

UNIVERSITY OF KYRENIA

ASSOCIATE AND UNDERGRADUATE EDUCATION AND EXAMINATION REGULATIONS

PART ONE

Aim, Scope, Basis and Definitions

The Aim and Scope

ARTICLE 1

(1) The aim and scope of this document is to regulate the principles applied for student registration, undergraduate education and examinations for the Faculty, Academy and Vocational School programs offered at University of Kyrenia.

Basis

ARTICLE 2

(1) This document has been prepared based on the articles of the Higher Education Act 2547 dated as 4th of November 1981.

Definitions of Terms

ARTICLE 3

(1) This document includes the following terms;

(a) Department refers to Faculty, Academy and Vocational School

(b) Departmental Administration refers to the Faculty Administration in faculties, the Academy Administration in Academy Schools, and the Vocational School Administration in Vocational Schools.

(c) Department Administrator refers to the Dean of Faculties, Head of Academy Schools and Head of Vocational Schools

(d) Departmental Administrative Board refers to the Faculty Administrative Board in Faculties, Academy Administrative Board in Academy schools, and Vocational Administrative Board in Vocational Schools.

(e) In the Faculty of Medicine and Dentistry, an integrated system that combines all the systems of the human body is carried out. In this system, during the first three- year

education period including phases 1, 2 and 3, basic medical sciences education is given.

All the courses in these phases are divided into modules (based on the distinct systems of the human body) that are complementary to each other.

(f) Adaptation Commission: The commission consisting of at least two faculty members and formed by the proposal of the Departmental Manager and approval of the Departmental Administrative Board.

(g) Rector refers to University of Kyrenia Rector

(h) Senate refers to University of Kyrenia Senate

(i) Tuition Fee refers to social activity fee for a student with a full scholarship and tuition fee for students with other type of scholarships.

(j) Academic members refer to the members of the academic staff, lecturers and academic assistant staff working as part of University of Kyrenia.

(k) Advisor refers to the instructor appointed to guide the student

(l) University refers to University of Kyrenia,

(m) University Board of Administration refers to University of Kyrenia Board of Administration.

PART TWO

Registration, Tuition Fees and Student ID Cards

Registration

ARTICLE 4

(1) Admission to undergraduate programs is carried out in accordance with the principles determined by the Higher Education Board and the University Board of Administrative within the time frame announced by the Measuring, Selection and Placement Center (OSYM).

Students can submit an application with the required documents to the Student Affairs Office or representatives after the announcement of the Student Placement and Scholarship Ranking Examination results. Students who are not able to apply can register with a power of attorney. Students who are under the age of 18 must register with their parents.

(2) The registration dates, required documents and procedures are determined and announced by the University. Original documents are required for registration. Registration cannot be completed if there are any missing documents. In case of a false statement or document, the student's registration is cancelled. Candidates who do not complete the final registration between the specified dates cannot claim any rights.

(3) Admission and registration conditions for international students who are not TRNC and TC citizens are made in accordance with Article 11 laws of YODAK 65/2005, 21/2008,40/2009 and 23/2007.

Course Registrations

ARTICLE 5

(1) Students must register for each semester / year within the period specified in the academic calendar in accordance with this regulation. In order to complete the course registration, financial obligations must be fulfilled and advisor approval is essential.

(2) Students who do not complete their course registrations cannot attend the courses or examinations.

(3) The unregistered period will be counted as the duration of education for students who do not complete the course registration without an acceptable reason within the period specified in the academic calendar which is approved by the Departmental Administrative Board.

(4) Unsuccessful students who are unable to graduate within the maximum period specified in Article 10 of this regulation are required to register to the courses and exams by paying the tuition fee of the relevant semester during the course registration period specified in the academic calendar. If the course has been removed from the program, the student will be given the opportunity to register to an equivalent course within the program approved by the Departmental Board and the student must be successful within this course. Students within this case must pay their grading letters until graduation in accordance with the procedure specified in this regulation.

Tuition Fees

ARTICLE 6

(1) Students are required to pay the tuition fee determined by the Board of Administrative for each academic year within the periods specified in the academic calendar. Students who do not pay the tuition fees cannot register and benefit from the student rights. The semesters / years which the student is not able to pay are also counted as the period of study.

(2) If students cannot graduate within the period of study and fail to complete their minor program / double major program, the calculation of the amount that needs to be paid for the grading letters is determined by the board of Administrative.

Student ID Cards

ARTICLE 7

(1) An identity card which includes a photograph is given to the student who has registered at the university.

(2) A student who has lost his/her student identity card should report and submit an application to the concerned department. If a student ID card has been damaged and is in a condition which cannot be used, the student will receive a new ID card under the condition of returning their old ID card. In the event of a loss or renewal, the card fee must be paid by the student on the basis of the principles set by the University.

PART THREE

Principles of Education

Academic Calendar

ARTICLE 8

(1) The academic calendar which will be implemented by all the departments of the university is determined by the senate.

(2) The academic year is at least one hundred and forty days. The semester is planned to be divided into two semesters; fall and spring for the educational departments. The official holidays, examination dates are not included within this period. Faculty of Dentistry, Medicine and Law programs includes an annual educational program, whereas other

departments include a semi-annual education program.

(3) If necessary, courses and/or examinations may be held on Saturdays and / or Sundays. In addition, exams can be held any time other than the teaching hours of the course during the week.

Scope of Education

ARTICLE 9

(1) Scope of Education: In related academic departments, theoretical courses, practical courses, workshop, clinical applications, laboratory studies, dissertation, graduation project, diploma project, internship, coursework and seminars are included according to the subject.

(2) The courses which will be included in the undergraduate and associate programs, the number of hours, credits, compulsory and elective courses are determined by the Departmental Board by taking into consideration the Academic Departmental Boards and Program Boards which is finalized by the approval of the Senate.

(3) The integrated system is applied in the Faculty of Medicine and Dentistry and the principles regarding this is determined by the senate.

Duration of Education

ARTICLE 10

(1) The maximum period of time given to students studying undergraduate and associate programs is 4 years for the 2 year associate programs, 7 years for the 4 year undergraduate programs, and 9 years for educational programs with a 5-6 year educational duration, regardless of whether or not they register for each semester and excluding the one year Foundation English program. Students who cannot graduate from the registered program at the end of these periods may register to continue their education by paying the tuition fee of the relevant semester. In this case, students can participate in courses, practical training, internship, examinations and similar applications.

Course Credits and Time

ARTICLE 11

(1) The credits of each course are indicated in the curriculum. Course credits are determined by the Senate upon the recommendation of the Departmental Board within the framework of the Higher Education qualifications diploma level of the relevant program and students work load. Course credits are calculated within the framework of the principles determined by the Senate by taking into consideration the learning achievements, skills and competencies gained by the student who has completed the relevant program, theoretical and practical course hours and workload of other activities.

(2) Each theoretical and practical course is 50 minutes. Weekly timetables are arranged for 10 minutes breaks between classes.

Courses

ARTICLE 12

(1) Courses; are grouped as compulsory courses, compulsory common courses, and elective courses, courses with preconditions and prerequisite courses.

(a) Compulsory courses: courses specified in the curriculum that students must study to meet the program requirements.

(b) Compulsory basic courses: includes Atatürk's Principles and History of Turkish Revolution, Turkish Language and Foreign Language courses stated in Article 5 of the 2547 numbered Law.

(c) Elective courses: These are the courses in the program in which the student has a choice to enroll. These courses can be in the form that complete the formation related to the profession, or courses from general culture or different interests.

(d) Courses with precondition: if the course that the student will register depends on the successful completion of one or more courses with precondition, then that course is a course with precondition.

(e) Prerequisite course: The course that ties the student's registration to a course with precondition, to one of the cases indicated in the second clause of this article.

(2) The connection between a course with precondition, which is tied to another course with

precondition, can be determined to be of only one of the following :

- (a) The precondition course to be successfully completed,
- (b) If the precondition course was not successfully completed or was not taken during the previous years, then the precondition course and its prerequisite course should not be taken in the same semester or year.
- (3) A prerequisite course can be tied to more than one precondition courses. In such a case; the respective department determines the type of connection for each precondition course tied by the prerequisite course separately. The maximum connection in the precondition chains formed by one precondition course being the precondition of the other is two; exceptional cases are decided by the Senate.
- (4) The precondition courses; which connection type is being selected as indicated in the second clause of this article; is proposed by the related department's departmental/program board by stating the reasons. The departmental board's decision is finalised with the approval of the Senate.
- (5) Course, practical training and other activities of the educational achievement is prepared in accordance with the program attainment.

Syllabus

ARTICLE 13

- (1) The knowledge, skills and competencies which a student achieves by completing the diploma program constitutes the program acquisitions. The Program Board and Departmental Board determines the program achievements by taking into consideration the opinions and needs of shareholders, quality control and accreditation processes, which is approved by the senate.
- (2) The syllabus and the main course monitoring program (course plan) specified in Article 16 of this regulation shall be determined by the Program Board and Departmental Board upon the recommendation of the relevant Academic Departmental Board. This decision is finalized with the approval from the Senate.
- (3) Syllabus; includes the courses and other activities to be taught in each semester/year and their

theoretical and practical course hours, credits and their contribution to each program achievement.

(4) The total credits of compulsory courses and other compulsory activities in the syllabus cannot be less than 60% of the total credits of the syllabus.

(5) The total credits of elective courses and other elective activities cannot be less than 15% or more than 40% of the total credits of the syllabus.

Principles to open a course

ARTICLE 14

(1) The courses which will open and be taught by each academic staff are determined by the Senate by taking into account the suggestions of academic departmental boards and program boards.

(2) The number of students is not taken into consideration to open compulsory courses.

(3) If the number of students enrolled in elective courses is less than 5, the Departmental Administrative Board may decide not to open this course. If the course is not opened due to insufficient number of enrolled students or other reasons; students whose registration is cancelled during the week following the course add-drop period will be registered to the available elective courses by the Departmental Administrative Board with the recommendations of the advisor.

(4) The placement of the courses and practical classes during the week (schedule) and the responsible instructors are announced at least 10 working days before the beginning of each semester/year. In mandatory cases, changes may be made in weekly programs.

(5) The courses which will open for summer school along with the teaching staff is determined by the Departmental Board by taking into consideration the suggestions from the Academic Departmental Board and Program Boards.

Grouping Courses

ARTICLE 15

(1) More than one group can be formed for a course with the decision of the Departmental Board.

However, if more than one group is formed, the average number of students in these groups cannot be less than 50 in theoretical courses and 30 in practical or elective courses. The number of students is not limited in cases where it is compulsory to carry out the course with individual or small groups, exceptional cases are decided by the Departmental Administrative Board.

Course Monitoring Program

ARTICLE 16

(1) The department forms a course monitoring program to be used in the preparation of the main course monitoring program. This main course monitoring program is approved by the relevant program board, if there is no available program board it is approved by the departmental board. This main course monitoring programs are published on the internet as a course catalogue. For each course, a course monitoring program is prepared by the academic staff in accordance with this main course monitoring program. Course monitoring programs are announced to students before the start of the registration of the new semester.

(2) The course monitoring program includes the aim of the course, learning outcomes, a table showing the relationship between the learning outcomes and program acquisitions, the contents of theoretical and practical training, the schedule, credits, distributions of course titles by weeks, resources, teaching techniques and methods, contact information of the academic staff, the formation and evaluation tools of the course and the contribution to the students work load.

(3) For each course, the academic member determines the number of midterm exams, assignments, applications and other studies which students are accounted as responsible, the contribution for the success grade and the contribution for the semester/final exam grades, which are all indicated in the course monitoring program.

Advisor

ARTICLE 17

(1) Each student is appointed an advisor to ensure that the student follows the academic program

in accordance with this regulation. The tasks are equally distributed to the academic members.

If there is insufficient number of academic members, the research assistants may also be appointed as advisors.

(2) Advisor: In departments where there is no department head, an advisor is given the task by the head of academic departments or program advisors and approved by the departmental administrative board. The advisor who cannot be on duty due to an acceptable reason during the registration period, must inform the department manager in writing. Once the advisor's excuse is accepted, another academic member will be assigned as a temporary advisor and this will be announced to the relevant students.

(3) Except for temporary changes, the advisor or the student's request for a change shall be decided by the Departmental Administrative Board upon the opinion of the head of department / program advisor.

(4) The advisor monitors the student throughout his/her education and advises the student about the courses and changes to be made throughout the course of each semester/year. For the compulsory and elective courses which students are required to take, the success of the program, the distribution of the courses within the program, the structural features and similar technical evaluations are also taken into consideration by the advisor.

(5) The student organizes the courses during the registration/renewal of the semester/year with their advisor. The course registration cannot finalize unless the advisor has approved the courses.

Course Enrolment Principles

ARTICLE 18

(1) For students who complete 70% of the courses and applications that they can take from the minor and double major programs in one semester/year and have cumulative grade point average (CGPA) of 3.50, the total number of courses and practical classes that can take from the minor and double major programs in one semester/year, cannot be 3 more than the average number of courses per semester / year in their curriculum.

(2) Students can register for precondition subjects bearing in mind the prerequisite subjects.

(3) If a common course is divided into more than one group between departments, students must register to the group that has been opened for the department/program for which they are enrolled. In exceptional cases, the Departmental Administrative Board makes a decision by taking into account the advice given by the advisor and Head of Department.

(4) If there is a quota determined by the department, students register for the courses within this quota.

(5) (a) 'Academic Term' refers to the period that forms the basis for the calculation of the cumulative grade point average (CGPA) of the student and corresponds to the distance covered in the education program followed. The academic term of the student is determined by the relevant units by taking into account the education program followed and the courses taken in that term.

b) Students enrolled in eight-semester programs whose cumulative grade point average (CGPA) is below the following limits are considered probationary students: 1.00 at the end of the Second Academic Term, 1.50 at the end of the Fourth Academic Term, 1.80 at the end of the Sixth Academic Term.

c) Students enrolled in four-semester programs whose cumulative grade point average (CGPA) is below the following limits are considered probationary students: 1.00 at the end of the Second Academic Semester.

d) Students with a cumulative grade point average (CGPA) below 1.80 at the beginning of the year in units with annual education, and students with a cumulative grade point average (CGPA) below 2.00 at the beginning of the year in units with integrated education are accepted as probationary students.

e) Students in probationary status are given an "Academic Warning" to correct their academic situation. Students in this situation are considered to be in probationary status until they raise their cumulative grade point average above the limits stipulated above.

(6) For students who receive an "Academic Warning", the following application is made taking into account the student's preference ranking and the recommendations of the advisor: In the semester following the Academic Warning: Students in this situation are obliged to repeat the courses they have previously taken and failed in the first semester in which the course is offered. Provided that they do not exceed the normal course load, they can register for a maximum of three (3) courses, taking into account the prerequisite courses from the previous semester / years from the courses they have not taken before. Students in this situation may also repeat the courses in which they received DD and DC grades in previous semesters/years in order to increase their CGPA. In units with annual and integrated education for 5 years or more, the relevant article in the education and examination regulations of the relevant faculty is applied for students who are in a testing situation.

(7) The semesters passed with a probationary status are included in the period of education.

(8) Students who receive an Academic Warning to enroll in summer school registrations can take at most one of the total number of courses they can take in the summer school from courses they have not taken before.

(9) Students with a CGPA of at least 3.50 can take courses from upper semesters/years, provided that they comply with the conditions specified in paragraph 1 of this article. Taking

into account the curriculum, students who have taken the courses required for the relevant semester / year and have a CGPA of at least 3.50; Provided that the course day and time do not conflict with the courses in the program, they can take additional courses that will be deemed appropriate in other curricula with the recommendation of the advisor and the department head / program advisor and the decisions of the unit board of directors. Even if these courses are failed, they are shown in the student's transcript.

(10) Students who fail a course or cannot take the course in the semester / year in the curriculum must take this course in the first semester it is offered. However, if the course is offered outside the semester in the curriculum, the student may not take this course in the first semester.

(11) Students may take the equivalent courses deemed appropriate by the department or program in which they are enrolled, with the approval of the unit board, instead of the compulsory courses they have failed, but which are subsequently removed from the program.

(12) If the course to be repeated is elective, students can take the same course or other elective courses in the same elective course pool with equivalent credits that can be counted instead of this course with the approval of the unit board.

(13) Students who have reached the graduation stage may be given a maximum of three additional courses with the decision of the Unit Administrative Board.

PART FOUR

Evaluation and Graduation

Attendance

ARTICLE 19

(1) In order to enter the final exams of a course or a practical class, the student must have attended at least 70% of the theoretical courses and 80% of the practical courses. For the Foundation English Program at least 85% attendance is required. The attendance of the students is monitored by the relevant academic member and the students who are absent are announced at the beginning of the last week of the classes.

(2) If the courses and practical classes are repeated due to failure, the attendance is determined by Departmental Board.

(3) The time spent in sport competitions and preparing for the organizations within national and international levels are not taken into account as absent. This also applies to the sport competitions organized by the University Rectorate.

Principles and Organizations of Examinations

ARTICLE 20

(1) At least one midterm and one final exam is held for each course every semester/year. Midterm

or final examination conditions are not required with the decision of the Departmental Board and approval of the Senate for graduation thesis, graduation project, graduation coursework,

internship, field work, laboratory, thesis, project, presentation and similar courses in the integrated system. Other evaluations and activities may be implemented within the framework of the principles determined by the Senate.

(2) In accordance with the academic calendar, the exam dates and times are prepared and announced by the relevant department. After the announcement of the exam dates, changes can only be made by the decision of the Departmental Board of Administrative.

(3) The examinations of only two courses can be organized to take place on the same day within the same semester/annual education program within departments. Examinations may also take place on Saturdays and/or Sundays and/or during the week as specified in Article 8 third paragraph of this regulation.

(4) The order of the exams is provided by the relevant departments. Students who enter the exams are obliged to obey the rules determined by the Departmental Administrative Board.

(5) The examinations are conducted according to the principles determined by the Departmental Administrative Board. Students are required to enter the exams at the time and place specified in the exam program, with their student ID card / student certificate, university entrance exam letter (midterm/final/resit) and other documents required by the Administrative.

Excused Examinations

ARTICLE 21

(1) Students who fail to take the exams due to valid reasons must report their reasons in writing to the relevant department within 5 working days following the date of the examination and must provide proof of documents to support their reasons. Students whose excuses are accepted by the Departmental Administrative Board with the principles determined by the Senate, must enter a re-sit exam during the period specified in the academic calendar.

(2) A resit exam is provided for mid-term exams. For departments which do not have a makeup exam application, students are given the opportunity to take a re-sit exam for the final semester/year examination. For departments which do have a makeup exam application, the makeup exam takes place at the end of the semester or year, but there is no re-sit exams for

makeup exams. Also, there is no makeup exams for the exams other than those stated in this section.

(3) Students who enter the exams during the days they are excused are considered to be invalid.

(4) Students are given a makeup exam opportunity if their exams are set on the same date and time. Students who benefit from minor and double major programs are also given the right to enter a makeup exam if more than two exams are on the same date and time. Students in this case must submit an application to the relevant department within the period specified in this article.

Announcements of Exam Results and Appealing Results

ARTICLE 22

(1) Student exams are measured with a quantitative grading including 100 points system. The academic member submits the exam results within 8 days following the exam date, and submits the exam papers and official reports to the relevant department.

(2) Students can appeal to the exam results within 5 days of the announcement by submitting an application form to the relevant department

(3) Following an appeal, the exam paper is examined by the academic member responsible of the course within 5 working days after the notification of the subject. The result of the appeal is submitted in writing to the relevant department. Changes in grades will only be made within the relevant department and Student Affairs Office under the approval of the Departmental Administrative Board, Department Manager, or authorized assistants of the relevant departments. Changes that will be made will not affect the final letter grades of other students.

Academic Status

ARTICLE 23

(1) The evaluation of a course in the semester/year consists of midterm exams, coursework, practical classes and other studies. For the evaluation of a course, the success of the midterm exams, coursework, practical work, projects, final exams and other studies are taken into consideration.

(2) Pass Grade: It is calculated from the evaluations throughout the year, along with the mid-term and final exam grades. The contribution of the mid-term and final exam to the grade is determined by the departments to be at least 30% and a maximum of 60%. For the distance learning courses, the contribution of the final exam results to the grade is a maximum of 80%. However, the calculation of the success grade for the final grade, graduation project, coursework, internship, field work, laboratory courses and similar thesis, project work or presentations is determined by the decision of the Departmental Board and by the approval of the Senate.

(3) The academic member determines the contribution of the evaluations of the studies throughout the year that will constitute towards the success grade. The total contribution of midterm exams to the success grade specified during the midterm and year assessment is at least 20%. If the distance learning courses are conducted without supervision, the exams conducted throughout the year will contribute the success grade with a maximum of 20%.

(4) Students who do not take the final exam or makeup exam will be graded as unsuccessful.

(5) The pass grade of a course is converted into a letter grades and coefficient grades according to the principles determined by the Senate which have been stated below;

Assessment	Grade	Letter Grading	Coefficient
Excellent	90 - 100	AA	4.00
Very Good – Good	85 – 89	BA	3.50
Good	80 – 84	BB	3.00
Average – Good	75 – 79	CB	2.50
Average	70 – 74	CC	2.00
Average – Pass	60 – 69	DC	1.50
Pass	50 – 59	DD	1.00
Unsuccessful	49 and below	FF	0.00

No Attendance ((Unsuccessful)	NA	0.00
Satisfactory (Successful)	S	0.00
Unsatisfactory (Unsuccessful)	U	0.00

Incomplete / Insufficient	I	--
Course Withdrawal	W	--
Exempt	EX	--
T Continuing	P	--

(6) The principles regarding the success of the student with the letter grading mentioned above is explained below:

(a) AA, BA, BB, CB, CC, DC, DD and S are successful letter grades.

(b) FF, NA and U are unsuccessful letter grades.

(c) I and P are unmarked letter grades.

(d) The letter grade S is given in the cases stated below;

1. It is given to the courses which students have transferred from other departments and which are accepted as successful by the Departmental Administrative Board. The credits of such courses are counted towards the total credits which the student is required to complete, but are not included in the CGPA / GPA.

2. It is given to courses in which the students are successful that do not account for the average grade.

3. It is given to the exempted courses which students have been successful as a result of the exemption exam.

(d) U: It can be applied to the courses where S grade can be given and is also evaluated as unsuccessful.

(e) NA: It is used for the related courses of the students who have failed to meet the conditions of attendance and practical classes, and who do not have the right to take the midterm or final exams due to being absent. Also, the student is considered to be unsuccessful from the course.

(f) I: The courses to which this letter grade can be applied are decided by the Departmental Board upon the recommendation of the Program Board. This decision

becomes finalized with the approval of the Senate. It is given by the course instructor to students who have not fulfilled the necessary conditions related to the course during the semester / year due to an acceptable reason such as illness. This grade does not count for the total credit and CGPA/GPA at this stage. However, this grade is shown on transcripts. A student who has received this grade must complete the relevant studies and receive a grade within 15 working days from the submission of the grades to the student affairs office. During this period, if the student cannot complete the relevant requirements the grade will be changed to FF.

(g) Students who have taken the necessary courses in the curriculum; S and U letter grades are not used in the evaluation of the courses taken outside the curriculum, provided that the day and hour do not conflict with the courses in the program.

(h) W: It is used for a course, which a student is allowed to withdraw with the consent of the advisor and the academic member within the first ten weeks of the beginning of the term and after the end of the period of course registration and course withdrawal period. The following rules apply to the students who withdraw from this course. Students cannot withdraw from the courses during the first two semesters of an undergraduate program. A student cannot withdraw from the course he/she has to repeat and which has already been graded as (W), which has not been included in the GPA. A student is not allowed to withdraw from a course load less than 2/3 of the normal course load. A student may be allowed to withdraw from a maximum of six courses during the entire undergraduate program, one course during one semester, with the recommendation of the advisor and consent given by the instructor.

(i) P (Continuing): In the registration renewal process, students are enrolled in the courses with the first P grade. This grade is valid during the semester / year until the letter of success grade is given by the academic member/ lecturer. This note is not included in the total credit and CGPA / GPA account at this stage.

(j) EX: It is given to the students who are exempted from the courses and are observed to

be very successful which is determined by the Senate. EX grade are not included in the GPA grade. However, the grade is shown in transcripts.

(k) The status of success / grading for the Faculty of Medicine and Dentistry is applied from their own faculty regulations.

Academic GPA Achievement

ARTICLE 24

(1) The success of the students is monitored by the GPA of the courses they have completed for the semester and the CGPA calculated for all the courses they have taken.

(2) These averages are obtained by using the numeric coefficients of the lettered grades as per article 23 of this regulation, multiplying each coefficient with the credit of that subject, summing up the result of each multiplication and dividing this total sum with the total credits. The values resulting from these calculations are rounded to two digits after the comma. The third digit after the comma is zero if it is 5, below or above 5, and it is calculated by rounding the second digit one increment.

(3) For a GPA account related to the semester / year, only the courses within that semester are taken into consideration. However, if it is for the CGPA account, all the courses taken by the student are taken into consideration. For repeated courses, the last success coefficient is used. In the determination of GPA or CGPA for the end of the registered semester/year, the courses which are stated in the curriculum but have not been taken by the students are not included in the average calculations.

(4) Students whose CGPA is between 3.00 and 3.49 are honors students; Students with a CGPA of 3.50 or higher become a high honor student. This information is stated in the student's transcript.

Repeating a Course

ARTICLE 25

(1) Students who fail a course must take this course again as described in Article 10, 11 and 18 of this regulation.

(2) Students can repeat courses in which they receive DD, DC grade to upgrade their CGPA with the approval of their advisor. Courses that have been achieved with grade S and CC and above are not repeated.

(3) In repeated courses, the achieved last letter grade is valid and this final grade is used in the GPA / CGPA account.

Conditional Graduation Exam

ARTICLE 26

(1) For the students who have not used the maximum period of study for their graduation, who have fulfilled the attendance requirements for the single course that they are responsible for or have fulfilled all the requirements except for the CGPA requirement of at least 2.00 for their graduation: only one conditional graduation exam is granted at the end of the semester / year, provided that it is able to bring the CGPA to at least 2.00 level with the contribution of this grade. The conditional graduation exam day is specified in the academic calendar.

(2) Students who will attend the course/courses will pay for the required tuition fee.

(3) The raw success grade obtained in the conditional graduation exam is counted and converted into letter success grades according to the principles determined by the senate. In case of failure, the course is repeated in the next semester/year or the student takes a conditional graduation exam in the next semester.

(4) Conditional Graduation exam is taken only for a maximum of three courses.

Graduation, Diploma and Certificates

ARTICLE 27

(1) Students who successfully complete all the requirements of the registered program such as course, application and internship according to these Regulations and whose CGPA is 2.00 or higher are entitled to receive a diploma.

(2) Students who have completed their associate / undergraduate education and whose CGPA is between 3.00 and 3.49, are honors students; Students with a CGPA of 3.50 or higher graduate as a high honor student. This information is stated in the student's transcript.

(3) In double major programs, the student is not given the diploma of the double major program without obtaining the right to graduate from the major degree program. The student who has the right to graduate from the major undergraduate program can take the undergraduate diploma even if he/she cannot complete the double major program - second undergraduate program. Diplomas for double major programs are awarded by the relevant departments.

(4) Students who do not qualify for graduation in the major undergraduate program are not awarded a minor program certificate. Certificates are issued by the relevant departments. The title of the student's major program is also indicated on the certificates. The student who has the right to graduate from the major undergraduate program can receive the major undergraduate program diploma even if he/she cannot complete the minor program.

(5) A student who withdraws from a double major program is entitled to receive a minor certificate if he/she has fulfilled all the requirements of the minor program.

(6) A student who completes the minor program cannot benefit from the rights given in the minor undergraduate and associate degree diploma. The evaluation of the minor certificate will be determined by the institution employing the student

(7) The international students of the Faculty of Maritime / Academy School (students who are not a TC or TRNC citizen) are eligible to receive a diploma when they complete a total of eight semesters by taking 15 additional courses instead of completing an internship.

Associate Diploma

ARTICLE 28

(1) Students who have not completed or failed to complete an undergraduate program, who have been successful in all the courses of at least the first four semesters of the relevant undergraduate program are awarded an undergraduate diploma upon their application. There are no deadline limitations for applications requesting to obtain an associate diploma. In regards to receiving an associate diploma, the regulations published in the official newspaper dated as 18.3.1939 numbered as 20112 and titled as 'Students who have not completed or failed to complete their undergraduate degree programs or vocational school adjustments' are

applied.

PART FIVE

Freeze Registration and Voluntarily Leaving the University

Freezing Registration

ARTICLE 29

(1) Upon a written request submitted by the student or his/her legal representative, a decision may be made by the Departmental Administrative Board to freeze the registration of the student if the following valid reasons exist:

- (a) The student has a health problem which is documented with a health report,
- (b) The student has to freeze their education due to natural disasters,
- (c) The students' mother, father, sibling, spouse or child has a severe illness and there is no other person to take care of the patient therefore the student is obliged to freeze their education
- (d) If the student loses the right to postpone or the postponement has been removed in order to enter the military services
- (e) If the student has been imprisoned
- (f) If the student has received a definite conviction according to the general law or if the student has received disciplinary penalties other than the periodical suspension or dismissal according to the Higher Education Institutions Student Disciplinary Administrative published in the official newspaper dated as 13/1/1985 numbered as 18634.
- (g) Other reasons to be considered as reasonable and valid by the relevant Board of Administrative.

(2) Starting from the semester the student has applied; students could freeze one or two semesters for the cases stated in the clauses (a), (b) and (c) mentioned above. For the case specified in clause (d) the students registration will freeze during the period of the military service, for the case stated in clause (e) registration will freeze during the period of imprisonment, and for the case stated in clause (f) the students registration will freeze during the conviction period.

(3) Acceptance of the valid reasons mentioned above is subject to the condition that the student

notifies the relevant department within two months of the occurrence of such reason. The same method can be repeated to freeze registration.

(4) Students whose freezing period has expired can submit an application to continue their education starting from the following semester/year with the decision of the Departmental Administrative Board.

(5) The duration of freezing is not counted as the student's period of education.

Voluntarily Leaving the University

ARTICLE 30

(1) Students who wish to leave the university must submit an application to the Student Affairs Office. Students who are under the age of 18 must have their parent's signature on the application for the termination of registration. The application is reviewed by the Departmental Administrative Board and a decision is made to terminate the student's registration.

(2) Fees are not refunded to the students who have terminated their registration. The student who has made an application to terminate their registration is obliged to pay the fees of the current semester during his/her application.

(3) Students who voluntarily leave the university and who submit a written request are given a document showing their educational status. The documents submitted during registration are only given with the approval of the relevant department manager upon request.

PART SIX

Principles of Transitions and Adjustments to the Vocational Higher Schools, Exemption in Registrations and Transfers

Principles of Transitions and Adjustments to the Vocational Schools

ARTICLE 31

(1) Students who are successful in all courses for at least the first two semesters or at least 60% of the undergraduate program but do not complete the undergraduate program may be eligible to apply to similar and equivalent programs of the Vocational School provided that they submit

an application to the student affairs office.

General Principles of Exemption and Adjustments

ARTICLE 32

(1) Students who take a university entrance exam after completing or graduating from a program and do not apply for any exemption are responsible for the entire enrolled program.

Exemption requests that are not made to the university within 10 working days after the first registration are not accepted.

(2) Exemption of the course; irrespective of whether it is compulsory or optional; a report is prepared by examining the content or compliance of the course content. This report is evaluated and decided by the relevant departmental board and the students' adaptations are made to the relevant semester or year.

(3) Until the exemption request is decided by the relevant board, the students continue the courses that they have requested to exempt or other courses recommended by their advisors. The exemption documents that are not submitted until the deadline specified in the academic calendar will not be evaluated. Students cannot apply for exemption and adjustment for the following semesters.

(4) In a case where there is a letter grade and a numerical grade, the letter grade shall be taken as basis for the exemption document of the student applying for exemption.

(5) A course name need not be identical to another for them to be equivalent. For the course evaluation, course content must be at least 80% equivalent.

(6) For horizontal transfers and exemption requests for course taken at other universities, if more than one subject is counted to be equivalent to a given subject, then the average of the grades of these subjects is taken for exemption. If a given subject is counted to be equivalent to more than one subject, then that subject's contents and credits are considered and passing grades are assigned to equivalent subjects.

Course Exemptions and Grade Adjustments for Newly Registered Students

ARTICLE 33

- (1) The course exemption and grade adjustments of the newly registered students (who have transferred or have taken courses at another higher educational institution) are made taking into account the following points.
- (2) Transfers can be made between the university's programs or between the university and other higher educational institutions with the principles of the Senate. Transfer applications are not accepted during the first and last two semesters of undergraduate programs and for the first and fourth semesters of associate programs. Students who wish to transfer to a program with foreign language as a medium of instruction, must document their foreign language proficiency. If it is not documented, the student is directed to the School of Foreign Languages.
- (3) The adaptation status of the student whose transitional application is accepted is evaluated by the adaptation commission of the department and is decided by the Departmental Administrative Board.
- (4) For transfer students or for students who studied at other higher education institutions, the number of subjects to be exempted cannot exceed the number of subjects; in the first four semesters of a four year degree program, in the first six semesters of a five or six year degree program and in the first two semesters of an associate degree program. If there are many numbers of subjects to be exempted, the subjects with the highest grades attained and preconditions are considered in order to decide the subjects to be exempted.
- (5) For newly registered students who studied at other higher education institutions, their subjects with grades equivalent to our CC grade or higher with similar content can be exempted. The respective letter grade of these subjects is added to the transcript. This grade is counted for the student's CGPA.
- (6) For the subjects with probation (grades DC, DD or their equivalents), exemption can only be possible if the average of the grades of the exempted subjects is 2.00 or above.
- (7) The exemption process made by another university is not considered in our university.
- (8) For the students studying at the university, the grades of the courses whose exemptions are

accepted by the related boards are added to the letter grades they have achieved before and are accounted for the calculation of CGPA.

(9) Appeals to the results of the exemption or adjustment shall be made to the related department within 3 working days starting from the date on which the exemption process is finalized and notified to the student. The related department manager announces the result to the student within five working days.

PART SEVEN

Miscellaneous and Final Provisions

Double Major Undergraduate Program

ARTICLE 34

(1) Double-major programs can be opened among all bachelor's degree programs. Double major programs can be carried out between undergraduate programs in different faculties or other 4 year academy school programs, and between undergraduate programs within the same faculty and 4 year academy school programs.

(2) Course application contents of second degree programs; is determined by the Senate on the recommendation of the relevant manager of the program and departmental board.

(3) The issues of double major programs shall be regulated according to the principles determined by the Senate.

Minor Programs

ARTICLE 35

(1) Minor programs are a certificate-oriented educational program that enables a student who successfully executes an undergraduate program to study a second undergraduate program.

Minor programs may be implemented between undergraduate programs within different faculties or within different associate programs with a 4 year education period, or within the same faculty or associate program. The course content of the minor programs is determined by the senate on the recommendation of the relevant program and departmental boards.

(2) Minor programs are regulated according to the principles determined by the Senate.

Education with a medium of instruction in foreign languages

ARTICLE 36

(1) Foreign language education; 2547 numbered Law's Article 49 dated as 4/12/2008 and the Higher Educational Institutions in the Foreign Language Teaching regulations published in the official gazette number 27074 rules are to be followed.

Foundation English Programme

ARTICLE 37

(1) University's English preparatory education; The preparatory classes of the programs, which are partially or entirely in Foreign Language, include one-year preparatory classes within the optional quota of the programs in which Turkish education and training is conducted.

(2) The matters regarding the principles of Foreign Languages Preparatory Class in Foreign Languages are determined by the Senate.

(3) The duration of the preparatory class is one year. Preparatory education is not given in the second year of the university. But;

(a) Students who fail the Foreign Language or Turkish programs are given the opportunity to take a proficiency test.

(b) At the end of the second year, the registration of the students who are enrolled in programs that are partially or completely foreign-language is cancelled. Students who fail the preparatory class at the end of the first and/or second year, and which enrol to programs with the same course title with a medium of instruction in Turkish; are placed in the program with the condition to meet the required grade. If an equivalent course / program does not exist at the university, if demanded, they can be placed by OSYM on a one-time basis to a program (with Turkish instruction) whose base grade is not lower than the student's entry grade.

(4) Preparatory classes within the optional quota are for one year. At the end of this period, students transfer directly to the first grade.

Enforcement

ARTICLE 38

(1) This regulation entered into force on the 3rd of June 2019.

Execution

ARTICLE 39

(1) The principles of this regulation is executed by University of Kyrenia Rectorate.