

GIRNE UNIVERSITY
REGULATIONS ON ASSOCIATE DEGREE AND BACHELOR'S DEGREE EDUCATION, INSTRUCTION, AND EXAMINATIONS

CHAPTER ONE

Purpose, Scope, Legal Basis, and Definitions

Purpose and Scope

ARTICLE 1 – (1) The purpose and scope of this Regulation are to establish the principles to be followed in the registration, education, teaching, and examinations of the faculties, colleges, and vocational schools affiliated with Girne University.

Legal Basis

ARTICLE 2 – This Regulation has been prepared in accordance with the provisions of the Higher Education Law No. 2547 dated 04/11/1981.

Definitions

ARTICLE 3 – (1) The terms used in this Regulation shall have the following meanings:

- a) Unit: Faculty, college, and vocational school,
- b) Unit Council: The faculty council in faculties, the college council in colleges, and the vocational college council in vocational colleges,
- c) Unit Manager: The dean in faculties, the director in higher schools and vocational higher schools,
- d) Unit Management Board: The faculty management board in faculties, the college management board in colleges, and the vocational college management board in vocational colleges,
- e) Integrated System: The design of the education programme is based on medical knowledge, professional skills, professional qualities, attitudes and behaviour within the framework of body organ systems rather than medical/dental disciplines (horizontal integration), and the relationship between basic and clinical sciences is established through clinical examples (vertical integration).
- f) Adaptation Committee: A committee consisting of at least two faculty members appointed by the Department Chair and approved by the Unit Management Board,
- g) Rector: The Rector of Girne University,
- h) Senate: The Senate of Girne University,
- i) Tuition fee: The social activity fee for fully scholarship students, and the tuition fee for students receiving scholarships other than full scholarships,
- j) Teaching Staff: Faculty members, instructors, lecturers, and teaching assistants employed at Girne University,
- k) Advisor: The academic staff member assigned to guide the student,
- l) University: Girne University,
- m) University Management Board: Refers to the Management Board of Girne University.

SECOND SECTION

Registration, Tuition Fees, and ID Card

Registration

ARTICLE 4 – (1) Student candidates who have earned the right to register definitively at the University must, within the time periods announced in accordance with the principles determined by the Higher Education Council and the University Management Board, and submit the documents specified in the Student Placement and Scholarship Ranking Exam conducted by the Measurement, Selection and Placement Centre (ÖSYM) and the University to the Student Affairs Registration Office or the Turkish Representations in person. In cases where the applicant is unable to apply in person, may register through a power of attorney. Students who have not yet turned 18 must register together with their legal guardian.

(2) The final registration dates, required documents, and applicable principles are determined and announced by the University. The original copies of the required documents must be submitted; registration will not be processed with incomplete or insufficient documents. In cases of false statements or forged documents, the student's registration will be cancelled. Candidates who fail to complete their final registration within the specified dates cannot claim any rights.

(3) The admission and registration conditions for foreign students who are not citizens of the TRNC or the Republic of Turkey are carried out in accordance with the regulations issued under Articles 11 of Laws No. 65/2005, 21/2008, 40/2009, and 23/2007 of the Higher Education Council (YÖDAK).

Course registration

ARTICLE 5 – (1) Students must register for courses in accordance with this Regulation within the time period specified in the academic calendar for each semester/year. Course registration can only be completed once financial obligations have been fulfilled and advisor approval has been obtained.

(2) Students who fail to register for courses cannot take courses or sit for exams.

(3) Students who fail to register for courses within the timeframe specified in the academic calendar without a valid excuse accepted by the unit management board, as outlined in Article 29 of this Regulation, shall have that semester/year counted toward their study period.

(4) Students 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 for at the beginning of the semester/year, within the course registration period specified in the academic calendar, provided that they pay the tuition fee for the relevant semester. If a course is removed from the programme, the student must register for an equivalent course in the current programme approved by the departmental committee and must successfully complete this course. Students in this situation are required to pay their tuition fees in accordance with the procedures specified in this Regulation until they graduate.

Tuition fees

ARTICLE 6 – (1) Students must pay the tuition fee determined by the Board of Directors within the time periods specified in the academic calendar for each academic year. Students who fail to pay the tuition fee cannot register for courses and cannot benefit from student rights. The semesters/years for which the student fails to pay the tuition fee are counted towards the duration of study.

(2) The calculation of tuition fees to be paid by students who fail to graduate or complete their minor/double major studies within their study period shall be determined by the Board of Directors.

Identity Card

ARTICLE 7 – (1) A photo ID card is issued to students who have completed their final registration at the university.

(2) Students who lose their ID card or whose ID card becomes unusable due to wear and tear may apply in writing to the relevant authority to obtain a new ID card. In cases of wear and tear, the old ID card must be returned. In cases of loss or renewal, the cost of the card must be paid by the student in accordance with the principles determined by the University.

THIRD SECTION

Principles Related to Education and Teaching

Academic Calendar

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

(2) The academic year consists of at least 140 days. For units that provide education and training on a semester basis, the academic year is divided into two semesters: autumn and spring. Official holidays and days on which mid-term/year-end exams are held are not included in the calculation of this period. Education and training are provided on an annual basis in the Faculties of Dentistry, Law, and Medicine, and on a semester basis in other units.

(3) If deemed necessary, classes and/or exams may be held on Saturdays and/or Sundays. Additionally, exams may be conducted outside the regular class hours during the week.

Scope of education and training

ARTICLE 9 – (1) Education and training consists of theoretical courses, practical courses and practical work, workshops, clinical applications, laboratory work, final assignments, final projects, diploma projects, internships, homework and seminars, depending on the characteristics of the relevant academic unit.

(2) The courses to be included in undergraduate and associate degree programmes, their number of hours, credits, and whether they are mandatory or elective are determined by the unit councils, taking into account the recommendations of the relevant academic departmental boards and departmental councils, and are finalised with the approval of the Senate.

(3) An integrated system is applied in the Faculties of Medicine and Dentistry, and the principles thereof are determined by the Senate.

Duration of education and training

ARTICLE 10 – (1) The maximum periods granted to students enrolled in associate degree and undergraduate programmes to complete their studies are as follows: excluding one-year foreign language preparatory classes, starting from the semester in which the courses of the programme they are enrolled in are offered, regardless of whether they register for each semester, four years for two-year associate degree programmes, seven years for four-year undergraduate programmes, and nine years for programmes with a normal education and training period of five or six years. Students who fail to graduate from their registered programme by the end of these periods may register to continue their studies, provided they pay the tuition fee for the relevant semester. Such students may participate in courses, practical training, internships, examinations, and similar activities.

Credit value and hours of courses

ARTICLE 11 – (1) The credit value of each course is specified in the curriculum. Course credits are determined by the Senate, based on the credit range established by the Higher Education Council in accordance with the higher education qualifications framework for the diploma level and field of the relevant programme, and taking into account the students' workload, upon the recommendation of the departmental committee. Course credits are calculated in accordance with the principles established by the Senate, taking into account the learning outcomes that clearly indicate the contribution of the course to the knowledge, skills, and competencies that a student will acquire upon completing the relevant diploma programme, as well as the theoretical and practical course hours and the workload required for other activities planned for students.

(2) Each theoretical and practical course hour is 50 minutes in duration. Weekly course schedules are arranged with a 10-minute break between courses.

Courses

ARTICLE 12 – (1) Courses are categorised as compulsory courses, common compulsory courses, elective courses, prerequisite courses, and prerequisite courses. Among these:

a) Compulsory courses: These are courses that students are required to take as part of their programme of study.
b) Compulsory core courses: These are the courses listed in Article 5, Paragraph 1, Item (ı) of Law No. 2547: Principles of Atatürk and History of the Turkish Revolution, Turkish Language, and Foreign Language.

c) Elective courses: These are the elective courses included in the programme the student has enrolled in. These courses may be courses that complete the professional training, or they may be courses related to general culture or different areas of interest.

(c) Prerequisite course: A course that the student intends to register for is considered a prerequisite course if its enrolment is contingent upon the successful completion and/or prerequisite status of one or more other courses.

d) Prerequisite course: A course that links the student's enrolment in a prerequisite course to one of the conditions specified in the second paragraph of this article.

(2) Only one of the following connection types is determined between a prerequisite course and the prerequisite course linking it:

a) The prerequisite course has been successfully completed,
b) If the prerequisite course has not been completed or taken in previous semesters/years, the prerequisite course cannot be taken in the same semester/year as the prerequisite course.

(3) A prerequisite course may be linked to multiple prerequisite courses. In this case, the relevant unit determines each connection type separately for each prerequisite course linked to the prerequisite course. The maximum number of connections in prerequisite chains formed when one prerequisite course becomes a prerequisite for another is two. Exceptions are decided by the Senate.

(4) Prerequisite courses are proposed to the unit council by the relevant unit's department/programme committees, stating the reasons for selecting one of the connection types specified in the second paragraph of this article, and the decision of the unit council is finalised with the approval of the Senate.

(5) Courses, practical training, and other activities are designed to align with the learning outcomes of the programme.

Curriculum

ARTICLE 13 – (1) The knowledge, skills, and competencies that a student will acquire upon completing the diploma programme constitute the programme outcomes. The programme outcomes are determined by the departmental board, taking into account stakeholder opinions and needs, quality control, and accreditation processes, and are finalised by the unit board with the approval of the Senate.

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

approval.

(3) The teaching programme specifies the courses and other activities to be taught each semester/year, along with their theoretical and practical class hours, credits, and contribution to each programme outcome.

(4) The total credits of the compulsory courses and other compulsory activities in the teaching programme must not be less than 60% of the total credits of the teaching programme.

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

Course offering principles

ARTICLE 14 – (1) The courses to be offered each semester/year and the faculty members who will teach them are determined by the Senate based on the recommendations of the academic departmental boards and departmental councils.

(2) The number of students is not considered for the opening of required courses.

(3) If the number of students enrolled in an elective course is less than five, the unit management board may decide not to offer the course. If a course is not offered due to insufficient enrolment or other reasons, the registration of students whose enrolment has been cancelled during the course addition/drop period will be transferred to available elective courses, upon the recommendation of the student advisor and approval of the unit management board.

(4) The schedule of courses and practical sessions during the week and the responsible teaching staff are announced at least ten working days before the start of each semester/year. In exceptional circumstances, changes may be made to the weekly schedule.

(5) Which courses will be offered in the summer school and which faculty members will teach them are determined by the unit council, taking into account the recommendations of the academic departmental boards and departmental councils in accordance with relevant regulations.

Division of courses into groups

ARTICLE 15 (1) For a single course, the unit management board may decide to form multiple groups. However, if multiple groups are formed, the average number of students in each group must not be less than 50 for theoretical courses and 30 for practical or elective courses. In cases where individual or small-group instruction is mandatory, the number of students is not limited. Exceptions are decided by the unit management board.

Course monitoring programme

ARTICLE 16 – (1) Units establish a main course monitoring programme to be used in the preparation of course monitoring programmes. This main course monitoring programme is approved by the relevant departmental board or, where there is no departmental board, by the unit management board. These main course monitoring programmes are published online as a course catalogue. For each course, the course instructor prepares a course schedule in accordance with the main course schedule. Course schedules are announced to students before the start of the registration renewal period.

(2) The course schedule includes: the course objective, learning outcomes, a table showing the relationship between learning outcomes and programme outcomes, the content of the theoretical and practical components, the weekly day and time (schedule), credits, distribution of course topics by week, course materials and resources, teaching techniques and methods, contact information for instructors, and assessment tools and their contribution to the student workload.

(3) The number of mid-term exams, assignments, practical work, and other tasks that students are responsible for in each course, their contribution to the final grade, and the contribution of the mid-term/final exam to the final grade are determined by the instructor and specified in the course syllabus.

Advising

ARTICLE 17 – (1) Each student is assigned an instructor/staff member as an advisor to ensure that the student follows their academic programme in accordance with this Regulation. Advisory duties are distributed among instructors/staff members in a balanced manner. In cases where there are insufficient faculty members/instructors, research assistants may also be assigned as advisors.

(2) The advisor is proposed by the department chair, or in units where there is no department chair, by the head of the academic programme or the programme advisor, and appointed by the unit management board. If an advisor is unable to perform their duties during the registration period due to a valid reason, they must notify the unit manager in writing. If the reason is accepted, a faculty member is temporarily appointed in accordance with this paragraph, and this appointment is communicated to the relevant students.

(3) Except for temporary changes, requests for changes by the advisor or student are decided by the department head/programme advisor and the department management board.

(4) The advisor monitors the student throughout their studies and makes recommendations to the student regarding the courses to be taken each semester/year within the framework of the programme the student is enrolled in, as well as any changes to be made to these courses. The compulsory and elective courses that the student must take are recommended by the advisor, taking into account the student's academic performance in the programme, as well as the distribution of courses within the programme, their structural characteristics, and similar technical evaluations.

(5) The student arranges their courses with their advisor during the semester/year registration or renewal process, and the courses are not finalised until approved by the advisor.

Course registration principles

ARTICLE 18 – (1) Students who complete 70% of the courses or applications they can take from their major and double major/minor programmes in a semester/year and have a cumulative grade point average (CGPA) of 3.50 or higher may take a total number of courses or practical training in their major and double major/minor programmes in a semester/academic year that exceeds three times the average number of courses per semester/academic year specified in their registered programme of study.

(2) Students must register for prerequisite courses, taking into account the prerequisites.

(3) If an interdepartmental course is divided into multiple groups, students must register for the group offered by their department/programme. Exceptions are decided by the unit management board upon the recommendation of the advisor and department chair.

(4) Students register for courses within the quota set by the unit, if applicable.

(5) a) 'Academic Term' refers to the term corresponding to the cumulative grade point average (CGPA) calculation and the progress made in the education and training programme. The relevant units determine which academic term a student is in, taking into account the education and training programme they are following and the courses they have taken, including that term.

b) Students enrolled in eight-semester programmes with a cumulative grade point average (CGPA) below the following limits are considered probationary students:

At the end of the second academic term: 1.00

At the end of the fourth academic term: 1.50 At

the end of the sixth academic term: 1.80

c) Students enrolled in four-semester programmes with a cumulative grade point average (CGPA) below the following limits are considered probationary students:

At the end of the second academic semester: 1.00

d) Students with a year-end weighted grade point average (CGPA) below 1.80 in units with an annual education system and students with a year-end weighted grade point average (CGPA) below 2.00 in units with an integrated education system are accepted as probationary students.

e) Students in probationary status are issued an "Academic Warning" to improve their academic standing. Students in this status remain in probationary status until they raise their cumulative GPA above the limits specified above.
limits until they meet the specified requirements.

(6) Students who receive an "Academic Warning" are subject to the following measures, taking into account the student's preference ranking and the advisor's recommendations:

In the Semester Following the Academic Warning: Students in this situation are required to repeat the courses they previously failed in the first semester the course is offered. Provided that they do not exceed the normal course load, they may register for a maximum of three (3) courses that they have not previously taken, taking into account the prerequisite courses from previous semesters/years. Students in this situation may also repeat courses in which they received DD and DC grades in previous semesters/years in order to raise their CGPA.

For students in probationary status in units where education is conducted in an annual format and integrated system for five years or more, the relevant provisions of the faculty's education, teaching, and examination regulations apply.

(7) Semesters spent in probationary status are counted towards the duration of study.

(8) Students who have received an Academic Warning and are registering for summer school may take one additional course from the total number of courses they are eligible to take in summer school, provided that they have not previously

from courses they have not previously taken.

(9) Students with a CGPA of at least 3.50 may take courses from higher semesters/years provided they meet the conditions specified in the first paragraph of this article.

Students who have completed the required courses for the relevant semester/year and have a CGPA of at least 3.50 may, provided that the course days and times do not conflict with their scheduled courses, may take additional courses deemed appropriate in other academic programmes, subject to the recommendation of the academic advisor and department chair/programme advisor, and the decision of the unit management board. Even if the student fails these courses, will still be recorded on the student's transcript.

(10) Students who fail a course or are unable to take a course in the semester/year specified in the curriculum must take the course in the first semester it is offered. However, if the course is offered outside the semester specified in the curriculum, the student may not be required to take the course in the first semester it is offered.

(11) Students who fail required courses that are later removed from the programme may take equivalent courses deemed appropriate by their department or programme, subject to the approval of the departmental committee.

(12) If the course to be repeated is elective, students may take the same course or other elective courses within the same elective course pool that can be counted as equivalent, with the approval of the unit council.

(13) Students who have reached the graduation stage may be granted an additional maximum of three courses by decision of the Departmental Management Board.

FOURTH SECTION

Evaluation and Graduation

Course Attendance

ARTICLE 19 – (1) In order to take the mid-term/final and make-up exams for a course or practical training, students must have attended at least 70% of the theoretical courses and at least 80% of the practical courses. A minimum attendance rate of 85% is required for foreign language preparatory programmes. Students' attendance records are monitored by the relevant instructor, and students who have missed the required number of classes are announced at the beginning of the final week of the course.

(2) In cases where courses or practical sessions must be repeated due to failure, whether the attendance requirement applies is determined by the relevant unit's committee.

(3) The time spent by students participating in national and international-level sports competitions and their preparatory activities, both domestically and abroad, is not considered as absence during the calculation of the absence period.

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

Examination principles and procedures

ARTICLE 20 – (1) At least one midterm exam and one final exam are conducted for each course offered each semester/year. For courses such as thesis, final project, final assignment, internship, fieldwork, laboratory, thesis, project work, presentation, and similar courses, as well as courses within an integrated system, the requirement for a mid-term exam and/or semester/year-end exam may be waived by decision of the departmental board and approval of the Senate. Additionally, other assessment tools and activities may be applied in accordance with the principles determined by the Senate.

(2) Examination dates and times are prepared by the relevant departments/programmes in accordance with the academic calendar and announced by the relevant unit. Once examination dates have been announced, they may only be changed by a decision of the unit management board.

(3) In an academic programme, examinations for a maximum of two courses within the same semester or academic year may be held on the same day. Examinations may also be held on Saturdays and/or Sundays and/or during the week outside the regular teaching hours of the relevant course, as specified in the third paragraph of Article 8 of this Regulation.

(4) The scheduling of examinations is ensured by the relevant units. Students taking examinations are required to comply with the rules established by the unit's administrative board.

(5) Exams are conducted in accordance with the principles determined by the unit management board. Students are required to attend exams at the time and place indicated in the exam schedule, and must bring their student ID/student document, University Exam (Midterm/Final/Make-up) Admission Ticket, and any other documents requested by the administration.

Excuses for Exams

ARTICLE 21 – (1) Students who are unable to take exams for valid reasons must notify the relevant unit in writing within five working days following the exam date, along with a document proving their excuse. Excuses accepted by the unit management board in accordance with the principles determined by the Senate will allow students to take the exam during the make-up exam period specified in the academic calendar.

(2) Excuses are accepted for midterm exams. In units where there is no final exam, excuses are accepted for the semester/year-end exam. In units where there is a final exam, excuses for the semester/year-end exam are accepted during the final exam, and no excuses are accepted for the final exam. No make-up exams are held for exams not specified in this paragraph. Make-up exams are not rescheduled.

(3) Exams taken on the days when students are excused are invalid.

(4) Students whose exams conflict on the same day and time are granted the right to take a make-up exam for the exams they could not attend. Students enrolled in dual major or minor programmes are also included in this scope, and if more than two of their courses overlap, they are granted the right to take a make-up exam. Students in this situation must also submit a written request to the relevant unit within the timeframe specified in the first paragraph of this article.

Announcement of exam results and appeals against results

ARTICLE 22 – (1) Students are graded numerically on a 100-point scale in exams. The instructor who conducts the exam announces the exam results numerically within eight days following the exam date and submits the exam papers and the exam record to the relevant unit.

(2) Students may appeal the exam results by submitting a written request to the relevant department within five working days of the announcement of the results.

(3) Upon appeal, the exam paper shall be reviewed by the course instructor within five working days of being notified of the appeal, and the results shall be communicated in writing and with justification to the relevant unit. Grade changes may only be made with the approval of the departmental management committee and under the supervision of the department head or their authorised representatives, by the relevant department and the student affairs office. Such corrections shall not affect the final letter grades of other students.

Academic Standing

ARTICLE 23 – (1) The mid-term/year-end evaluation of a course consists of mid-term exams, assignments, practical work, and other activities. In the evaluation of a course, the contribution rates of mid-term exams, assignments, practical work, projects, mid-term/year-end exams, and other activities to which students are responsible are taken into account.

(2) The final grade is calculated based on the mid-term/year-end exam grade and the mid-term/year-end exam grade. The contribution of the mid-term/year-end exam to the final grade is determined by the units to be at least 30% and at most 60%. In courses offered through distance education, the contribution of the mid-term/year-end exam to the final grade is at most

It is 80%. However, the method of calculating the final grade in courses consisting of a thesis, final project, final assignment, internship, fieldwork, laboratory courses, and similar thesis, project work, or presentations is determined by the decision of the departmental committee and the approval of the Senate.

(3) The instructor determines the contribution of the works that will constitute the mid-term/year-end evaluation to the final grade. The total contribution of the mid-term exams determined in the mid-term/year-end evaluation to the final grade is at least 20%. In courses delivered through distance education, if the mid-term/year-end exam is conducted unsupervised, its contribution to the mid-term/year-end exam grade shall be a maximum of 20%.

(4) Students who do not take the mid-term/year-end and/or make-up exam are considered to have failed the course.

(5) The final grade for a course is converted into a letter grade and a grade point average in accordance with the principles established by the Senate, as follows:

Grading Scale	Points	Letter Grade	Success Coefficient
Excellent	90	AA	4
Good-Very Good	85-89	BA	3.5
Good	80-84	BB	3
Average-Good	75	CB	2
Average	70	CC	2
Sufficient-Pass	60	DC	1.5
Conditional-Pass	50	DD	1
Fail	49 and below	FF	0

Absent (failed)	NA	0
Satisfactory (pass)	S	0
Insufficient (unsuccessful)	U	0
Incomplete / Missing	I	--
Withdrawn from Course	W	--
Exempt	EX	--
In progress	P	--

(6) The principles regarding the letter grades mentioned above, which indicate the student's academic performance, are outlined below.

- a) AA, BA, BB, CB, CC, DC, DD, and S are passing letter grades.
- b) FF, NA, and U are failing letter grades.
- c) I and P are letter grades indicating that the student's academic standing is not yet determined. c) S: This grade is used in the following situations:
 - 1) It is awarded to courses that students have transferred from other units and have been deemed successful by the unit's administrative board. The credits for such courses are counted toward the total credits the student is required to complete, but they are not included in the CGPA/GPA calculation.
 - 2) It is awarded to students who have successfully completed courses that are not included in the grade point average.
 - 3) It is awarded to students who have successfully passed the exemption exam for the exempted courses.
- d) U: Applicable to courses where the U grade can be awarded and is considered a failing grade.
- e) NA: Used for students who have not met the attendance and practical requirements for a course and are therefore not eligible to take the mid-term or final exam for that course. The student is considered unsuccessful in the relevant course.
- f) I: The courses to which this letter grade can be applied are determined by the departmental committee upon the recommendation of the unit committee. This decision is finalised with the approval of the Senate. This grade is given by the course instructor to students who, due to valid reasons such as illness, have been unable to meet some of the required conditions for the course during the semester/year. This grade is not included in the total credit and CGPA/GPA calculations at this stage. However, it is shown on the student's transcript. A student who receives this grade must complete the missing requirements and obtain a grade within fifteen working days from the final submission date of the grades to the student affairs office. If the student fails to complete the missing requirements within this period, their grade is converted to FF.
- g) For students who have taken the required courses in the teaching programme, the letters S and U are not used in the evaluation of courses taken outside the teaching programme, provided that the day and time of these courses do not conflict with the courses in the programme.
- h) W: Used for a course that a student is permitted to withdraw from after the normal course addition and withdrawal period has ended, within the first ten weeks of the semester, upon the recommendation of the advisor and with the permission of the instructor. The following rules apply to students who withdraw from a course in this manner. Students may not withdraw from courses in the first two semesters of their undergraduate programme. A student may not withdraw from courses that they are required to repeat, have previously received a (W) grade in, or that do not count toward their grade point average. A student may not be permitted to withdraw from a course if doing so would reduce their course load to less than two-thirds of the normal course load. A student may be permitted to withdraw from a maximum of six courses throughout their entire undergraduate programme, with a maximum of one course per semester, upon the recommendation of their academic advisor and with the approval of the instructor.
- i) P (In progress): During the registration renewal process, the letter grade P is directly assigned as the initial grade for courses in which students are enrolled. The letter grade will be assigned by the course instructor/assistant once the course is completed.

This grade is valid for the semester/year in which it is awarded. This grade is not included in the total credit and CGPA/GPA calculations at this stage.

j) EX: This grade is given to students who are exempted from courses determined by the Senate and deemed highly successful in the exemption exam administered by the relevant department. The (EX) grade is not included in the average. However, it is shown on the transcript.

k) The academic standing provision for the Faculties of Medicine and Dentistry is governed by their respective faculty regulations.

Academic success grade averages

ARTICLE 24 – (1) Students' academic performance is monitored based on the GPA of the courses they have completed in the semester and the CGPA calculated for all courses they have taken. In units with an annual education system, the GPA/CGPA calculations are based on the year instead of the semester.

(2) These averages are obtained by multiplying the letter grades obtained in the relevant courses, in accordance with Article 23 of this Regulation, by their corresponding success coefficients, by the credit value of the course, and then dividing the sum of these values by the total credit value of the same courses, taking into account the provisions of Article 26 of this Regulation. The values obtained from these calculations are rounded to two decimal places. If the third decimal place is less than five, it is rounded down to zero; if it is five or greater, the second decimal place is increased by one.

(3) For the GPA calculation of a semester/year, only the courses taken in that semester/year are considered; for the CGPA calculation, all courses taken by the student are considered. The most recent grade obtained in repeated courses is used. When determining the GPA or CGPA at the end of the semester/year in which the student is enrolled, 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 honours students; students with a CGPA of 3.50 or higher are high honours students. This information is indicated on the student's transcript.

Course repetition

ARTICLE 25 – (1) Students who fail a course must retake it in accordance with the provisions of paragraphs 10 and 11 of Article 18 of this Regulation.

(2) Students may repeat courses in which they received a DD or DC grade to improve their CGPA, with the approval of their academic advisor. Courses passed with an S grade or a CC grade or higher cannot be repeated.

(3) In repeated courses, the most recent letter grade obtained is valid, and this final grade is used in GPA/CGPA calculations.

Conditional graduation exam

ARTICLE 26 – (1) Students who have not used the maximum study period for graduation and who have fulfilled the attendance requirement for a single course, or who have fulfilled all requirements for graduation except for the CGPA requirement of at least 2.00, provided that the grade they receive in this exam will enable them to raise their CGPA to at least 2.00, are granted the right to take the Conditional Graduation Exam for only three courses at the end of the semester/year. The date of the Conditional Graduation Exam is specified in the academic calendar.

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

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

(4) A maximum of three courses may be taken in the conditional graduation exam.

Graduation, diploma, and certificate

ARTICLE 27 – (1) Students who successfully complete all the requirements of their registered programme, including courses, practical training, and internships, in accordance with the provisions of this Regulation, and have a CGPA of 2.00 or higher are eligible to receive a diploma.

(2) Students who complete their associate's or bachelor's degree with a CGPA between 3.00 and 3.49 graduate as honours students; students with a CGPA of 3.50 or higher graduate as high honours students. This information is indicated on the student's transcript.

(3) In dual major programmes, students are not awarded the diploma of the second major programme until they have earned the right to graduate from the primary major programme. Students who have earned the right to graduate from the primary major programme may receive the bachelor's degree of the primary major programme even if they have not completed the second major programme. Diplomas for dual major programmes are awarded by the units to which the programmes belong.

units to which they belong.

(4) Students who do not earn the right to graduate from the primary bachelor's degree programme are not awarded a minor certificate. Certificates are awarded by the units to which the programmes belong. The name of the primary programme is also indicated on the certificates. Students who earn the right to graduate from the primary bachelor's degree programme may receive the diploma of the primary programme even if they do not complete the minor programme.

(5) A student who withdraws from a dual major programme is eligible to receive a minor certificate if they have fulfilled all the requirements of the minor programme.

(6) Students who complete a minor programme cannot benefit from the rights and privileges granted with a bachelor's or associate degree in the minor field. The manner in which the minor certificate is evaluated is determined by the institution employing the student.

Associate Degree

ARTICLE 28 – (1) Students who have not completed or are unable to complete a bachelor's degree programme may be awarded an associate degree if they have successfully completed all courses of the first four semesters of the relevant bachelor's degree programme and apply for it. Applications for an associate degree are not subject to any time limit. Regarding the awarding of an associate degree, the provisions of the Regulation on the Awarding of Associate Degrees to Students Who Have Not Completed or Are Unable to Complete Their Bachelor's Degree Programmes or Their Transfer to Vocational Higher Education Institutions, published in the Official Gazette dated 18 March 1989 and numbered 20112, shall apply.

FIFTH SECTION

Freezing of Registration and Voluntary Withdrawal from the University

Suspension of Enrolment

ARTICLE 29 – (1) Upon written request of the student or their legal representative, the unit management board may decide to suspend the student's registration if any of the following valid and legitimate reasons exist:

- a) The student has health-related reasons documented by a medical report,
- b) The student being forced to interrupt their studies due to natural disasters,
- c) The student's inability to continue their studies due to the absence of another person to care for them in the event of the serious illness of their mother, father, sibling, spouse, or child,
- c) The student's conscription into military service due to the loss of deferment rights or the revocation of deferment,
- d) The student's detention,
- e) A final conviction under general provisions or the imposition of a disciplinary sanction other than temporary suspension or expulsion from a higher education institution pursuant to the Higher Education Institutions Student Disciplinary Regulations published in the Official Gazette dated 13 January 1985 and numbered 18634,
- f) The emergence of other reasons deemed valid and justified by the relevant administrative board.

(2) From the semester in which the student applies; one or two semesters in the cases listed in paragraphs (a), (b) and (c) of the first clause, and for the duration of military service in the cases specified in paragraph (c), in the cases specified in subparagraph (d), for the duration of continued detention, and in the cases specified in subparagraph (e), for the duration of the sentence, the student's registration shall be suspended.

(3) The acceptance of the above-mentioned valid and legitimate reasons is subject to the condition that the relevant student notifies the unit where they are registered within two months of the occurrence of such reason. The same procedure may be repeated for the suspension of registration.

(4) Students whose valid reasons cease before the end of the registration suspension period may apply in writing to resume their education from the next unstarted semester/year, subject to the decision of the unit management board.

(5) The periods of suspension of registration are not counted toward the student's total period of study.

Voluntary withdrawal from the university

ARTICLE 30 – (1) Students wishing to withdraw from the university must submit a written application to the Student Affairs Office. Students under the age of 18 must have their parent's signature on the application form. The application is reviewed by the unit's administrative board, which decides whether to withdraw the student's registration.

(2) Tuition fees and other charges paid by students who withdraw from the university are non-refundable. A student applying to withdraw from the university is required to pay the tuition fees and other charges for the semester in which they intend to begin their studies or the semester in which they are currently enrolled at the time of withdrawal.

(3) Upon written request, those who withdraw from the university are issued a document certifying their academic status. From the documents submitted upon admission to the university, only the diploma may be returned upon request, provided that it is accompanied by a certified copy approved by the relevant unit administrator.

SECTION SIX
Transfer and Equivalence Principles for Vocational Higher
Schools, Exemption from Re-registration, Vertical Transfer,
and Horizontal Transfer

Principles for Transfer and Equivalence to Vocational Higher Schools

ARTICLE 31 – (1) Students who have successfully completed at least the first two semesters of a bachelor's programme or at least 60% of the programme but have not completed the bachelor's programme may be transferred to similar and appropriate programmes at vocational higher education institutions upon application to the student affairs office.

General Provisions Regarding Exemption and Equivalence

ARTICLE 32 – (1) Students who enrol in the University by taking the University entrance exam after having attended any programme for a certain period or after graduating from such a programme shall be responsible for all education and training of the unit they enrol in, unless they submit a request for exemption. Requests for exemption submitted after ten working days from the date of initial enrolment shall not be accepted.

(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 by the relevant unit's committee and a decision is made, and students are placed in the relevant semester or year.

(3) Until the exemption request is decided by the relevant committee, students continue to attend courses other than those for which they have requested exemption, as recommended by their advisors. Exemption documents not submitted by the deadline specified in the academic calendar will not be processed. Students cannot apply for exemption or transfer in future semesters.

(4) If both letter grades and numerical grades are present on the student's transcript, the letter grade will be considered.

(5) The name of the course for which equivalence is requested does not need to be exactly the same as the course to which it is to be considered equivalent. In the course evaluation, the course content must be at least 80% equivalent.

(6) For students who have enrolled through horizontal transfer and are requesting exemption for courses they have successfully completed at other universities, if multiple courses are considered equivalent to a single course, the grade point average of these courses will be taken into account for credit transfer. If a single course is considered equivalent to multiple courses, the credits and content of the courses will be considered, and the passing grade may be awarded to the equivalent courses.

Course Exemptions and Grade Equivalencies for Newly Enrolled Students

ARTICLE 33 – (1) Course exemptions and grade equivalencies for students enrolling in the University for the first time (including those who have transferred horizontally or vertically or taken courses at another higher education institution) shall be determined in accordance with the provisions set forth below.

(2) Horizontal transfers may be made between the University's programmes or between the University and other higher education institutions in accordance with the principles determined by the Senate. Applications for transfer to the first and last two semesters of undergraduate programmes or the first and fourth semesters of associate degree programmes are not accepted. Students wishing to transfer to programmes taught in a foreign language must provide proof of their foreign language proficiency. If this cannot be proven, the student is referred to the School of Foreign Languages.

(3) The academic standing of a student whose transfer application is accepted is evaluated by the academic standing committee of the unit to which the student is transferring and decided by the unit's administrative board.

(4) For students who have completed a horizontal transfer or have studied at another higher education institution and are newly enrolled at the University, the number of courses exempted cannot exceed the number of courses in the first four semesters of the relevant programme for four-year undergraduate programmes, the first six semesters for five- and six-year undergraduate programmes, and the first two semesters for associate degree programmes. If the number of courses for which exemption is requested exceeds the maximum number, the courses to be exempted are determined by considering the highest grade obtained by the student, starting with the highest grade, and taking into account the prerequisites.

(5) For students who have completed their education at another higher education institution and are newly enrolled at our university, courses with a letter grade of CC or higher or its equivalent at our university, if they are equivalent in content,

are deemed exempt, and the letter grade equivalent applied at our university is recorded on the transcript and included in the Cumulative Grade Point Average (CGPA).

(6) Exemption from courses with a failing grade (DC, DD or equivalent) is only possible if the grade point average of all courses for which exemption is granted is 2.00 or higher.

(7) Exemption procedures conducted by another university are not considered for evaluation at our university.

(8) For students enrolled at the university, the grades of courses for which exemptions have been approved by the relevant committees are recorded as the letter grades previously earned and are included in the calculation of the CGPA.

(9) Appeals against exemption or transfer decisions must be submitted to the relevant department chair within three working days of the date on which the exemption decision is finalised and communicated to the student. The relevant department chair will inform the student of the outcome within five working days.

(10) The exemption decision must be signed by the student, the instructor who granted the exemption, and the dean/director of the Faculty or MYO, and submitted to the ÖİDB.

SEVENTH SECTION

Miscellaneous and Final Provisions

Dual Degree Programs

ARTICLE 34 – (1) Dual major programs may be offered between all programs that grant a bachelor's degree. Dual major programs may be conducted between bachelor's degree programs in different faculties or four-year higher education institutions, as well as between bachelor's degree programs in the same faculty or four-year higher education institution.

(2) The course content of the second bachelor's degree programme is determined by the Senate upon the recommendation of the units and unit councils responsible for the programmes.

(3) Matters related to dual major programmes are regulated in accordance with the principles determined by the Senate.

Minor programmes

ARTICLE 35 – (1) A minor programme is a certificate-based education and training programme that enables a student who is successfully pursuing a bachelor's degree to also gain knowledge in a second bachelor's programme through limited study. Minor programmes may be conducted between undergraduate programmes in different faculties or between undergraduate programmes in different four-year higher education institutions, as well as between undergraduate programmes within the same faculty or four-year higher education institution. The course/practical content of minor programmes is determined by the Senate upon the recommendation of the relevant departments and unit councils.

(2) Matters related to minor programmes are regulated in accordance with the principles determined by the Senate.

Education in a foreign language

ARTICLE 36 (1) Education and training in a foreign language is conducted in accordance with Article 49 of Law No. 2547 and the provisions of the Regulation on the Principles to Be Observed in Foreign Language Education and Instruction in Higher Education Institutions, published in the Official Gazette dated 4/12/2008 and numbered 27074.

Foreign language preparatory education and training

ARTICLE 37 – (1) The university's foreign language preparatory education includes preparatory classes for programmes conducted partially or entirely in a foreign language, as well as preparatory classes for programmes conducted in Turkish, which are optional and last for one year.

(2) The principles regarding foreign language education and training in foreign language preparatory classes are determined by the Senate.

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

a) Students who fail in programmes conducted in a foreign language or Turkish may retake the proficiency exams the following year.

b) Students enrolled in programmes where education and training are conducted partially or entirely in a foreign language and who fail at the end of the second year will have their registration cancelled. Students who fail at the end of the first and/or second year of the preparatory class of these programmes will be placed in programmes with the same name and Turkish as the language of instruction, provided that they meet the minimum score requirement, as of the year they apply. If there is no equivalent programme at the university, upon request

The Measurement, Selection and Placement Centre may, on a one-time basis, place students in one of the programmes taught in Turkish, provided that the student's university entrance score is not lower than the minimum score required for enrolment in the programme to which they are to be placed, as of the year of enrolment.

(4) Preparatory classes, which are part of the optional quota, last for one year. At the end of this period, students may directly advance to the first year.

Implementation

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

Implementation

ARTICLE 39 – (1) The provisions of this Regulation shall be implemented by the Rectorate of Girne University.