

# **UNIVERSITY OF KYRENIA STUDENT ADMISSION REGULATIONS**

## **I. GENERAL**

### **Training-Education Levels:**

#### **Article 1**

Student Admission to the associate degree programs, undergraduate degree programs and postgraduate degree programs offered by the University of Kyrenia is carried out within the scope of the principles and provisions specified in this regulation.

### **Medium of Instruction**

#### **Article 2**

Apart from the programs of which medium of instruction approved as Turkish, medium of instruction at the University of Kyrenia is English. However, courses, which have to be given in Turkish or in other languages, shall be determined by the Senate of the university.

### **Provisions to be applied:**

#### **Article 3**

Exam and assessment principles to be applied during the education period shall be regulated with separate regulations.

## **II. RULES RELATED TO ADMISSION**

### **Student Admission**

#### **Article 4**

Student admission to the University of Kyrenia is regulated in accordance with the principles to be determined by the Senate. All applications for admission are made to the Chairmanship of Student Affairs Office.

### **Student Admission to Preparatory Class and Vocational School and Undergraduate Programs**

#### **Article 5**

Students are accepted to the preparatory class and the first classes of associate degree programs and undergraduate degree programs according to the results of a special exam conducted by Student Affairs Office of the University of Kyrenia at examination centers in North Cyprus and Turkey. Admission of foreign students without examination is possible within the scope of the principles determined by the Senate.

### **Student Admission to Postgraduate Degree Programs**

#### **Article 6**

Principles concerning student admission to postgraduate programs are based on the provisions of Postgraduate Education Regulation of the University of Kyrenia.

### **Admission through Transfer**

#### **Article 7**

Transfers from other higher education institutions to the University of Kyrenia are carried out in the frame of regulations and the principle decisions taken. Students to be admitted to the university by way of transfer are required to have English knowledge adequate to follow the courses. This level is determined through exams held by the English Preparatory School. Certificates of students, admitted through lateral transfer from higher education institution, where education is entirely based on English, and who have taken foreign language exams held by international organizations (TOEFL, GCE, CAMB, PROF etc.) shall be assessed by the Directorate of English Preparatory School. Students, whose foreign language level indicated in the certificate is deemed adequate, do not have to take English Proficiency Exam.

In order to process the application, the student is obliged to;

a) make an application to the Chairmanship of Student Affairs Office within the period indicated

in the academic calendar,

b) complete successfully all the courses which refer to the appropriate program that he/she wants to apply for admission,

c) fulfill the other transfer requirements of the department applied. Education period spent in the previous institution or program by the transfer student shall be included in the maximum education period. The total period cannot exceed the period stipulated by the regulation.

Transfer applications are finalized with the decision of the respective Faculty Board by taking the opinion of the respective department. Equivalents of the previous courses of the students, whose transfer within and out of the university has been approved, as well as the number of semester to be adjusted are determined by the respective Faculty Board upon the proposal of the department.

Students may be admitted to postgraduate programs through transfer in accordance with provisions of the Regulation of Postgraduate Education of the University of Kyrenia.

### **Special Students**

#### **Article 8**

Special students are the students, who are allowed to take only some courses despite not being enrolled in one of the education programs of the University of Kyrenia. Special students may be given a document, indicating the enrolled courses and the grades from these courses, if any. No other diploma or title is awarded to special students. However, the grades awarded for special students and approved by the respective Board of Directors, may be included in the grade point average calculation of those who will admit to the University of Kyrenia later.

Admission of special students to undergraduate program courses is carried out according to the decisions of the Head of the Department and the Dean; whereas admission to graduate courses is carried out through the decisions of the Institute Director.

### **III. REGISTRATION PROCEDURES**

#### **First Enrollment Transactions**

##### **Article 9**

Enrollment transactions of students admitted to any education program of the University of Kyrenia are conducted by the Chairmanship of Student Affairs Office on the days determined with the approval of the Rectorate. Students, who do not apply within the period determined for enrollment and who do not submit the required documents, cannot be enrolled.

#### **Required transactions:**

##### **Article 10**

For conclusion of enrollment of the students admitted to the University of Kyrenia, the following conditions are looked for:

a) Students admitted to English preparatory class and undergraduate programs are required to have a certificate obtained from a high school located in TRNC or TR, or from a native or foreign school that deemed equivalent to high school by TRNC Ministry of Education. Students admitted to postgraduate programs are required to have a certificate indicating entitlement to bachelor's degree within or out of the country.

b) Enrollment of students, admitted to the University of Kyrenia and fulfilled the designated conditions, is finalized on condition that they provide the other documents to be specified by the Senate and they pay the tuitions determined for enrollment. Enrollment of students with lacking and distorted documents, and the enrollment of those who dismissed from another educational institution due to any disciplinary penalty, is cancelled even if the transactions have been concluded.

#### **Semester Enrolments:**

##### **Article 11**

Students are obliged to renew registration by paying tuition fees and having their course programs approved at the beginning of each semester within the period announced in the academic calendar. Students are responsible to conduct all transactions of renewal of registration

and have their enrolment personally. The registration, of those students who do not renew registration within the announced period, will be suspended. Those students will lose their rights and cannot take courses or exams for that semester. However, it is possible for a student, whose excuse is accepted by the Rectorate, to have a late enrolment within the course taking period. The student, who does not renew his/her registration within this period, may have his/her enrollment renewed at the beginning of the next semester with the decision of the respective Faculty Board for once only. Otherwise, he/she cannot benefit from the student rights. The period, in which the student did not renew his/her registration, will be deducted from the maximum period of education.

#### **IV. EDUCATION LEVELS**

##### **English Preparatory Class**

###### **Article 12**

English knowledge of students, admitted to associate degree and undergraduate programs, is determined with a "Proficiency Exam" held by English Preparatory School. English language proficiency level of students, admitted from institutions, where the medium of instruction is entirely English, and who have taken foreign language exams held by international organizations (TOEFL, GCE, CAMB, PROF etc.), may be determined by English Preparatory School as well. Students, who cannot pass the English proficiency exam and whose language level is not considered sufficient, are placed into the preparatory classes according to their level of English. Their level of English is determined by a placement test given to them by English Preparatory School. Total duration of the training in preparatory classes is at most two academic years. Students admitted to postgraduate programs are not placed in English preparatory classes. Transactions for these students are carried out according to the provisions of Postgraduate Education Regulation.

##### **Associate Degree Education**

###### **Article 13**

Issues concerned the education and training carried out normally in four academic semesters are determined in a separate regulation.

Principles related to granting an associate degree diploma to undergraduate students, who are in a position not to receive an undergraduate degree diploma although they have completed all courses of the first four semesters successfully, are determined by the Senate within the provisions stated in the regulation for "Granting an associate degree diploma for students who have not and who could not complete undergraduate degree programs or their adjustment to vocational schools". Enrollment of such students in undergraduate degree programs is expunged.

##### **Undergraduate Degree Education**

###### **Article 14**

An undergraduate diploma is awarded to the students who have completed a regular eight-semester undergraduate program within the framework of examination and assessment principles set out in the same regulation.

##### **Postgraduate Education**

###### **Article 15**

Postgraduate education is conducted within the scope of Postgraduate Education Regulation issued by the University of Kyrenia.

##### **Teaching Certificate**

###### **Article 16**

During their education and as a part of this education, within the framework of the principles set out by YODAK and YOK, students that enrolled in the associate degree or undergraduate degree programs of the University of Kyrenia can take courses required for teaching certificate.

#### **V. DIPLOMAS AND TITLES**

##### **Diplomas**

###### **Article 17**

The following diplomas are awarded to the students who have completed their programs successfully according to the principles set forth in the regulations:

a) Bachelor's Degree Diploma: It is signed by the respective Dean and the Rector. The name of the faculty, department, the program (if any) of the student is indicated on the diploma.

b) Postgraduate Diploma: It is signed by the Director of Graduate School and the Rector. The name of the program that the student received is indicated on the diploma.

Undergraduate students, who have not completed undergraduate programs successfully but completed all courses of the first four semesters successfully, are awarded associate degree diplomas. An associate degree diploma is signed by the respective Vocational High School Director and the Rector. The education period of the student is indicated on the diploma. The shape, dimensions of all diplomas and the information to take place on the diplomas are designated by the Senate.

Students enrolled in programs of the University of Kyrenia are required to receive diploma level education at least the final two semesters at University of Kyrenia in order to be awarded with a diploma.

For once only, temporary graduation certificate bearing the signatures of the respective Head of Department or the Director of the Graduate School and the Chairman of Student Affairs Office may be awarded until diplomas are prepared.

If a diploma is lost, a new diploma shall be issued for once on condition that it is announced in a newspaper printed in TRNC, the student is required to repay the fee and declare the issue with a petition. The phrase "Second Copy" shall be appended onto this diploma, awarded for the second time.

## **Titles**

### **Article 18**

For the titles bestowed with the diploma, transactions are conducted by the Senate of University of Kyrenia. Titles are specified on the diploma.

## **Transcripts**

### **Article 19**

Courses received and the grades awarded to the students starting from the date of enrollment to the time of leave are recorded in the transcript of the student by the Chairmanship of Student Affairs Office. Upon demand of a student, approved copies of the transcripts are given to the student by hand or mailed to the notified address. Approved transcripts may be sent to the public institutions upon request.

Issuances of transcripts, submission to students or mailing to the authorized institutions are carried out by the Chairmanship of Student Affairs Office.

## **VI. PERMANENT AND TEMPORARY LEAVE**

### **Disenrollment**

#### **Article 20**

Students may withdraw from the university by applying with a petition to the Chairmanship of Student Affairs Office whenever they want to do so. In such case, the tuitions and fees are not refunded. Respective department, institute and the Deanery are informed about the disenrollment of the student. If the withdrawn student wants to return to the university again, he/she shall be subjected to the same procedures of applied for students admitting for the first time or admitting through transfer.

### **Disengagement**

#### **Article 21**

In order to get their diplomas or the personal documents in their files, students who are withdrawn voluntarily or dismissed or leave the university due to their graduation are obliged to fulfill the transactions of disengagement determined by the University of Kyrenia.

### **Leave of Absence**

#### **Article 22**

Students may have a leave of absence with a valid justification stated in the Associate Degree and Undergraduate Degree Regulation of the University. Student rights of these students are frozen until he/she returns to the University at the end of leave of absence period.

Leave of absence is granted:

- a) with the approval of Rectorate upon the proposal of the Director of Preparatory School for students in preparatory classes
- b) with the approval of Rectorate upon the proposal of the Head of Department and the Dean for students of undergraduate programs
- c) with the approval of the Rectorate upon the proposal of the Director of Graduate School for postgraduate program students

Leave of absence given by the Board of Directors of respective units is processed by the Rector's approval.

#### **Leave of Absence Periods:**

##### **Article 23**

Students may be given a leave of absence for 2 (two) semesters at maximum in the preparatory class, 4 (four) semesters at maximum in undergraduate programs and 4 (four) semesters at maximum in postgraduate programs. The period regarding the leave of absence based on the right and valid excuses that approved by the respective administrative board is not included in the maximum education period)

#### **Leave of Absence Requirements:**

##### **Article 24**

Students may be granted a semester leave for the following reasons provided that they submit valid grounds certified with documents.

- a) Sick leave: A semester leave may be granted to students provided that they certify their sickness with an Official Medical Board Report covering the period that requires issuance of a semester leave of absence.
- b) Military Service Leave: A military service leave may be granted a student, if he is recruited as a result of forfeiture or removal of his deferral right of conscription due to obligatory cases.
- c) Leave of Absence based on Financial and Familial Reasons: This leave may be granted in case of death, natural disasters or similar cases emerging unexpectedly and having an impact on subsistence of the student.
- d) Students may be granted leave of absence to receive education abroad or in case of their assignments that concerned with education. Students, who are under arrest, sentenced or reported by relevant authorities that they are wanted, cannot be granted leave of absence. Students whose detention lifted or ended may be considered on leave of absence for the period of detention.

#### **Application procedure and its Period:**

##### **Article 25**

Applications for leave of absence shall be made to the head of the respective department or the Directorate of Graduate School with a petition based on valid justifications supported with documents. The results that finalized with the Rectorate's approval are announced to students by the Chairmanship of Student Affairs Office.

Applications for leave of absence are required to be submitted at the beginning of the semester and within the course taking periods. Applications to be made after the submission deadline are not processed excluding sudden diseases and unexpected cases.

#### **Return from Leave of Absence**

##### **Article 26**

The students who granted leave of absence are subjected to the following procedures when they return to the University:

- a) Education received and courses taken abroad by students, who granted leave of absence to receive education abroad for a specific period, are assessed by the board of directors of the respective unit.

b) Students, who return from leave of absence granted for other reasons, continue their education by enrolling in the programs through normal procedures applied for the relevant semester. However, students returning from sick leave are required to prove by a Medical Health Report that they can continue their education.

## **VII MISCELLANEOUS PROVISIONS**

### **Consultancy:**

#### **Article 27**

In order to assist the regulation of students training programs and deal with other issues of students, counselors are assigned among academic members according to the provisions of respective regulations.

### **Internship Affairs:**

#### **Article 28**

Vocational internships, required to be conducted on an obligatory basis in accordance with the requirements of specialty fields, are regulated by the Senate of University of Kyrenia.

### **Discipline Affairs**

#### **Article 29**

Discipline affairs of students are conducted in accordance with the provisions set forth by the Student Discipline Regulation issued by the University of Kyrenia.

### **Scholarship and Aid Affairs**

#### **Article 30**

Scholarship and aids provided by various sources are allocated to students in the frame of Scholarships and Aids Regulation by a committee determined by the Rectorate.

### **Health Affairs**

#### **Article 31**

Health services to be offered to students and procedures to be applied to sick students are regulated by a separate regulation.

### **Tuitions and Fees**

#### **Article 32**

Fees to be collected from the students are determined by the Administrative Board of University of Kyrenia. Transactions to be applied for students, who haven't paid tuition and other fees within the indicated period, are determined by the University Administrative Board.

### **Effectiveness**

#### **Article 33**

This regulation came into force as of September 1, 2014.

### **Execution**

#### **Article 34**

This regulation is executed by the Rector of University of Kyrenia.