

1.4.11 GRADUATE DEGREE REGULATIONS

1. Purpose

ADA University strives to ensure the coherence, breadth and high quality of its graduate degree programs. This requires that all programs adhere to certain degree requirements, even if these requirements may differ across different Schools and programs. The purpose of this document is to outline ADA University's graduate degree regulations.

2. Scope and Recommendations

This regulation applies to all graduate degree programs at ADA University.

The requirements outlined in this document comply with ADA University's quality standards and guidelines for degree programs and with national regulations for higher education. They should be read alongside ADA University's *Credit Regulations* and *Curriculum Structure and Regulations*.

Graduate students are expected to be thoroughly familiar with all the degree requirements set forth in this document.

3. Definitions

Graduate Degree Programs encompass all Master programs offered at ADA University.

The *Term Grade Point Average (TGPA)* indicates a student's academic performance during a specific semester or term. It is calculated in the following manner: (1) For each unit of study considered, grade points earned are multiplied by credit hours attempted. (2) The resulting values for all the units of study considered are added up. (3) The resulting sum is then divided by the credit hours attempted that semester or term. The term GPA does not cover units of study evaluated on a Pass/Fail basis, and it only includes the highest grade earned in a repeated course.

The *Cumulative GPA (CGPA)* indicates a student's overall academic performance in a degree program. It is calculated in the same manner as the *Term Grade Point Average*, but includes all units of study attempted by the time of calculation. Grades from approved transfer courses taken at another institution do not count towards a student's cumulative GPA at ADA University. Neither do units of study evaluated on a Pass/Fail basis. The cumulative GPA only includes the highest grade earned in a repeated course.

A *Capstone Project* is an independent group study assignment that is to be completed in the second year of a Master degree program.

4. Graduate Degree Regulations

4.1 General Provisions

- a. Students must complete the minimum requirements outlined in this document in order to be eligible for a graduate degree.
- b. Students must graduate under the Academic Catalogue in effect at the time of their first enrollment for a specific graduate degree program at ADA University. Students may not tailor-make their own degree requirements by selecting and combining requirements from different catalogues.

4.2 Program and Graduation Requirements

- a. Students must complete at least 90 credit hours (in regular graduate degree programs) or 70 credit hours (in practice-based degree programs such as the *Master of Business Administration*) with a cumulative GPA of 2.75 or better. At least 72 credit hours (for 90 credit programs) or 52 credit hours (for 70 credit programs) must be completed in residence at ADA University.
- b. All graduate degree programs at ADA University have a Major Core component and a Technical Elective component.
- c. Major Core courses are designed to offer a fundamental understanding of subjects covered by a student's main field of specialization. The Major Core component usually covers 72 credit hours (for 90 credit programs) or 52 credit hours (for 70 credit programs).
- d. Technical Electives are designed to cover advanced topics in a student's main field of specialization. Students can choose from a range of Technical Electives. Usually, a graduate degree program requires no more than 18 credits or 3 courses for the Technical Elective component.
- e. All graduate degree programs at ADA University include an Independent Study requirement. Students must complete either a Capstone Project or a Master Thesis. The program *Master of Business Administration* requires either a Business Consultancy Project, a Business Plan or a Master Thesis to complete the Independent Study requirement. In all graduate degree programs, the Independent Study requirement is considered to be part of the Major Core component and usually covers 18 credit hours.
- f. The minimum graduation requirement of 90 (or 70) credit hours must satisfy the requirements of the Major Core component and the Technical Elective component.

4.3 Time Limit for Degree Completion

- a. Graduate students enrolled in full-time degree programs are expected to complete all degree requirements in no more than two academic years after the date of their first enrollment in the program.
- b. In case students fail to complete all courses during two academic years, they may receive an extension to complete their degree program. If they fail to complete their Master Thesis during that period, they may appeal to the Dean of their respective School for the purpose of receiving an extension to complete their thesis (using the *Request for Extension Form*). The Dean may grant the extension, and he/she will notify the Office of Admissions and Student Records accordingly. Students must complete all degree requirements in no more than three years after the date of their first enrollment in the program. This may require that they also attend classes during Summer terms.
- c. Periods of separation from the University and temporary leaves do not count towards the time limit for degree completion.