of official PII student exchanges.
- n. Students with a partial academic education will be able to file a special request for exemptions from interdisciplinary elective courses, based on their previous studies. Approval for such will be granted by the program's academic director.

30. English-language Studies

- a. Obtaining a Bachelor's Degree from one of the institutions of higher education instructed in English, is stipulated by proof of knowing the English language in an academic level. Also, meeting these requirements is a requirement to participating in advanced courses during the studies of the degree. The decision is at the discretion of Director, Academic Studie.
- b. English as the Language of Instruction, Exams and Assignments at the PII. All exams and assignments prepared in the international program will be in English. This applies to all students in the school, including Cypriot, Greek and Israeli students.

(1) In this case, "fulfilling all of their academic obligations" means taking exams and receiving final grades for all courses, including seminars that are part of the required curriculum for the year of distinction. Students in the joint programs/double degrees programs must have taken all of the mandatory courses for the year of distinction.

(2) A grade of "pass" on an exam or seminar paper will be assigned a numerical value of 60.00.

(1) Fulfilling all of their academic obligations" refers to the course load that the program of study approved for the student who transferred for the year of distinction if the student began the said year in that program (including the courses from which the student was exempted during the year of distinction due to courses studied in the former track during that year). This course load must include all of the courses required during the year of distinction.

(2) The required number of semester hours referred to in clause 35b above will include courses from which the student was exempt during the year

distinction due to studies in the former study track during that year. The grades the student received in courses from which they were exempt during the year of distinction will be the grades the student received in those courses when they took them in their previous study track.

- a. The following applies to students who are taking courses that last for more than one academic year:
- (1) In calculating the number of semester hours a student studied during the year under consideration, the actual amount of time the student spent in the course that year will be included in the calculation.
 - (2) In calculating the student's GPA for the year under consideration, the final grade for the course will be included in the GPA at its full weight during the year it is given; grades in the previous year(s) of the course, i.e. before the final grade is given will not be included in GPA calculations.
 - (3) If a student is unable to submit a seminar paper by the required date during the year under consideration because he/she was hospitalized in one of the wards (not the emergency room), the due date will be extended by the number of days that hospitalization interfered with the student's ability to complete the paper.
 - (4) The PII Dean of Students is authorized to determine whether hospitalization in one of the wards (not the emergency room) prevented the student from submitting the paper on time and, if so, by how many days.

31. Termination of Studies

- a. The Committee for Student Affairs is entitled to terminate the studies of a student who has accumulated five failures in courses (including in elective courses and 'incomplete' grades) or failures in 15 credits.

32. Continuity of Studies

- a. Students must complete their studies within six years.
- b. Students may take time off from their studies only once for a period that does not exceed two academic years. Cessation of studies for more than two years will require the student to reapply to PII, meet its current admissions standards and begin their studies all over again. The right to take time off for a period of two years as described above is granted only to students who have completed at least one year of studies and who are eligible to advance to the next year of their program.
- c. Notwithstanding the aforesaid, the Committee for Student Affairs is authorized to approve, under special circumstances, time off for students who do not fulfill the above conditions and for a period exceeding that stipulated above.

33. Cessation/Resumption of Studies

a. Cessation of Studies

- (1) Students who decide to cease their studies must notify the Student Administration in writing of their decision immediately. Only written confirmation from the Student Administration of receipt of the notification of cessation of studies will be considered proof of notification that the students have decided to cease their studies. Notifications telephone is not acceptable.
- (2) The relevant clauses in PII's Tuition Regulations are applicable to students who cease their studies.

b. Resumption of Studies

Students, who have suspended their studies in accordance with Section 39.b and seek to renew their studies, will present the Student Administration with an application for the resumption of studies no later than one month prior to the beginning of the academic year they wish to join.

34. Grade Point Average (GPA)

- a. A final grade point average (GPA), or final grade, is calculated for each student who has completed the requirements of their studies. The student's school or department will determine the components of the GPA and their relative weight. The method of weighting is the weighted average of the grades in accordance with the number of study hours.
- b. Grades given for studies at another institution that served as a basis for exemptions from courses at PII will not be included in calculating the GPA.
- c. A grade cannot be improved once the final GPA has been calculated and the student has received confirmation that they completed their academic requirements.
- d. A student who completes the courses required to earn a degree cannot improve a passing grade.

35. Confirmation of Graduation

- a. All confirmation of graduation requests will be issued within ten days of receipt of the request.

36. Graduation Ceremony

- a. Graduation ceremonies at PII are generally held during the academic year after students complete their studies (usually in May).