

UNIVERSITY OF KYRENIA
ASSOCIATE AND UNDERGRADUATE EDUCATION AND
EXAMINATION REGULATION

PART ONE

Purpose, Scope, Basis and Definitions

Purpose and scope

ARTICLE 1 - (1) The purpose and scope of this Regulation is to regulate the principles to be followed in the registration, education, training and examinations of the faculties, colleges and vocational schools affiliated to the University of Kyrenia.

Basis

ARTICLE 2 - This Regulation has been prepared based on the articles of the Higher Education Law dated 04/11/1981 and numbered 2547.

Definitions

ARTICLE 3 - (1) In this Regulation;

- a) Unit Faculty, college and vocational school,
- b) Unit Board: The faculty board in faculties, the school board in colleges, the vocational school board in vocational schools,
- c) Unit manager: Dean in faculties, director in colleges and vocational schools,
- d) Unit Management Board: The faculty board of directors in faculties, the school board of directors in colleges, the vocational school board of directors in vocational schools,
- e) Integrated System: The holistic design of the education programme on the basis of medical knowledge, professional skills, professional qualities, attitudes and behaviours on the basis of body organ systems, not on the basis of medical/dental disciplines (horizontal integration), and the association of basic and clinical sciences through clinical examples (vertical integration),
- f) Adjustment Commission: The commission consisting of at least two faculty members determined with the recommendation of the Department Head and the approval of the Unit Administrative Board,
- g) Rector: Rector of the University of Kyrenia,
- h) Senate: University of Kyrenia Senate,
- i) Tuition Fee: Full scholarship student, student service fee, tuition fee for scholarship types other than full scholarship,
- j) Teaching Staff: Lecturers, lecturers, instructors, lecturers and teaching assistants working at the University of Kyrenia,
- k) Counsellor: The lecturer appointed to guide the student,
- l) University of Kyrenia,
- m) University Administrative Board: University of Kyrenia Administrative Board.

PART TWO

Registration, Tuition Fee and ID Card

Registration

ARTICLE 4 - (1) Prospective students who are eligible for final registration at the University apply in person to the Student Affairs Registration Office or Turkish Representative Offices with the documents determined and announced as a result of the Student Placement and Scholarship Ranking Examination conducted by the Measurement, Selection and Placement Centre (ÖSYM) and the University within the periods announced according to the principles determined by the Higher Education Council and the University Administrative Board. Student candidates who are unable to apply in person can register with a power of attorney. Students under 18 years of age must register together with their parents.

(2) Final registration dates, required documents and principles to be followed are determined and announced by the University. The original documents required for registration must be brought, registration cannot be made with incomplete or insufficient documents. In case of misrepresentation or forged documents, the student's registration is cancelled. Candidates who do not make their final

registration between the specified dates cannot claim any rights.

(3) The admission and enrolment conditions of foreign students who are not TRNC and Turkish citizens are made in accordance with the regulations made under Article 11 of YÖDAK Laws No. 65/2005, 21/2008, 40/2009 and 23/2007.

Course registration

ARTICLE 5 - (1) Students register for courses in accordance with this Regulation within the period specified in the academic calendar each semester/year. In order to complete course registration, financial obligations must be fulfilled and advisor approval is required.

(2) Students who do not register for courses cannot take courses and cannot take exams.

(3) The semester / year of the student who does not register for the course within the period specified in the academic calendar without an excuse accepted by the unit board of directors in Article 29 of this Regulation is counted from that semester / year of study.

(4) Those who cannot graduate within the maximum periods specified in Article 10 of this Regulation must register for the courses they will continue and / or take exams, provided that they pay the tuition fee for the relevant semester, at the beginning of the semester / year, within the course registration period specified in the academic calendar. In case the course is removed from the programme, the student registers for the equivalent course in the current programme approved by the unit board and the student must be successful in this course. Students in this situation must pay tuition fees in accordance with the procedure specified in this Regulation until graduation.

Tuition fee

ARTICLE 6 - (1) Students are required to pay the tuition fee determined by the Board of Directors within the periods specified in the academic calendar in each academic year. Students who do not pay the tuition fee cannot register for courses and cannot benefit from student rights. The semesters/years in which the student does not pay the tuition fee are counted towards his/her education period.

(2) The calculation of the tuition fees to be paid by the students in case they cannot graduate within the education period and cannot complete their minor/double major education is determined by the Board of Directors.

Identity card

ARTICLE 7 - (1) Students who are registered to the University are given a photo ID card.

(2) A student who loses his/her ID card or whose ID card is too worn out to be used is given a new ID card upon written application to the relevant institution, provided that he/she returns the old ID card in case of wear and tear. In case of loss or renewal, the card fee must be paid by the student within the framework of the principles determined by the University.

PART THREE

Principles Regarding Education and Training

Academic calendar

ARTICLE 8 - (1) The academic calendar to be applied by all units of the University is decided by the Senate.

(2) The academic year is at least one hundred and forty days. For units that provide education in semester order, education is planned by dividing education into two semesters as autumn and spring semesters. Public holidays and the days of semester/year and final exams are not taken into account in the calculation of this period. In the Faculties of Dentistry, Law and Medicine, education is given on an annual basis, and in other units, education is given on a semester basis.

(3) If deemed necessary, courses and/or exams can be held on Saturdays and/or Sundays. In addition, exams can be held outside the teaching hours of the relevant course during the week.

Scope of education and training

ARTICLE 9 - (1) Education consists of theoretical courses, applied courses and practical work, workshops, clinical practices, laboratory work, graduation assignment, graduation project, diploma project, internship, homework and seminars in the relevant academic units according to their characteristics.

(2) The courses to be included in undergraduate and associate degree programmes, their number of hours, credits, and whether they are compulsory or elective are determined by the unit boards taking into account the recommendations of the relevant academic department boards and department boards

and finalised with the approval of the Senate.

- (3) The integrated system is applied in the Faculties of Medicine and Dentistry and the principles regarding this are determined by the Senate.

Duration of education and training

ARTICLE 10 - (1) The maximum periods granted to students studying at associate degree and undergraduate level to complete their education are four years for two-year associate degree programmes, seven years for four-year undergraduate programmes, and nine years for programmes with a normal education period of five or six years, starting from the semester in which the courses of the programme they are enrolled in are given, regardless of whether or not they register for each semester, except for one-year foreign language preparatory class. Those who cannot graduate from the programme they are enrolled in at the end of these periods can register to continue their education provided that they pay the tuition fee for the relevant semester. Students in this situation can participate in courses, practices, internships, exams and similar practices.

Credit value and hours of courses

ARTICLE 11 - (1) The credits of each course are specified in the curriculum. Course credits are determined by the Senate upon the recommendation of the unit board, taking into account the credit range determined by the Higher Education Council according to the higher education qualifications framework for the diploma level and field in which the relevant programme is located and the workload of the students. Course credits are calculated within the framework of the principles determined by the Senate, taking into account the learning outcomes that express the contribution of that course to the knowledge, skills and competencies to be gained by the student who completes the relevant diploma programme, and the clearly determined theoretical and practical course hours and the workload required for other activities foreseen for students.

(2) Each lesson hour of theoretical and practical courses lasts 50 minutes. Weekly course schedules are organised in such a way that 10 minutes are left between courses.

Courses

ARTICLE 12 - (1) Courses are grouped as compulsory courses, common compulsory courses, elective courses, prerequisite courses and prerequisite courses. Of these;

a) Compulsory courses: These are the courses that the student is obliged to take in the programme in which he/she is enrolled.

b) Common compulsory courses: Atatürk's Principles and History of Turkish Revolution, Turkish Language, Foreign Language courses in subparagraph (i) of the first paragraph of Article 5 of Law No. 2547.

c) Elective courses: These are the elective courses in the programme in which the student is enrolled. These courses can be courses that complete the formation related to the profession, as well as courses from general culture or different areas of interest.

ç) Prerequisite course: If the course to be enrolled by the student depends on the success and / or taking of one or more prerequisite courses, this course is a prerequisite course.

d) Prerequisite course: It is the course that connects the student's enrolment in the prerequisite course with one of the conditions specified in the second paragraph of this article.

(2) Only one of the following connection forms is determined between a prerequisite course and the prerequisite course that connects it:

a) Successful completion of the prerequisite course,

b) If the prerequisite course has not been passed or has not been taken in previous semesters / years, the prerequisite course cannot be taken in the same semester / year with the prerequisite course.

(3) A prerequisite course can be linked to more than one prerequisite course. In this case, the relevant unit determines each connection type separately for each prerequisite course to which the prerequisite course is linked. The maximum number of links in prerequisite chains formed by one of more than one prerequisite course becoming the prerequisite of the other is two. Exceptions are decided by the Senate.

(4) Courses with prerequisites, which one of the connection forms specified in the second

paragraph of this article is chosen; It is recommended to the unit board by the department / programme boards of the relevant unit by stating the reasons and the decision of the unit board is finalised with the approval of the Senate.

(5) Learning outcomes of courses, practices and other activities are prepared in accordance with the programme outcomes.

Teaching programme

ARTICLE 13 - (1) The knowledge, skills and competencies to be gained by a student who completes a diploma programme constitute the programme outcomes. Taking into account stakeholder opinions and needs, quality control and accreditation processes, programme outcomes are determined by the departmental board, decided by the unit board and finalised with the approval of the Senate.

(2) The curriculum and the main course monitoring programme (course teaching plan) specified in Article 16 of this Regulation are determined by the department board with the proposal of the relevant academic department board and decided by the unit board, taking into account the programme outcomes. This decision is finalised with the approval of the Senate.

(3) In the curriculum; the courses and other activities to be taught in each semester / year, their theoretical and practical course hours, credits and their contribution to each programme outcome are specified.

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

(5) The total credit of elective courses and other elective activities in the curriculum cannot be less than 15% and more than 40% of the total credit of the curriculum.

Course opening principles

ARTICLE 14 - (1) The courses to be offered each semester/year and the instructors to teach them are decided by the Senate upon the proposal of the unit board, taking into consideration the recommendations of the academic department boards and department boards.

(2) The number of students is not taken into account for the opening of compulsory courses.

(3) If the number of students enrolled in elective courses is less than 5, the unit board of directors may decide not to open this course. In case the course is not opened due to insufficient number of students enrolled or for other reasons; The registration of the students whose registration is cancelled within the week following the course addition and subtraction period is made by the unit board of directors upon the recommendation of the student advisor,

(4) The placement of courses and practices within the week (schedule) and the responsible lecturers are announced at least ten working days before the beginning of each semester/year. In case of necessity, changes can be made in the weekly programmes.

(5) Which courses will be opened in the summer school and which lecturers will be taught by which lecturers are decided by the unit board, taking into account the recommendations from the academic department boards and department boards according to the provisions of the relevant legislation.

Separation of the course into groups

ARTICLE 15 - (1) More than one group can be formed for a course with the decision of the unit executive board. However, when 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. In cases where it is compulsory to carry out education and training individually or in small groups, the number of students is not limited. Exceptional cases are decided by the unit board of directors.

Course monitoring programme

ARTICLE 16 - (1) Units create a main course monitoring programme to be used in the preparation of course monitoring programmes. This main course syllabus is approved by the relevant department board, and where there is no department board, by the unit board. These main course monitoring programs are published on the internet as a course catalogue. For each course, a course monitoring programme is prepared by the instructor of the course in accordance with this main course monitoring programme. Course monitoring programmes are announced to students before the start of the registration renewal period.

(2) In the course monitoring programme; the aim of the course, learning outcomes, the table showing the relationship between learning outcomes and programme outcomes, the content of the

theoretical and practical parts, weekly days and hours (schedule), credits, distribution of course topics according to weeks, resources and tools of the course, teaching techniques and methods, contact information of the instructors, measurement and evaluation tools of the course and their contribution to the student workload.

(3) In each course, the number of midterm exams, homework, practice and other studies that students are responsible for, their contribution to the success grade and the contribution of the semester / year-end exam to the success grade are determined by the instructor and specified in the course monitoring programme.

Counselling

ARTICLE 17 - (1) Each student is assigned a faculty member/officer as an advisor to ensure that the student follows the academic programme in accordance with this Regulation. The counselling duties are distributed to the faculty members/assistants in a balanced manner. In cases where there are not enough faculty members/assistants, research assistants may also be appointed as counsellors.

(2) The advisor is recommended by the head of the department, the heads of the departments or programme advisors in the units where they are not available, and appointed by the unit board of directors. The counsellor who cannot be at his/her duty due to a valid excuse during the registration period notifies the unit administrator in writing. Instead of the counsellor whose excuse is accepted, an academic staff member is assigned temporarily as stipulated in this paragraph and this assignment is announced to the relevant students.

(3) Except for temporary changes, the change request of the advisor or student is decided by the unit board of directors with the opinion of the department head / programme advisor.

(4) The advisor follows the student throughout his/her education and makes suggestions to the student about the courses to be followed each semester/year and the changes to be made about them within the framework of the programme the student is continuing. The compulsory and elective courses to be taken by the student are recommended by the advisor by taking into consideration the success status of the student in the programme he/she is attending as well as the distribution of the courses within the programme, their structural features and similar technical evaluations.

(5) The student arranges his/her courses with his/her advisor during the semester/year registration or renewal and the courses are not finalised unless approved by the advisor.

Course taking principles

ARTICLE 18 - (1) For students who have completed 70% of the courses or practices that they can take from the major and double major/minor programmes in a semester/year and have a cumulative grade point average (CGPA) of 3.50 or above, the total number of courses or practices that they can take from the major and double major/minor programmes in a semester/year cannot exceed three more than the average number of courses per semester/year in the education programme they are enrolled in.

(2) Students register for prerequisite courses by considering the prerequisite courses.

(3) If a common course between departments is divided into more than one group; students must enroll in the group opened for the department/programme in which they are registered. Exceptional cases are decided by the unit board of directors upon the recommendation of the counsellor and the head of the department.

(4) Students; If there is a quota determined by the unit, they enrol in 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 travelled in the education-training programme followed. The academic term of the student is determined by the relevant units by taking into consideration the education programme followed and the courses taken in that term.

b) Students enrolled in eight-semester programmes whose cumulative grade point average (CGPA) is below the following limits are considered as 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 programmes whose cumulative grade point average (CGPA) is below the following limits are in probationary status:

1.00 at the end of the second academic term

d) Students with a cumulative grade point average (CGPA) of less than 1.80 at the beginning of the year in units where education is conducted on an annual basis, and students with a cumulative grade point average (CGPA) of less than 2.00 at the beginning of the year in units where integrated education is conducted, are accepted as probationary students.

e) "Academic Warning" is given to the students in probationary status in order 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 by taking into consideration 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 opened. Provided that they do not exceed the normal course load, they can register for a maximum of three (3) courses that they have not taken before, taking into account the prerequisite courses from previous semesters / years. Students in this situation can also repeat the courses in which they received DD and DC grades in previous semesters/years in order to increase their CGPA.

In units where 5 years or more of education is carried out in the annual and integrated system, the relevant article in the education and examination regulations of the relevant faculty is applied for students with examinations.

(7) The semesters spent in exam status are counted from the period of study.

(8) Students who receive Academic Warning to enrol 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 programme, they can take additional courses that will be deemed appropriate in other curricula with the recommendation of the advisor and the department head / programme 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 in which it is given. 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 equivalent courses deemed appropriate by the department or programme 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 programme.

(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.

SECTION FOUR

Evaluation and Graduation

Attendance

ARTICLE 19 - (1) In order to take the semester/year-end and make-up exams from a course or practice; the student must have attended at least 70% of the theoretical courses and at least 80% of the

practical courses. In foreign language preparatory programmes, at least 85% attendance is required. The attendance status of the students is monitored by the relevant instructor and the absent students are announced at the beginning of the last week of the courses.

(2) In case of repetition of courses and applications due to failure, whether the attendance requirement will be sought or not is determined by the unit board for the relevant unit.

(3) The periods spent during the continuation of the organisation of the students participating in national and international level, domestic and international sports competitions and their preparatory activities are not taken into account in the calculation of the absenteeism period.

This provision also applies to sports competitions organised by the Rectorate of the University.

Examination principles and organisation

ARTICLE 20 - (1) At least one midterm exam and one final exam are held for the courses offered each semester/year. Graduation thesis, graduation project, graduation assignment, internship, field study, laboratory, thesis, project work, presentation and similar courses and courses in the integrated system do not require midterm and/or final exam with the decision of the unit board and the approval of the Senate. In addition, other evaluation tools and activities are applied within the framework of the principles determined by the Senate.

(2) In accordance with the academic calendar, exam days and times are prepared by the relevant departments / programmes and announced by the relevant unit. After the exam dates are announced, they can only be changed with the decision of the unit board of directors.

(3) Exams of at most two of the courses in the same semester in a curriculum and in the same year in units that provide education on an annual basis can be held on the same day. Exams can also be held on Saturdays and/or Sundays and/or outside the teaching hours of the relevant course during the week as specified in the third paragraph of Article 8 of this Regulation.

(4) Exams are organised by the relevant units. The student taking the exam is obliged to comply with the rules determined by the unit board of directors.

(5) Exams are held according to the principles to be determined by the unit board of directors. Students are obliged to take the exams at the time and place shown in the exam schedule, and to have their student ID / student certificate, University Exam (Midterm / Final / Final / Make-up) Entrance Paper and other documents requested by the administration with them.

Excused exams

ARTICLE 21 - (1) Students who cannot take the exams for justified and valid reasons notify the relevant unit in writing and with a document showing their excuse within five working days following the exam date. Those whose excuses are accepted by the unit executive board within the principles determined by the Senate use their exam right during the excuse exam period specified in the academic calendar.

(2) Midterm exams are excused. In units that do not have a make-up exam, the excuse of the semester / year-end exam is made. In units with make-up exam practice, the excuse of the semester / year-end exam is applied in the make-up exam, the make-up of the make-up exam is not made. Excuse exams are not made for exams other than those specified in this paragraph. Make-up exams are not made up.

(3) The exams of the students who take the exams held on the days they are excused are considered invalid.

(4) Students whose exams overlap on the same day and time are given the right to take a make-up exam for the exams they cannot take. Students who benefit from double major and minor programmes are also included in this scope and these students are given the right to take an excuse exam if more than two of their courses overlap. Students in this situation must also apply to the relevant unit with a petition within the period specified in the first paragraph of this article.

Announcement of exam results and objection to the results

ARTICLE 22 - (1) In exams, students are measured numerically according to the 100-point system. The instructor who conducts the exam announces the exam results numerically within eight days following the exam date and delivers the exam papers and minutes to the relevant unit.

(2) Students can object to the exam results by submitting a petition to the relevant unit within five working days from the announcement.

(3) Upon objection, the exam paper is examined by the instructor of the course within five working

days at the latest as of the notification of the issue to him/her, and the result is notified to the relevant unit in writing and with justification. Grade changes can only be made by the relevant unit and student affairs assistants office with the approval of the unit board of directors and under the supervision of the unit administrator or his/her authorised assistants. Corrections to be made in this way do not affect the finalised letter grades of other students.

Success status

ARTICLE 23 - (1) The semester / year evaluation of a course consists of midterm exams, homework, practice and other studies. In the evaluation of a course; the contribution rates of midterm exams, homework, practice, project, semester / year-end exam and other studies that students are responsible for to the success grade are taken into account.

(2) Success grade; It is calculated from the semester / year evaluation and semester / year-end exam grades. The contribution of the semester / year-end exam to the success grade is determined by the units to be at least 30% and at most 60%. In distance education courses, the contribution of the semester / year-end exam to the success grade is maximum 80%. However, in courses consisting of graduation thesis, graduation project, graduation homework, internship, field work, laboratory courses and similar thesis, project work or presentation, the way in which the success grade will be calculated is determined by the decision of the unit board and the approval of the Senate.

(3) The instructor determines the contribution of the studies that will constitute the semester / year evaluation to the success grade. The total contribution of the midterm exams determined in the semester / year evaluation to the success grade is at least 20%. In distance education courses, if the semester / mid-year exam is given unattended, the contribution of the semester / mid-year exam to the success grade is maximum 20%.

(4) Students who do not take the semester / year-end and / or make-up exam are considered unsuccessful in the relevant course.

(5) The success grade of a course, according to the principles determined by the Senate; It is converted into a letter grade and success coefficient as follows:

Success Appraisal	Score	Letter grades	Success Coefficient
All right.	90-100	AA	4,00
Good-Good	85-89	BA	3,50
Good	80-84	BB	3,00
Medium-Good	75-79	CB	2,50
Centre	70-74	CC	2,00
Satisfactory-Pass	60-69	DC	1,50
Conditional-Pass	50-59	DD	1,00
Failed	49 and below	FF	0,00

Absent (failed)	NA	0,00
Adequate (successful)	S	0,00
Inadequate (unsuccessful)	U	0,00
Incomplete / Incomplete	I	--
Withdrawn from Class	W	--
Exempt	EX	--
Continues	P	--

(6) The principles regarding the above-mentioned letter grades regarding the student's success status are shown 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 letter grades whose success status has not yet been finalised.
- ç) S: This grade is used in the following cases:

1) It is given to the courses that students have transferred from other units and are accepted as successful by the unit board of directors. The credits of such courses are counted in the total credits that the student is obliged to complete, but are not included in the CGPA/GPA calculation.

2) The grade is given to students who are successful in courses that are not included in the average.

3) The exemption exam is given to exempted courses that have been successful.

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

e) NA: It is used for the related courses of the students who cannot fulfil the conditions related to attendance and practice, who are not entitled to take the semester / year-end exam of that course due to absenteeism, and the student is considered unsuccessful from the related course.

f) I: The courses to which this letter grade can be applied are decided by the unit board with the recommendation of the department board. This decision is finalised with the approval of the Senate. I: This letter grade is given by the instructor of the course to students who cannot fulfil some of the requirements of the course during the semester / year due to a valid reason such as illness. This grade is not included in the total credit and CGPA/GPA calculation at this stage. However, it is shown on the student's transcript. A student who has received this grade must complete the deficiencies and receive a grade within fifteen working days from the last date of submission of the grades to the student affairs office. The grade of the student who fails to complete the deficiencies within this period turns into FF grade.

g) Students who have taken the required courses in the curriculum; S and U letter grades are not used in the success evaluation of the courses taken outside the curriculum, provided that the day and time do not overlap with the courses in the curriculum.

h) W: It is used for a course that the student is allowed to withdraw from within the first ten weeks from the beginning of the semester after the end of the normal add and drop period, with the recommendation of the advisor and the permission of the instructor. The following rules are applied for students to withdraw from a course in this way. Students cannot withdraw from courses in the first two semesters of their undergraduate programmes. A student may not withdraw from courses that he/she has to repeat, that he/she has previously taken (W) and that are not included in the grade point average. A student is not allowed to withdraw from a course to the extent that the course load is less than 2/3 of the normal course load. A student may be allowed to withdraw from a maximum of six courses during his/her entire undergraduate education, maximum one course in a semester, with the recommendation of the advisor and with the permission of the faculty member.

i) P (Continuing): During the registration renewal process, the courses that students enrolled in are given a grade of P directly as the first value. This grade is valid for the semester/year until a letter grade is given by the instructor/officer of the course. This grade is not included in the total credit and CGPA/GPA calculation at this stage.

j) EX: It is given to students who are exempted from the courses determined by the Senate by being deemed very successful as a result of the exemption exam applied by the relevant department. (EX) Grade is not included in the average. However, it is shown in the transcript documents.

k) For the Faculties of Medicine and Dentistry; their own faculty regulations apply.

Academic achievement grade point averages

ARTICLE 24 - (1) The success status of students is monitored by the GPA of the courses they have taken in the semester they have completed and the CGPA calculated for all the courses they have taken. In units that provide education and training in a year system, GPA/CGPA calculations are based on the year instead of the semester.

(2) These averages are obtained by dividing the sum of the numbers found by multiplying the success coefficients corresponding to each of the letter grades obtained from the relevant courses according to Article 23 of this Regulation by the credits of that course by the total credits of the same courses and by taking into account Article 26 of this Regulation. The values resulting from these calculations are rounded to two digits after the comma. If the third digit after the comma is less than five, it is rounded to zero; if it is five or more than five, it is calculated by rounding the second digit up by one.

(3) For the GPA calculation of a semester/year, only the courses of that semester/year are taken into consideration; for the CGPA calculation, all courses taken by the student are taken into consideration. For repeated courses, the last success coefficient is used. While determining the GPA or CGPA as of the end of the current semester / year, the courses not taken as specified in the curriculum are not included in the average calculations.

(4) Students with a CGPA between 3.00 and 3.49 are honour students; students with a CGPA of

3.50 or higher are high honour students. This information is indicated on the student's transcript.

Course repetition

ARTICLE 25 - (1) Students who fail a course must retake this course as specified in paragraphs 10 and 11 of Article 18 of this Regulation.

(2) In order to increase their CGPA, students may repeat the courses in which they received DD, DC grades with the approval of the counsellor. Courses with S grades and CC and above grades are not repeated.

(3) For repeated courses, the last letter grade received is valid and this last grade is used in the GPA/CGPA calculation.

Conditional graduation exam

ARTICLE 26 - (1) Among the students who have not used the maximum period of study for graduation, students who have failed a single course for which they have fulfilled the attendance requirement or who have fulfilled all the requirements for graduation except the requirement of having a CGPA of at least 2.00, are given the right to take a conditional graduation exam in only three courses at the end of the semester/year, provided that they are able to raise their CGPA to at least 2.00 with the contribution of the grade they will receive as a result of this exam. The date of the conditional graduation exam is specified in the academic calendar.

(2) These students pay the tuition fee for the course(s) in which they will take the exam.

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

(4) Conditional graduation exam is taken from maximum three courses.

Graduation, diploma and certificate

ARTICLE 27 - (1) Students who successfully complete all the requirements of the education programme they are enrolled in, such as courses, practices and internships, in accordance with the provisions of this Regulation and have a CGPA of 2.00 or higher are entitled to receive a diploma.

(2) Students who complete their associate's/undergraduate degree and have a CGPA between 3.00 and 3.49 are graduated as honour students; students with a CGPA of 3.50 or higher are graduated as high honour students. This information is indicated on the student's transcript.

(3) In double major programmes, the student is not awarded the diploma of the double major second undergraduate programme until he/she has obtained the right to graduate from the major undergraduate programme. The student who has obtained the right to graduate from the major undergraduate programme can receive the undergraduate diploma of the major undergraduate programme even if he/she cannot complete the double major second undergraduate programme. Diplomas of double major programmes are awarded by the units to which the programmes belong.

(4) A minor certificate is not given to a student who has not earned the right to graduate in the major undergraduate programme. Certificates are issued by the units to which the programmes are affiliated. The name of the student's major programme is also indicated on the certificates. Students who have earned the right to graduate from the major undergraduate programme can receive the diploma of the major undergraduate programme even if they cannot complete the minor programme.

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

(6) The student who completes the minor programme cannot benefit from the rights and authorities granted by the bachelor's and associate degree diploma in the minor field. The evaluation of the minor certificate is determined by the institution employing the student.

(7) Foreign students (non-Turkish and TRNC citizens) of the Faculty / School of Maritime Studies are entitled to receive a diploma when they complete a total of eight semesters by taking fifteen credits of additional courses instead of internship.

(8) a) The Diploma Supplement is a document issued together with the diploma to students who have successfully completed the programmes they are enrolled in and its format is based on the model developed by the European Commission, the Council of Europe and UNESCO / CEPES.

b) The Diploma Supplement contains information specified by the European Commission.

- c) The Diploma Supplement is valid together with the diploma and facilitates the academic and professional recognition of the diploma, but cannot replace it.
- d) The Diploma Supplement is issued in English on paper with the University logo by the Registrar's Office. It is signed and stamped by the Head of the Student Affairs Department.

ARTICLE 28 - (1) Among the students who have not completed or cannot complete an undergraduate programme; students who are successful in all courses of at least the first four semesters of the relevant undergraduate programme are awarded an associate degree diploma upon application. Applications for an associate degree diploma are not limited to any period of time. Regarding obtaining an associate degree diploma; The provisions of the Regulation on the Associate Degree Diploma of Those Who Do Not or Cannot Complete Their Undergraduate Education or Their Adaptation to Vocational Schools published in the Official Gazette dated 18/3/1989 and numbered 20112 are applied.

SECTION FIVE

Registration Freeze and Voluntary Withdrawal from the University

Suspension of enrolment

ARTICLE 29 - (1) In the presence of the following justified and valid reasons, it may be decided to freeze the student's enrolment upon the written request of the relevant student or his/her legal representative with the decision of the unit executive board:

- a) The student has health-related excuses documented by a medical report,
- b) The student had to interrupt his/her education due to natural disasters,
- c) The student loses his/her deferment right or is recruited by cancelling his/her deferment,
- d) Student detention,
- e) The existence of a finalised conviction according to the general provisions, or the existence of any circumstances other than the penalty of suspension or expulsion from the higher education institution according to the Student Disciplinary Regulation of Higher Education Institutions published in the Official Gazette dated 13/1/1985 and numbered 18634,
- f) The emergence of other reasons to be accepted as justified and valid by the relevant board of directors.

(2) Based on a justified and valid excuse, students can freeze their registration for a maximum of two semesters at a time and a maximum of four semesters in total during the education period with the decision of the University Board of Directors, the period of registration freeze is not counted from the maximum education period, but for students who request a registration freeze due to the continuation of the discomfort and treatment period, the excuse can be evaluated by the university board of directors and more than four semesters of registration freeze can be made without counting from the maximum education period.

(3) Students whose excuse ends before the end of the registration freeze period can continue their education from the next semester / year that has not started with the decision of the unit board of directors by applying with a petition.

(4) Registration freeze periods are not counted from the student's education period.

Leaving the university voluntarily

ARTICLE 30 - (1) Students who wish to leave the University must apply to the Student Affairs Department with a petition. For students under 18 years of age, the petition for deregistration must be signed by their parents. The application is examined by the unit board of directors and a decision is taken to deregister the student.

(2) The tuition and fees paid by students who deregister cannot be refunded. The student who applies for deregistration is obliged to pay the tuition and fees of the semester in which he / she will start his / her education before or during his / her application or the semester in which he / she is continuing his / her education when he / she applies for deregistration.

(3) Those who leave the University are given a document showing their educational status upon written request. Of the documents received at the entrance to the university, only the diploma is returned upon request by taking a copy approved by the relevant unit manager.

SECTION SIX

**Transition to Vocational Schools and Adjustment
Principles, Exemption in Re-registration, Vertical
Transfer and Horizontal Transfer**

Principles of transition and adjustment to vocational schools

ARTICLE 31 - (1) Students who are successful in all courses of at least the first two semesters of an undergraduate programme or at least 60% of that undergraduate programme, but do not complete the undergraduate programme, can be transferred to similar and appropriate programmes of vocational schools provided that they apply to the student affairs office.

General Issues Related to Exemption and Adjustment

ARTICLE 32 - (1) Course exemption requests of students who enrol at the University by taking the university entrance exam after attending or graduating from any programme of the universities for a period of time will be accepted and processed until graduation.

(2) Regardless of whether the course for which exemption is requested is compulsory or elective, a report is prepared by examining the compatibility or adequacy of the course content. This report is evaluated and decided by the board of the relevant unit and the students' adjustments are made to the relevant semester or year.

(3) Until the exemption request is decided by the relevant board, students continue the course or courses other than the courses for which they request exemption recommended by their counsellors. Exemption documents that are not submitted until the last course date specified in the academic calendar are not processed. Students cannot request exemption and adjustment in the following semesters.

(4) If the transcript of the student applying for exemption contains both letter grades and numerical grades, the letter grade is taken as basis.

(5) The name of a course to be considered equivalent does not have to be exactly the same as the course to be considered equivalent. In the course evaluation, the course content must be at least 80% equivalent.

(6) In the exemption requests of the courses that are enrolled through transfer and taken and succeeded in other universities; If more than one course is considered equivalent to a course, adjustment is made by taking into account the grade point average of these courses. If a course is considered equivalent to more than one course, the passing grade can be given to the equivalent courses, taking into account the credits and contents of the course.

Course Exemptions and Grade Adjustments of New Registration Students

ARTICLE 33 - (1) Course exemption and grade adjustments of students who enrolled at the University for the first time (who have made a horizontal or vertical transfer or have taken courses at another higher education institution) are made by taking into account the following points.

(2) Transfer can be made between the programmes of the University or between the University and other higher education institutions within the framework of the principles determined by the Senate. Transfer applications are not accepted for the first and last two semesters of undergraduate programmes and the first and fourth semesters of associate degree programmes. Those who want to transfer to foreign language programmes must document their foreign language proficiency. If it cannot be documented, the student is directed to the School of Foreign Languages.

(3) The adjustment status of the student whose transfer application is accepted is evaluated by the adjustment commission of the unit to which the student will transfer and decided by the unit board of directors.

(4) The number of exempted courses cannot exceed the number of courses in the first four semesters of the relevant programme for four-year undergraduate programmes, in the first six semesters for five and six-year undergraduate programmes and in the first two semesters for associate degree programmes. If the courses for which exemption is requested are more, the courses to be exempted are determined starting from the highest grade received by the student, taking into account the prerequisites.

(5) Students who have studied at other higher education institutions and newly enrolled at the university are exempted from the courses with a letter grade of CC or above or equivalent grade in our university if they are appropriate in terms of content, and the letter grade equivalent applied in our university is recorded on the transcript document and is included in the Grade Point Average (CGPA).

(6) It is only possible to grant exemption for courses with a failing grade (DC, DD or equivalent) if the grade point average of all exempted courses is 2.00 or higher.

(7) Exemption made by another university is not taken into consideration at our university.

(8) For students studying at the University, the grades of the courses whose exemptions are accepted by the relevant boards are processed as the letter grades they previously received and are included in the evaluation in the calculation of CGPA.

(9) Objections to the exemption or adjustment results are made to the relevant unit head within three working days at the latest from the date the exemption process is finalised and notified to the student. The head of the relevant unit announces the result to the student within five working days.

(10) The decision, which is foreseen to be applied to the student, signed by the student and three lecturers who are experts in the field of exemption and the dean / director of the Faculty or Vocational School, is immediately sent to the Registrar's Office to be processed in the student file.

SECTION SEVENTH

Miscellaneous and Final Provisions

Double major undergraduate programmes

ARTICLE 34 - (1) Double major programmes can be offered between all programmes that offer undergraduate diplomas. Double major programmes can be conducted between undergraduate programmes in different faculties or undergraduate programmes in different four-year colleges, as well as between undergraduate programmes in the same faculty or four-year college.

(2) The course application contents of the second undergraduate programmes are determined by the Senate upon the proposal of the units conducting the programmes and the unit boards.

(3) Issues regarding double major programmes are regulated according to the principles determined by the Senate.

Minor programmes

ARTICLE 35 - (1) Minor programmes are certificate-oriented education and training programmes that enable a student, who is carrying out his/her undergraduate education with outstanding success, to receive limited education to gain knowledge in a second undergraduate programme at the same time. Minor programmes can be carried out between undergraduate programmes in different faculties or undergraduate programmes in different four-year colleges, as well as between undergraduate programmes in the same faculty or four-year colleges. The course/practice contents of minor programmes are determined by the Senate upon the proposal of the relevant departments and unit boards.

(2) The issues related to minor programmes are regulated according to the principles determined by the Senate.

Foreign language education

ARTICLE 36 - (1) Foreign language education is conducted in accordance with Article 49 of Law No. 2547 and the provisions of the Regulation on the Principles of Foreign Language Teaching and Foreign Language Teaching in Higher Education Institutions published in the Official Gazette dated 4/12/2008 and numbered 27074.

Foreign language preparatory education

ARTICLE 37 - (1) The University's foreign language preparatory education includes preparatory classes of programmes that are partially or completely taught in a foreign language, and one-year preparatory classes of programmes that are taught in Turkish within the optional quota.

(2) The issues regarding the principles of foreign language education in the foreign language preparatory class are determined by the Senate.

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

a) Students who are unsuccessful in foreign language or Turkish-medium programmes take the proficiency exams again the following year.

b) Students who fail at the end of the second year of the programmes which are partially or completely taught in a foreign language are deregistered. Students who fail at the end of the first and/or second year of the preparatory class of these programmes are placed in the programme they apply for, provided that they meet the base score requirement, as of the year they enrolled in programmes with the same name and whose medium of instruction is Turkish. If there are no equivalent programmes at the university, they can be placed centrally by the Measurement, Selection and Placement Centre for one time only by the Presidency of the Measurement, Selection and Placement Centre in one of the

programmes with Turkish as the language of instruction, provided that the student's university entrance score is not lower than the base score required for enrolment in the programme to which they will be placed.

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

Enforcement

ARTICLE 38 - (1) This Regulation enters into force on 01 September 2020.

Execution

ARTICLE 39 - (1) The provisions of this Regulation are executed by the Rectorate of University of Kyrenia.