

## **UNIVERSITY OF KYRENIA**

### **SPECIAL STUDENT DIRECTIVE**

#### **Purpose and Scope**

**Article-1** This Directive applies to special student status;

- a) Associate and undergraduate students of other higher education institutions in Turkey or abroad who will take courses from University of Kyrenia,
- b) It covers the issues and provisions regarding the University of Kyrenia associate degree and undergraduate students who will take courses from other higher education institutions in Turkey or abroad.

#### **Basis**

**Article-2** This Directive has been prepared based on the provisions of the "Regulation on the Principles of Transferring Between Associate Degree and Bachelor's Degree Programmes, Double Major, Minor and Inter-Institutional Credit Transfer in Higher Education Institutions" published in the Official Gazette dated 24.04.2010 and numbered 27561.

#### **Definitions**

**Article-3**

- a) Unit: Relevant Faculty/School/Vocational School
- b) 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,
- c) Rector: Rector of the University of Kyrenia,
- d) Rectorate: University of Kyrenia Rectorate,
- e) Senate: University of Kyrenia Senate,
- f) University: University of Kyrenia,
- g) Regulation: University of Kyrenia Associate and Undergraduate Education and Examination Regulations,
- h) Special Student: Students enrolled in any higher education programme; students who take courses from higher education programmes of our university or other universities, provided that their rights in their own universities are reserved, due to health problems or disaster life safety, if deemed appropriate by the relevant administrative boards,
- 1) Health Problems: It refers to a chronic disease that threatens the student's life or a neurological and musculoskeletal problem that prevents the student's independent life, documented by a Health Board Report obtained from University, Education Research or State hospitals.

## **General Principles**

**Article-4** Students enrolled in any higher education programme can be special students if the relevant unit management boards of both universities approve, provided that their rights in their own universities are reserved, provided that their registration remains in their own university due to health problems.

**Article-5** Special students, regardless of whether they take courses from the higher education institution they are enrolled in, pay the tuition fee to the higher education institution they are enrolled in.

**Article-6** In order for students studying in programmes whose medium of instruction is Turkish to be able to take courses as special students from programmes that teach in a foreign language, they must certify that their foreign language level is sufficient within the framework of the provisions of the Regulations of the English Preparatory Programme of the School of Foreign Languages of our University.

**Article-7** The period of being a special student is counted from the education period specified in the education and examination regulations that the student is subject to in the programme in which the student is enrolled, regardless of the different higher education institution and the number of courses taken.

**Article-8** The course load of the special student is determined according to the provisions of the associate degree, undergraduate education and examination regulations of the university where the student is enrolled. The provisions of the associate degree, undergraduate education and examination regulations of the higher education institution where the student is studying as a special student are applied in attendance, examination and success evaluation.

**Article-9** The student rights of the special student continue at the higher education institution where he/she takes courses as a special student, but he/she cannot benefit from the student rights of this higher education institution and programme for diploma or status.

**Article-10** The duration of special student status is determined as maximum 1 year at a time. However, if the conditions for benefiting from the special student status continue, the proposal of the relevant unit board of directors is decided by the University senate to continue the special student status.

## **Application and Admission Requirements, Required Documents and Duration of Special Studentship**

### **Taking courses from other higher education institutions as a special student at our university**

**Article-11 a )** The student must apply to the Student Affairs Department of our University until fifteen (15) days before the start of the relevant academic semester at the latest with the positive decision of the board of directors of the unit in which he / she is enrolled, the document showing his / her disciplinary status, transcript (transcript) and petition, showing the courses to be taken from the unit affiliated to our university. Whether the student will be admitted to the courses is decided by the Board of Directors of the relevant unit by taking the opinion of the relevant department / programme head. If the decision is positive, the student is entitled to be a special student with the approval of the University Senate.

- b) 4th, 5th, 6th year students of the Faculty of Medicine and 4th and 5th year students of the Faculty of Dentistry are required to apply to the unit where they are enrolled until 1 month before the start date of the internship at the latest for the internships they want to take as a special student.
- c) Special student quotas for each academic year cannot exceed 5% of the number of registered students of the programme for the semester to be applied.
- d) During the period when private students study at our university; The provisions of the relevant education and training regulations of our university apply in the attendance, examination and success evaluation of the courses.
- e) At the end of each semester, the document (transcript), in which the names, credits and grades of the courses taken by the relevant student are written collectively, is sent in writing by the Student Affairs Department to the institution where the student is registered.
- f) A temporary student ID card is given to the student who registers as a special student by the Student Affairs Department. The student whose special student period expires returns this ID card.
- g) During the period of being a Special Student, the student pays the tuition fee of our University.
- h) The student who completes his/her special student period at our University must complete the dismissal process and submit his/her temporary ID card before leaving.

**Students of our university taking courses from another higher education institution with the status of special student**

- Article-12** a) Students who want to take courses from another higher education institution as a special student must apply to the unit in which they are enrolled until fifteen (15) days before the registration renewal period for the relevant semester at the latest by adding the document showing the credits and contents approved by the department for the courses they want to take.
- b) 4th, 5th, 6th year students of the Faculty of Medicine and 4th and 5th year students of the Faculty of Dentistry are required to apply to the unit where they are enrolled until 1 month before the start date of the internship at the latest for the internships they want to take as a special student.
  - c) The relevant unit board of directors evaluates the special student applications by taking the opinion of the department head and decides on the acceptance or rejection of the application. In case of acceptance, the applicant is entitled to be a special student.
  - d) The unit board of directors decides whether the courses that the student wants to take from another higher education institution as a special student are equivalent in terms of content and credit to the courses in his/her own programme and whether he/she can take these courses.
  - e) During the period of being a special student, the student's student rights at our university continue.
  - f) The harmonisation of the courses taken by our university students from other universities as special students is made with the decision of the relevant unit board of directors.

### **Termination of Special Student Status**

- Article-13** a) The student is penalised for an act that constitutes an offence according to the provisions of the Student Disciplinary Regulations of Higher Education Institutions,
- b) Upon the disappearance of the conditions to benefit from the special student status, if the relevant board of directors decides that the special student status should be terminated, the special student status ends.

### **Cases where there is no provision**

**Article-14** In cases where there are no provisions in this directive, the provisions of other relevant legislation, senate decisions and decisions of the unit board of directors are applied.

### **Enforcement**

**Article-15** This directive is executed by the rectorate and is effective as of 2 August 2017.