

UNIVERSITY OF GUINEA
60+ AGE REFRESHMENT UNIVERSITY
APPLICATION, ADMISSION AND
ATTENDANCE DIRECTIVE

PURPOSE

The aim of this Directive is to ensure that the quality and level of education at the University of Kyrenia 60+ Refresher University is permanent. Among the priorities of the Directive are the careful selection of students, the uninterrupted and efficient conduct of courses, the provision of a participatory and active lecture and activity environment, the establishment of rules on attendance, reward and discipline.

SCOPE

1. Mission, Vision, Principles
2. Definitions
3. Structuring and Tasks
4. Nomination, Application, Admission and Registration Rules
5. Calendar, Classes, Attendance Rules
6. Applications in cases where there is no provision
7. Enforcement

CHAPTER: 1
MISSION, VISION, PRINCIPLES

A. MISSION

The mission of 60+ Tazelenme University is to provide the basis of quality, successful and active ageing by ensuring the preservation of knowledge, skills and abilities in old age and the acquisition of new ones, with an understanding of service to society.

B. VISION

Tazelenme University aims to create a new perception of the elderly in the TRNC and to develop an exemplary elderly university model specific to the island.

C. PRINCIPLES

- Respect for Fundamental Rights and Freedoms
- Care for Mental and Physical Health
- Belief in Lifelong Education
- Social Responsibility Awareness
- Integration of Research and Education
- Internationality
- Sustainability
- Participation
- Volunteering
- Reliability

SECTION:

2

DEFINITIONS

NS

- A. **PROGRAMME:** It is the whole of the education carried out by adhering to the defined mission and rules of 60+ Tazelenme University.
- B. **PERIOD:** At 60+ Tazelenme University, it is the education period consisting of 13 weeks each, determined on the basis of the University of Kyrenia Academic Calendar. In an academic year, there are two semesters: autumn and spring.
- C. **APPLICANT:** The person who applies to the Rectorate of University of Kyrenia within the announced dates and fills in the "Registration/Acceptance Application Form" in order to attend the training at the 60+ Refresher University.
- D. **STUDENT** The person whose application to participate in the training at 60+ Tazelenme University is accepted and enrolled in the Programme.
- E. **COURSE:** It is the information given on different subjects and by different teachers, determined at the beginning of the term, adhering to the defined mission and rules of 60+ Tazelenme University. There are two types of courses in the programme each semester, Compulsory and Elective.
- F. **COMPULSORY COURSE:** These are the courses that the student is obliged to attend in order to deserve a Certificate of Achievement at the end of the semester.
- G. **ELECTIVE COURSES:** These are optional courses that the student will decide whether or not to continue that semester.
- H. **PASSING-SEMESTER REPETITION:** A student who successfully completes the semester is entitled to pass to the next semester. Students who fail the semester must repeat the same semester.
- I. **GRADUATION:** Students who have been successful for a total of eight semesters within the period allowed to continue are entitled to graduate and receive a diploma.

SECTION: 3

ORGANISATION, TASKS

A. EXECUTIVE

University of Kyrenia Continuing Education Centre is the authority appointed by the Rectorate in accordance with its objectives. Determining the courses of the semester, creating the syllabus, determining the instructors, shaping and approving the trips to be made during the semester, planning seminars, symposiums and similar academic events, preparing collaborations with different stakeholders and NGOs, chairing all committees, clubs and similar formations to be formed within Tazelenme.

B. COORDINATOR

It is the official appointed with the agreement of the Executive Director and the Rectorate. Provides support to the executive in the smooth flow of the Refresher Programme and the protection and development of the established culture. Follow-up of the documents prepared for the creation of detailed student information, registration renewal procedures, attendance-absenteeism follow-up, creation of communication-communication groups, participation in the committees and groups formed. Shares reports from class representatives with the executive. Coordinates the financial affairs that the social affairs committee is responsible for within Tazelenme, and deputises the executive in his absence.

C. TEACHERS

They are those who support the programme on a voluntary basis by experts from within and/or outside the university.

D. DEPUTY EXECUTIVE DIRECTOR

In the event that a Coordinator is not duly appointed, the function of the Coordinator is provided by the Tazelenme member deemed appropriate by the executive, the person and/or persons who provide support on a voluntary basis.

E. CLASS REPRESENTATIVE

During the semester, he/she follows the attendance in the classes for the class he/she represents, follows the rules to be followed in the classroom order for his/her group, records the situations that affect the class peace, integrity and disrupt the course flow and reports them to the Deputy Executive Assistant. Supports the social affairs committee on the contributions to be collected for the activities organised within Tazelenme.

F. SOCIAL AFFAIRS COMMITTEE

It develops activities and projects to ensure the continuity of the University of Kyrenia 60+ Refreshment University culture, organises the collection of the necessary contributions, supports the organisations to ensure the success of the projects developed, and takes part in the committee that evaluates candidate students for new enrolments. Class representatives are members of the committee and attend meetings twice a month. Committee members who do not attend the meetings three times are removed from the committee.

G. FINANCIAL AFFAIRS, PURCHASING

It takes place under the Social Affairs Committee. Collects contributions from the students which are deemed necessary for the continuity of the University of Kyrenia 60+ Refreshment University culture and approved by the Executive Director. Makes the necessary exchanges and/or provides support for the events.

H. DISCIPLINARY COMMITTEE

It consists of the Executive Director, Deputy Executive Director and Class Representatives determined at the beginning of each term in order to evaluate the disciplinary offences committed by the students of the University of Kyrenia 60+ Refresher University within the scope of the University of Kyrenia Student Disciplinary Regulation. When necessary, expert lecturers deemed appropriate by the Rectorate may also participate in the committee.

I. CLUBS

Clubs with different contents such as publishing club, drama club, etc. can be established in parallel and/or complementary to the programme content upon the request of students and instructors and the approval of the Executive Director. The club may be chaired by Tazelenme students who have sufficient knowledge and experience in the club. The club president determines the club management and members with the Executive Director.

J. HONOUR GRADUATES

Only in the Spring 2022-2023 Semester, University of Kyrenia 60+ are the first students to complete the University of Kyrenia 60+ Refresher University as a graduate.

SECTION: 4

NOMINATION, APPLICATION, ADMISSION AND REGISTRATION RULES

A. CONDITIONS REQUIRED FOR CANDIDATES

- To be 60 years old at the beginning of the application period.
- Being a citizen of TRNC or another country with a Residence or Work Permit Certificate.

B. PLACE, TIME AND CONDITIONS OF APPLICATION

- The Candidacy Application is made by the Candidate in person to the Admissions Office at the University of Kyrenia Rector's Office in September and February before the Autumn and Spring semesters of each academic year, on the days and times determined and announced in advance.
- A Candidate who has not been able to apply within the deadline due to a valid excuse but whose excuse has been accepted by the Executor may apply within two weeks at the latest following the end of the application period. No application is accepted after this period.

C. EVALUATION OF APPLICATIONS

- The candidate's application is evaluated by the Continuing Education Centre within the following week.
- At the end of the evaluation, the candidate, who is deemed eligible to participate in the Programme, is registered as a "Student" and the result is notified to him/her.

D. RE-REGISTRATION OF CURRENT STUDENTS, TERM LEAVE

- The registration renewal procedures of the current students who will continue the new semester are carried out in September and February before the autumn and spring semesters of each academic year, on the days and times determined and announced in advance. In the registration renewal process carried out by the Assistant Administrator, the student is re-informed about the "**60+ Refresher University Application, Admission and Attendance Rules**", fills out the "**Registration Renewal Form**" and determines and declares the Elective Courses to be continued in the new term.
- Students who do not request permission during the registration renewal period and do not renew their registration are considered unsuccessful for the following semester.

SECTION: 5

TRAINING CALENDAR, COURSES AND ATTENDANCE

A. TRAINING, EVENTS AND CALENDAR

- The start, end, holiday and registration dates are determined based on the University of Kyrenia Academic Calendar.
- The autumn term of the academic year covers the months of October, November, December; the spring term covers the months of March, April, May. Semester break covers January, February; Summer break covers June, July, August, September.
- Term registrations are made in September and February in accordance with the principles in Section 4.
- The activities, the date and scope of which are determined with the priority, advice and approval of the Rectorate and the Executive Director, are designed and realised by the Social Affairs Committee.

B. COURSES AND ATTENDANCE

- Students attend "Compulsory" and "Elective" Courses, the scope and teacher of which are carefully determined by the Executive Director for the semester they are enrolled.
- The Class Representative takes the "Attendance Tracking Forms" prepared for all courses at the beginning of the week from the Coordinator, ensures that they are signed by all students attending the courses and delivers them to the Coordinator at the end of the weekly courses.
- During the semester, it is compulsory to attend at least 70% of all compulsory courses applied throughout the university. Those who fulfil the attendance requirement are entitled to receive a Certificate of Achievement at the end of the term.
- The attendance conditions and the total number of students who can attend the elective course are determined by the course instructor.
- A student can attend a maximum of two Foreign Language elective courses in one semester.
- A student whose number of absences in an elective course exceeds three without excuse is deemed to have withdrawn from the course.

C. HARMONY IN LESSONS AND CLASSROOMS

- Classes are held at the time and in the classrooms (lecture theatres or classrooms) shown in the course programmes prepared by the Executive Director. The course programmes are announced in the relevant communication groups at the beginning of each week. Any changes that may occur in the determined programmes (time, classroom, change, cancellation, etc.) are also announced in the same communication groups. Therefore, all students should actively follow the groups they are members of.
- Lesson durations are usually fifty minutes. Students must be in the classrooms at the start time of the lesson. Students who are late for a period of time that will negatively

affect the continuation of the course cannot attend the lesson.

- Each student must switch their mobile phones to silent or airplane mode without waiting for a warning when entering the classroom. Care must be taken to ensure that mobile phones are not used during lessons. Non-compliance with this rule requires disciplinary action.
- All participants are obliged to maintain the order required by the lesson. Talking in public during the class, teasing the teacher or students, causing situations that make it difficult to follow the lesson also require disciplinary action.
- Class Representatives have the right to report the situation to the Disciplinary Committee, as well as to warn and call for correct behaviour to ensure that the rules are enforced.

D. EXCUSES/EXCUSED LEAVE RULES

Only force majeure (catastrophic natural events, death of close relatives, wedding of close relatives, illness, compulsory travelling abroad, etc.) are valid reasons for not attending classes. Reasons other than these are not accepted and are considered absent.

E. RULES AND REWARDS FOR PARTICIPATION AND CONTRIBUTION TO EVENTS

The contribution and participation of students in the activities of the Social Affairs Committee are taken into consideration in the calculation of absenteeism as deemed appropriate by the Executive Director.

F. TERM PASS/REPEAT RULES

Students who repeat more than three semesters in total during their education lose their right to continue the programme.

G. GRADUATION RULES

The student who is understood to be unable to graduate in the eleventh term of his/her education with the repetition of the term loses the right to continue the programme.

H. RULES FOR HONOURS GRADUATES TO ATTEND CLASSES

- Students who have completed their education in the Spring 2022-23 semester as the first graduates of GÜ 60+ Tazelenme University are given the right to attend the courses in the programme each new semester. This privilege may not be applied in case of insufficient classrooms.
- Students are members of the Social Affairs Committee, which was established to support the culture of the GÜ Refreshment, and students attending the courses are required to contribute to and support the activities of the Social Affairs Committee.

I. RULES FOR GRADUATES TO ATTEND CLASSES

The Executive Director, Deputy Executive Director and the Social Affairs Committee, who carry out the new student evaluations, only evaluate the students who will contribute to the activities of the Social Affairs Committee and only if the class capacity is sufficient.

SECTION: 6
APPLICATIONS IN CASES WHERE THERE IS NO PROVISION

In cases where there is no provision in this document, the provisions of the University of Kyrenia Associate and Undergraduate Education and Examination Regulations and the decisions of the Senate and the University Executive Board shall apply.

SECTION: 7
ENFORCEMENT

This document, which covers the application, admission and attendance rules of University of Kyrenia 60+ Refresher University, is valid from the Spring 2023- 2024 Semester.