

## UCY Policy for External Attendants ('Audit students') of postgraduate courses

The Graduate School of the University of Cyprus (UCY) aiming at the dissemination of scientific and qualitative knowledge and to enhance the collaboration of the UCY with the Cyprus society has decided to create a policy for external attendants of postgraduate courses. With this policy, UCY aims to contribute towards the continuous training of the citizens based on their personal development.

Every citizen who holds a recognized university degree can attend postgraduate courses offered for this purpose by the departments of the UCY.

### **A. External Attendant of a postgraduate course (simple audit of a course)**

1. The external attendant of a postgraduate course:
  - 1.1 To be eligible to apply as an External Attendant of courses, it is required to hold a degree from a recognized academic institution and meet the admission criteria of the curriculum you wish to attend courses.
  - 1.2 The applicant submits a written application to the secretariat of the UCY Department/entity/programme offering the course at any time of the year. An authorized body examines each application and the interested party is informed about his/her acceptance.
  - 1.3 The External Attendant selects in consultation with the Department/Programme up to two (2) postgraduate courses per programme if there are vacant places. Postgraduate laboratories are not included in this scheme.
  - 1.4 The External Attendant can attend a postgraduate course without being obliged to participate in any assessment methods (written exams, oral, laboratory, exercises, projects, etc.)
  - 1.5 The External Attendant is not registered through the Banner system to the postgraduate courses that he/she is going to attend.
  - 1.6 The External Attendant is not entitled to student benefits from the UCY (financial aid, scholarship, food allowance, health care, employment as teaching assistant, etc.).

- 1.7 The External Attendant does not pay any fee for attending a course of a conventional programme.
- 1.8 There is a fee for attending a course of a self-financed programme that is paid before the beginning of the course. This fee is in accordance with the Rules of the programme itself.
- 1.9 The External Attendant is exempted from the obligation to pay a contribution to the Health Care Student Medical Fund “Neophytos Handriotis”.
2. The secretariat of the Department/Programme provides a certificate of participation for the specific courses attended by the External Attendant without indicating the final grade obtained and the ECTS awarded.
3. Attendance to the lectures is mandatory.
4. This policy also applies to UCY graduates (undergraduates and postgraduates) who wish to attend postgraduate courses with the exemption of the members of UCY administrative staff to whom the policy described in section C below applies.

**B. Attending a postgraduate course by paying an attendance fee**

1. The external attendant of a postgraduate course:
  - 1.1 To be eligible to apply as an External Attendant of courses, it is required to hold a degree from a recognized academic institution and meet the admission criteria of the curriculum you wish to attend courses.
  - 1.2 The applicant submits a written application to the secretariat of the UCY Department/entity/programme offering the course at any time of the year. An authorized body examines each application and the interested party is informed about his/her acceptance.
  - 1.3 The External Attendant selects in consultation with the Department/Programme up to two (2) postgraduate courses per programme if there are vacant places.
  - 1.4 The External Attendant attends a postgraduate course and participates in any assessment methods (written exams, oral, laboratory, exercises, projects, etc.)
  - 1.5 The External Attendant registers through the Banner system to the postgraduate courses that he/she is going to attend.
  - 1.6 The External Attendant is not entitled to student benefits from the UCY (financial aid, scholarship, food allowance, health care, employment as teaching assistant, etc.).
  - 1.7 The External Attendant is exempted from the obligation to pay a contribution to the Health Care Student Medical Fund “Neophytos Handriotis”.

- 1.8 There is a fee of €500 for attending each course of a Conventional programme that is paid before the beginning of the course.
- 1.9 There is a fee for attending a course of a self-financed programme that is paid before the beginning of the course. This fee is in accordance with the Rules of the programme itself.
2. The External Attendant registers through the Banner system to the postgraduate courses that he/she is going to attend. In case he/she is not able to do so, Graduate School registers the External Attendant before the beginning of the course in consultation with the Department/Entity/Programme and provided there are places.
3. The secretariat of the Department/entity/programme confirms that the External Attendant has paid the relevant attendance fee and each semester submits a list with the attendants' names to the Graduate School for registration purposes.
4. Attendance to the lectures is mandatory.
5. The External Attendant may withdraw from a conventional programme postgraduate course within ten (10) working days from the beginning of the course. In this case, he/she promptly informs in writing the secretariat of the Department/entity/programme. The secretariat informs immediately the Graduate School and the UCY Financial Services.
6. The External Attendant may withdraw from a self-financed programme postgraduate course by completing 28% of the total lecture hours of the course. In this case, he/she promptly informs in writing the secretariat of the Department/entity/programme. The secretariat informs immediately the Graduate School and the UCY Financial Services.
7. The attendance fee paid by the External Attendant who withdraw from a postgraduate course in due time, is refundable.
8. The Department/entity/programme decides on the approval of ECTS to an External Attendant.
9. The secretariat of the Department/entity/programme provides a certificate of participation for the specific courses attended by the External Attendant and an analytical transcript indicating the final grade obtained and the ECTS achieved.
10. The External Attendant is eligible to apply for a place in a postgraduate programme as a regular student, through the procedure of the announcement of vacant postgraduate places.
11. External attendants who will participate and successfully complete all assessment methods required by the courses selected, are eligible to be exempted from these courses if they enroll at a later stage to a programme as regular students. The secretariat of the Department/entity/programme informs the Graduate School to update the analytical transcript of the student.

12. The attendance fees paid by an External Attendant who later receives a recognition of ECTS during his/her enrolment as a regular student, are transferred/credited to the programme's account where the student has been registered. The postgraduate student should register to the same programme of the Department where he/she receives a recognition of the ECTS for attending courses as an External Attendant.
13. The Rules of Postgraduate Studies, Examinations and Discipline apply to the External Attendants as they apply to the postgraduate students of the UCY unless otherwise stated in this policy.
14. This policy also applies to UCY graduates (undergraduates and postgraduates) who wish to attend postgraduate courses with the exemption of the members of UCY administrative staff to whom the policy described in section C below applies.