



**Decision No:** 2021/01

**Date of Decision:** 07.01.2021

**CYPRUS AYDIN UNIVERSITY ASSOCIATE AND  
UNDERGRADUATE EDUCATION, TEACHING AND  
EXAMINATION REGULATION**

**CHAPTER ONE**

**Purpose, Scope, Legal Basis, and Definitions**

**Purpose**

**Article 1-** The purpose of this Regulation is to regulate the principles of student registration and admission, education and teaching, and examinations carried out in the units of Cyprus Aydın University.

**Scope**

**Article 2-** This Regulation covers principles of education, teaching, and examinations at the associate and undergraduate levels conducted in the Faculties, Schools, Vocational School of Cyprus Aydın University. The principles regarding postgraduate education and the English Preparatory School are determined by separate regulations.

**Legal Basis**

**Article 3-** This Regulation has been prepared based on the relevant articles of the Higher Education Law of the TRNC and the Charter on the Establishment and Operation of Cyprus Aydın University.

**Definitions**

**Article 4-** In this Regulation, the terms below are defined as follows:

1. **Academic Advisor:** The academic staff member assigned by the Department/Program Chair and/or Dean/Director to assist students with their education, training, and other issues,
2. **ECTS:** The European Credit Transfer and Accumulation System credit based on workload,
3. **Unit:** The Faculties, Schools, and Vocational Schools of Cyprus Aydın University.
4. **Double Major Program:** A second undergraduate program in which the student is enrolled in addition to their current undergraduate program,
5. **Dean:** The Dean of the Faculty at Cyprus Aydın University,
6. **Diploma Supplement (DS):** A document issued in addition to the higher education diploma aimed at enhancing international transparency and ensuring the academic and professional recognition of obtained competencies and skills, as expressed in diplomas, degrees, certificates, and similar documents,



7. **EÖBS or KİUEÖBS:**The Education-Teaching Information System of Cyprus Aydın University,
8. **Faculty:** The faculties affiliated with Cyprus Aydın University,
9. **General Secretary:** Kibris The General Secretary of Cyprus Aydın University,
10. **Relevant Board:** The faculty board in faculties, the school board in schools, and the vocational school board in vocational schools,
11. **Relevant Unit Administrative Board:** The faculty administrative board in faculties, the school administrative board in schools, and the vocational school administrative board in vocational schools,
12. **Vocational School:** The vocational schools affiliated with Cyprus Aydın University,
13. **Student Eligible for Graduation:**A student who is in the final semester of their enrolled program, has up to three (3) courses remaining in addition to the courses prescribed by the curriculum, and who will be entitled to graduate upon completing and passing these courses,
14. **Director:** The Director of the School or Vocational School of Cyprus Aydın University,
15. **Board of Trustees:** The Board of Trustees of Cyprus Aydın University,
16. **Student Workload:** All time spent by the student on educational and instructional activities, including in-class hours, laboratory, workshop, clinic work, homework, practice, projects, seminars, presentations, exam preparation, exams, internships, workplace training, and on-site practice,
17. **Prerequisite Course:** A course for which successful completion or enrollment in one or more courses from previous semesters is required,
18. **Rector** : The Rector of Cyprus Aydın University,
19. **Elective Course:** Courses that students are required to take outside of the mandatory courses, either within or outside their program,
20. **Senate** : The Senate of Cyprus Aydın University,
21. **Internship:** A practical activity conducted continuously outside the regular semester within the scope of educational activities,
22. **Üniversity:** Cyprus Aydın University,
23. **Minor Program:** A program that allows the student to develop knowledge, skills, and competencies in another program related to their enrolled undergraduate program,
24. **Local Course Credit Value:** The sum of all weekly theoretical course hours plus half of the weekly hours of laboratory, practice, workshop, or studio work.
25. **On-site Practice:** A learning and practical activity carried out by the student outside normal educational periods, designed to reinforce the knowledge, skills, and competencies acquired in the student's program in the relevant work field. This activity is associated with the courses of the semester in which the student is enrolled and is scheduled weekly within that semester,



26. **Board of Directors:** The Board of Directors of Cyprus Aydın University,
27. **School:** The Schools affiliated with Cyprus Aydın University,
28. **Compulsory Course:** Courses prescribed in a program, other than elective courses, that the student is required to take.

## CHAPTER TWO

### REGISTRATION, ADMISSION, TRANSFERS, AND EXCHANGE PROGRAMS

#### Registration

##### Article 5-

1. Each academic year, the number of students to be admitted to the departments/programs of the Faculties, Schools, and Vocational Schools of Cyprus Aydın University is determined by the Chairmanship of the Board of Trustees upon the recommendation of the University Senate, in accordance with the applicable legal regulations.
2. The principles and conditions for students' admission to the University are determined by the University Senate.
3. TRNC nationals are admitted by the University based on the results of the scholarship examination conducted for each academic year.
4. If it is determined that a document submitted by a student during university admission is forged or misleading, the student's relationship with the University is immediately terminated, and any fees paid are non-refundable.
5. The final registration of students who have gained the right to enroll in associate and undergraduate programs of the University is carried out by the Student Affairs Directorate on the dates specified in the Academic Calendar and determined by the Rectorate. Originals or copies certified by the University of the requested documents are accepted. Students who fail to apply on time or do not provide the required documents will not be registered.
6. Academic advisors assigned by the relevant units assist students in registration, renewal, and other administrative processes.  
The following conditions must be met for students' registration to be finalized:
  - a. Possession of a high school diploma or another diplome whose equivalence is accepted,
  - b. Completion of financial obligations prescribed in the relevant legislation,
  - c. Fulfillment of other conditions determined and announced by the authorized University boards.
7. A student who completes their final registration must, within the period specified in the Academic Calendar according to Article 8 of this Regulation, enroll in the courses of the newly registered unit under the supervision of the academic advisor to complete the registration process.



## **Non-degree Student**

### **Article 6-**

1. Non-degree students are those who are not enrolled in any program at the University but are granted permission to attend certain courses only. Students with this status are not issued a student certificate or diploma. However, the Student Affairs Directorate provides a document showing that the student has successfully completed the courses they attended.
2. Applications to be accepted as a non-degree student during the semester registration period are evaluated and decided by the responsible officer of the relevant unit together with the Student Affairs Directorate. The registration procedures for these students are carried out by the Student Affairs Directorate in accordance with the provisions of this Regulation.
3. Applicants for non-degree student status must have at least a high school diploma. Special students pay tuition fees per credit. If a special student later enrolls in a program at Cyprus Aydin University within two years, a maximum of 50% of the credits earned as a special student may be transferred.
4. Non-degree students are obliged to comply with all rules established for the courses they attend.
5. Individuals who have been dismissed from any higher education institution due to disciplinary violations cannot be accepted as non-degree students.

## **Tuition Fees**

**Article 7-** Education at the University is subject to tuition fees. Tuition fees are determined by the Board of Trustees. The method of payment is announced by the Rectorate. Tuition fees do not cover summer education. Summer school tuition fees are determined by the Board of Trustees before the start of the summer term.

## **Course Registration Procedures and Deregistration**

**Article 8-** At the beginning of each semester and within the periods specified in the Academic Calendar, students are required to renew their registration by paying the necessary tuition fees, obtaining the approval of their academic advisor, and the confirmation of the relevant department chair. Students who fail to complete course registration after paying the tuition fees within the specified period cannot attend classes or take exams for those courses. These students cannot request any official documents from the University. Students are responsible for all registration renewal procedures and must complete their registration either personally or through an officially authorized representative with a notarized power of attorney. Students who fail to register within the specified period due to valid excuses may complete their registration during the late registration period stated in the Academic Calendar, provided that their excuse is accepted by the relevant unit's administrative board or authority. However, such students are required to pay the late registration fee.



#### **Article 9-**

1. The registration of a student who does not complete their registration procedures by the end of the late registration period of the relevant academic semester is put on hold. A student who fails to register for two consecutive semesters must complete their registration by the end of the late registration period of the following academic semester. Otherwise, the student's registration status is converted to inactive student status.
2. A student who does not register or who is in inactive status cannot benefit from student rights.

#### **Deregistration and**

#### **Termination of Enrollment**

#### **Article 10-**

1. A student's registration is deleted and their enrollment is terminated from the University in the following cases:
  - a) If the student is expelled from a higher education institution as a result of a disciplinary investigation,
  - b) If it is determined that the student is enrolled in another higher education institution at the same level of study, excluding open education programs,
  - c) If it is determined that the final registration was not completed in accordance with the procedures and that the student did not have the right to final registration,
  - d) If students admitted through the national university entrance exam (ÖSS) or other admission procedures fail to fulfill the conditions specified in the relevant legislation.
2. Students who have registered within the required period and are actively continuing their program but wish to withdraw voluntarily must apply to the Student Affairs Directorate with a petition and complete the clearance procedures.
3. A student's registration is deleted by a decision of the relevant administrative board. The student's status is reported to the relevant units and institutions.
4. Tuition fees paid by students who withdraw are non-refundable.
5. A student whose registration is deleted is provided with an official document indicating their status and the original copy of their high school diploma.
6. For students who leave the University through horizontal transfer, their file is sent to the receiving institution upon completion of the clearance process and receipt of an official request from that institution. Copies of the documents are retained in the student's file.
7. In accordance with Article 44 of Law No. 2547 and Article 7 of Law No. 3843, as well as the reasons stated above, students whose registration must be deleted are processed by a decision of the relevant administrative board and reported to the Student Affairs Directorate.



## **Regulations on Horizontal and Vertical Transfers to the University**

**Article 11-** The principles regarding horizontal and vertical transfers to the University's programs, both from within and outside the University, are determined by the Cyprus Aydın University Directive on Horizontal and Vertical Transfers.

## **Exchange Programs**

### **Article 12-**

1. The principles regarding horizontal and vertical transfers to the University's programs, both from within and outside the University, are determined by the Cyprus Aydın University Directive on Horizontal and Vertical Transfers.
2. The registration of these students at the University continues during their period abroad, and this period is counted as part of their education. These students are considered responsible for the courses they take at the host university במסגרת the exchange program instead of the courses they would normally take in their own departments for that semester. The selection of these courses is carried out under the supervision of the relevant exchange program coordinator and the student's academic advisor, and is finalized upon the proposal of the relevant department and approval of the unit administrative board. Students are granted exemption for the courses they successfully complete.
3. Students enrolled in the preparatory class cannot benefit from exchange programs.
4. The method of payment of tuition fees is determined exchange programs or according to bilateral agreements.
5. In accordance with agreements made with universities abroad, the academic success of students studying at Cyprus Aydın University is determined based on the procedures and principles specified in this Regulation.

## **Joint Programs (Domestic and International)**

**Article 13-** Associate and undergraduate joint programs may be established in cooperation with higher education institutions both domestically and internationally. The principles for the establishment and implementation of these programs are determined by the Senate. Students may also take courses from other higher education institutions during summer school or within the scope of exchange programs.



### CHAPTER THREE

#### PRINCIPLES REGARDING EDUCATION AND INSTRUCTION

##### Language of Instruction and Foreign Language Education

###### Article 14-

1. Except for the departments approved by the University Senate to provide instruction in Turkish, the language of instruction at the University is English. By decision of the Senate, some courses in departments where the medium of instruction is English may be offered in Turkish, and some courses in departments where the medium of instruction is Turkish may be offered in English. By decision of the University Senate, instruction may also be provided in other international languages.
2. The level or score required to be considered successful in the Foreign Language Proficiency Exam and the Turkish Proficiency Exam is determined by the University Senate.
3. Üniversiteye Students admitted to the University are required to take the Foreign Language Proficiency Exam administered by the University if the language of instruction of their program is English or another foreign language. Students whose foreign language proficiency is found to be insufficient in this exam must attend the Preparatory Class within the School of Foreign Languages. Students who hold a valid certificate from internationally recognized language exams at a level determined by the Senate are exempt from the Preparatory School. However, these students are still required to take the vocational foreign language courses specified in their curriculum during their studies.
4. Students in the Preparatory Class cannot register for program courses.
5. Students, other than those who are citizens of the TRNC or the Republic of Türkiye, who enroll in programs where the language of instruction is Turkish must pass the Turkish Proficiency Exam administered by the University.

##### Duration of Education and Total Credits

###### Article 15-

1. Excluding the period spent in a one-year foreign language or Turkish preparatory class, the normal duration of study for associate degree programs at vocational schools is two academic years, and the total number of credits to be completed according to student workload is 120 ECTS. Faculty and school undergraduate programs consist of integrated two-level programs, including the associate degree level. The normal duration to complete the associate degree level of these programs is two academic years with a total of 120 ECTS, while the total duration for the full undergraduate program is four academic years with a



total of 240 ECTS.

2. Starting from the semester in which the courses of the enrolled program are offered, the maximum study period granted to complete associate degree programs is four academic years, and for undergraduate programs, it is seven academic years, regardless of whether the student registers for each semester.
3. Students who fail to complete their education within the maximum period specified for the programs may continue their studies limited to attending courses and exams and preparing their thesis, without benefiting from other rights granted to regular students.
4. The period of one-year foreign language or Turkish preparatory study is outside the maximum study period defined for the programs. Any additional time granted to students who fail in the foreign language or Turkish preparatory programs is counted toward the maximum study period. The maximum duration for foreign language and Turkish preparatory education is two years.
5. The period during which students are suspended as a disciplinary measure is counted toward their study duration.
6. The period of leave of absence (frozen registration) is not counted toward the maximum study duration.
7. Final-year students who need to graduate at the end of the maximum study period are granted two additional exam opportunities for all failed courses. Students who reduce the number of failed courses to five through these exams are given three semesters to complete these five courses. Students who still have up to five failed courses without taking the additional exams are granted four semesters (two academic years in programs following a class-promotion system). Students who fail only one course are allowed unlimited attempts to retake the exam for that course, without benefiting from other student rights.
8. Final-term students (or final-year students in faculties following a class-promotion system) who have passed all required courses but fail to meet the grade point average required for graduation according to the program regulations are granted unlimited exam rights to improve their GPA in any courses of their choice. Attendance is not required for these exams, except for practical courses, courses with practical components, or courses not previously taken. Students who do not attend exams for a total of three consecutive or non-consecutive academic years are considered to have waived their unlimited exam rights and cannot benefit from this provision. Students exercising unlimited exam rights must continue to pay the student contribution/tuition fee for each course taken, but they do not enjoy other student rights outside of the exam.
9. Students admitted through horizontal or vertical transfer must complete at least one year at Cyprus Aydın University and succeed according to the provisions of this Regulation in order to graduate from the University.



10. Summer school may be opened if necessary, according to principles and procedures determined by the Senate. Matters related to summer education are regulated by a separate directive. Tuition fees for summer school are determined by the Board of Trustees.

### **Education and Instruction**

#### **Article 16-**

1. Education and instruction at the University are conducted based on a course-passing system. The Senate may determine whether faculties, schools, and vocational schools follow a class-promotion system, semester-promotion system, or other methods. Throughout the education period, course programs are finalized based on the recommendations of the relevant department and program boards, the approval of the faculty, school, or vocational school boards, and the decision of the Senate.



2. The University's education, instruction, and course programs are designed with a student-/learning-centered approach. For associate degree programs, Level 5 of the National Qualifications Framework (AYÇ) and for undergraduate programs, Level 6 of the AYÇ, along with the relevant program's AYÇ Field Competencies and Credit Ranges, are taken into account. Programs are structured to clearly define the knowledge, skills, and competencies that students are expected to acquire upon successful completion. Program design includes program objectives, learning outcomes, courses, laboratories, assignments, projects, practices, workshops, internships, seminars, clinical work, theses, and other learning activities. It also specifies the content, teaching, assessment, and evaluation methods, and student workload, with each semester designed to account for 30 ECTS credits.
3. Courses in the curriculum include, in addition to theoretical instruction, laboratory, workshop, clinical work, assignments, projects, seminars, presentations, exam preparation, exams, internships, workplace training, on-site practice, and industry-based practice, covering both in-class and out-of-class learning activities. Courses may be compulsory, elective, or prerequisite. Every student is required to take the compulsory courses of their program as well as the type and number of elective courses specified in the curriculum.
4. Course credits are calculated based on a maximum weekly student workload of 45 hours and a 17-week semester (14 weeks of classes + 1 week of midterm + 2 weeks for final exams). One ECTS credit corresponds to 25.5 hours of student workload for a semester.
5. For associate and undergraduate programs that include mandatory internships outside the normal study period, the student workload corresponding to 1 ECTS credit for the semester(s) including the internship ranges between 25.5 and 29.5 hours, depending on the number of mandatory internship days determined by the program.
6. All courses and other learning activities included in the curriculum must be defined according to the system's standard format. For each course or activity, the following must be specified: name, semester, credits, language, study level, compulsory or elective status, teaching method and instructor, coordinator (if applicable), prerequisites, category, objectives and content, learning outcomes, teaching and learning methods, weekly distribution of topics, preparatory and follow-up work required of students each week, course materials, contribution to program outcomes, assessment and evaluation methods and their contribution to the course or activity's success, and the total student workload for all learning and assessment activities. The ECTS credit is then assigned based on the accepted workload-to-credit relationship defined by the University and this Regulation.
7. Some courses approved by the Senate may be delivered wholly or partially through distance learning.



## **Academic Calender**

### **Article 17-**

1. Education and instruction are organized on a semester basis. Each academic year consists of two semesters, fall and spring, with each semester lasting at least fourteen weeks (at least seventy working days). End-of-semester exams, the preparation periods for these exams, and, in programs requiring internships, the internship periods are not included in this duration.
2. The University Senate may establish separate academic calendars for faculties, schools, vocational schools, and institutes. The Senate may amend the established academic calendars if necessary.

## **Curricula and Courses**

### **Article 18-**

1. For new associate and undergraduate programs, the courses to be included, the semesters in which they will be offered, weekly theoretical and practical hours, ECTS credits, compulsory or elective status, and prerequisites (if any) must be submitted to the Senate by early January, along with the recommendations of the relevant unit boards. Programs are finalized after being approved by the Senate.
2. If the curriculum includes an internship, matters such as the timing and duration of the internship, its requirements, and assessment procedures are defined in the University's Student Internship Directive..
3. The establishment, student admission, and implementation of double major and minor programs are carried out in accordance with the Cyprus Aydın University Double Major and Minor Program Directive.

## **Course**

### **Load**

### **Article 19-**

1. The normal course load for a student in each semester is at least 30 ECTS..
2. A student's course load may be increased primarily by including failed courses and, if necessary, additional courses based on the condition that their cumulative GPA is at least 2.50, with the recommendation of the academic advisor and the approval of the department/program chair.



3. The course load of students in their graduation term may be increased—primarily by including failed courses and, if necessary, up to two additional courses—with the recommendation of the academic advisor and the approval of the department/program chair.
4. If a student is required to take three or fewer courses in a semester, and this is deemed appropriate by the Faculty/School Board, a per-course fee is applied. The per-course fees are determined annually by the Board of Trustees and announced by the Rectorate. If the total per-course fees exceed the semester tuition, the student pays the semester tuition..
5. The total credit load that students enrolled in double major and minor programs can take in a semester is determined by the University Senate..

### **Attendance, Absenteeism, and Exam**

#### **Excuse**

#### **Article 20-**

1. Students are required to participate in all learning activities and exams specified in the course descriptions of the programs they are enrolled in, starting from the first day of instruction.
2. Students must attend at least 70% of theoretical courses and 80% of practical and laboratory courses. Absenteeism is recorded in the system by the instructor, and students can track their own attendance. If absenteeism exceeds 30% in theoretical courses or 20% in practical/laboratory courses, the student automatically receives an NA grade and cannot take the end-of-semester exams..
3. Absences for students representing the University, the Turkish Republic of Northern Cyprus, or Turkey in meetings, sports, arts, or similar activities are not counted as absenteeism, with the approval of the Rectorate..
4. Students retaking a course are not required to attend again if they did not fail due to absenteeism. However, students must attend projects, laboratory, and practical courses, and participate in midterm exams and similar activities to meet attendance requirements. Students failing an elective course who change their elective must fulfill the attendance requirement for the new course.
5. Students who miss a midterm exam for a valid and acceptable reason, approved by the relevant management board, are granted a make-up exam. The student must notify the relevant dean's office or school directorate in writing within five business days following the end of the excused absence. Make-up exams are not granted for exams other than midterms.
6. Students who fail final exams, or those eligible to take the final exam but unable to attend, are granted a make-up (resit) exam at the end of the respective term for each failed course.



The grade obtained in the make-up exam replaces the final exam grade. No make-up or resit exams are granted for summer school courses.

## **Exams**

### **Article 21-**

1. Each course in a semester includes at least one midterm exam and a final exam at the end of the term. A resit (make-up) exam is also conducted if necessary.
2. Instructors may consider assignments, projects, laboratory work, or similar activities as midterm assessments.
3. The number of exams, the weight of end-of-term exams, and, if applicable, the weight of laboratory/workshop activities, reports, assignments, and quizzes are announced at the beginning of the semester by the instructor to the relevant department/program chair and students.
4. In determining the semester grade, all exam results, term work, and class participation are considered. The contribution of term work to the final grade is determined by the instructor.
5. End-of-term grades are announced by the instructor.
6. Upon student request, instructors are obliged to show exam papers to students within seven days after the exam.
7. Students caught cheating, attempting to cheat, or helping others cheat on exams receive a "0" for that exam and are subject to a disciplinary investigation.

## **Grades**

### **Article 22-**

1. For each course, the raw score assigned by the instructor at the end of the term is converted into a corresponding letter grade according to the principles determined by the University Senate and based on relative (curved) grading.



2. The ECTS and Letter Grade Coefficients and Their Corresponding 100-Point Scale Equivalents are shown below:

<u>Point Scale Equivalent</u>	<u>Coefficient</u>	<u>Letter Grade</u>
90-100	4.0	AA
85-89	3.5	BA
80-84	3.0	BB
75-79	2.5	CB
70-74	2.0	CC
60-69	1.5	DC
50-59	1.0	DD
40-49	0.5	FD
39 and below	00	FF

3. The conversion of grades from other universities to the ECTS grades of our University is regulated by a grade conversion chart prepared by the Senate.

4. Letter Grades;

- a. I: Incomplete grade, given to students who have passed the course but could not complete the required work due to illness or another reason, based on the acceptance of documents submitted to the instructor within three business days from the date of the final exam. A student who receives an I grade must complete the missing work and obtain a grade within fifteen days after the last date specified in the academic calendar for entering grades into the student information system. Otherwise, the I grade converts to FF for credit courses and U (unsatisfactory) for non-credit courses. However, if the student's excuse is extended for mandatory reasons, the relevant academic board can extend this period until one day before the start of the registration period of the following semester upon the instructor's request. The I grade given in this way must be converted to a letter grade no later than one day before the start of the registration period. Otherwise, the I grade converts to FF. This conversion is done automatically in the system.
- b. NA: Absence grade; given to students who fail to meet attendance or practice requirements. Students with an NA grade cannot take the final exam. This grade is treated as FF when calculating semester and cumulative GPA.
- c. S: Pass grade; given to students who pass non-credit courses.
- d. U: Fail grade; given to students who fail non-credit courses.
- e. FF: Fail grade; given to students who fail credit.



W: Withdrawal grade; given for courses from which a student withdraws within the allowed period. This grade is assigned if a student voluntarily withdraws from a course within the first seven weeks of the semester, after the normal add/drop period, with the approval of the instructor responsible for the course. A student cannot withdraw from first-year courses (first and second semesters) or from courses they are required to retake in which they previously received FD, FF, U, or NA grades. This rule applies regardless of whether the course is mandatory or elective. Withdrawal from more than one-third of the normal course load is not permitted. A student may be granted withdrawal permission for only one course per semester, up to two courses in an associate program and up to six courses in a bachelor's program, with the approval of the course instructor and the academic advisor.

5. Students who receive a grade of CC or higher in a course are considered directly successful in that course. For students who receive a grade of DC or DD, in order to be considered successful, their cumulative grade point average must be at least 1.80 by the end of the second semester, 1.85 by the end of the fourth semester, and 1.90 by the end of the sixth semester for bachelor's programs, and at least 1.80 by the end of the second semester for associate programs. Associate students who have completed their four-semester program and bachelor's students who have completed their eight-semester program must retake any courses with FD, FF, NA, I, or E grades, regardless of their cumulative GPA. These students may also retake courses in which they received DC or DD grades with the approval of their academic advisor.

## **Course and Credit**

### **Transfer**

#### **Article 23.**

1. Courses that a student has completed successfully at any higher education institution prior to enrolling in the relevant department, and that are deemed equivalent by the student's academic advisor, are transferred to the program the student enrolls in upon the recommendation of the relevant department/program chair and the decision of the relevant unit's management board. Students may apply to the department or program chair of their enrolled program within the first week of the academic term with an official transcript showing the content, learning outcomes, assessment and evaluation methods, workload, ECTS credits, and grades of the courses they wish to be exempted from, along with a petition specifying the courses for which exemption is requested. In this case, the student is exempted from the course considered equivalent.
2. Credit transfers for courses taken from other educational institutions are recorded in the transcript with the equivalent course name, course code, and credits.



## **Weighted Grade Point Average**

### **Article 24-**

The weighted semester grade point average (GPA) is calculated by dividing the total sum obtained from multiplying the credit value of each course a student takes in a semester by the coefficient of the letter grade received in that course by the total credit hours of the courses taken in that semester. The resulting average is shown to two decimal places. The cumulative grade point average (CGPA) is calculated in the same way, taking into account all courses the student has taken since entering the University and that are valid in the department or program in which the student is enrolled. For both semester and cumulative GPA calculations, grades from AA to FF are considered. In calculating the cumulative GPA, the most recent letter grade is used for repeated courses.

## **Students' Academic Status**

### **Article 25-**

1. A student's semester-end and cumulative academic status is evaluated according to the following criteria:

- a. Öğrencinin To be considered successful in a semester, a student's semester GPA must be at least 2.00 out of a full score of 4.00. A student with a semester GPA between 3.00 – 3.49 and taking the normal course load is considered an "Honor Student," and a student with a GPA between 3.50 – 4.00 is considered a "High Honor Student."
- b. Students enrolled in eight-semester programs whose cumulative GPA (CGPA) falls below the following limits are considered probationary students:
  - i. End of Second Semester            1.80
  - ii. End of Fourth Semester            1.85
  - iii. End of Sixth Semeste            1.90
- c. Probationary students remain on probation until their cumulative GPA rises above the limits specified above.
- d. Probationary students are required to enroll first in courses in which they previously received a grade below CC and failed. These students may register for new courses to complete missing semester credits without exceeding the normal course load.
- e. Semesters in which students retake courses are included in the maximum study period.
- f. Students on academic probation, while meeting attendance requirements, may register for a maximum of 9 credits and/or up to 3 new courses approved by their academic advisor (excluding practical/workshop/internship/project and similar courses) according to the rules stated above. Fees for additional courses taken are determined by the University Board of Directors.



g. A student's normal workload per semester is 30 ECTS. For irregular students, the maximum workload, regardless of ECTS, is 6 additional ECTS or one or more courses beyond the normal workload, provided the courses are offered. An irregular student is one who takes courses from semesters other than the current semester.

## **Course Retake**

### **Article 26**

1. Students who fail courses in the Fall or Spring semester by receiving grades of FF, FD, NA, W, I, or E must, regardless of their cumulative GPA, retake the failed courses in the semester when the course is offered in the following year. After that, if applicable, they must take any courses from the previous year that they did not enroll in, and then take the courses of their current semester without exceeding the maximum student workload. Additionally, students may retake only courses in which they received DD or DC grades to improve their cumulative GPA, provided they do not exceed the maximum student workload.
2. For retaken courses, the last grade obtained is valid, regardless of the grades previously received in those courses.

## **Grade Appeal and Clerical**

### **Error**

#### **Article 27-**

1. Objections to grades given for midterm and final exams and other coursework must be submitted to the relevant dean's office/directorate within three (3) working days following the announcement of the grade. The evaluation of the objection is carried out by the instructor and reported to the dean's office/directorate. Objections must be resolved within fifteen (15) working days at the latest. However, grade changes become final with the approval of the relevant dean/director.
2. Upon application, the instructor responsible for the course is obliged to show the student all exam papers and documents related to the assessment of the grade.
3. If the objection results in a change in the letter grade, the change becomes final with the approval of the relevant dean/director. The letter grade change form and all required documents specified in the form are submitted to the Registrar's Office.
4. If the instructor of a course realizes, after grades have been finalized, that a clerical error was made in the evaluation of an exam paper, they must notify the Dean/Director with a petition in order for it to be corrected. The correction is made by the decision of the relevant administrative board.



## **Make-up and Resit Examinations**

### **Article 28-**

1. Make-up and resit examinations are conducted in accordance with the following principles:  
Make-up Examinations

- a. Students who cannot attend any midterm exam due to a valid excuse, and whose excuse is approved by the relevant administrative board, are granted the right to take a make-up exam. No make-up exams are administered for final exams.

### **Resit Examinations**

- b. (amendment: by Senate decision no. 02 dated 12.03.2025) At the end of the relevant semester or academic year, resit examinations are held for each course for students who have earned the right to take the final exam but failed, students who did not take the final exam despite meeting the requirements, and students who received DD or DC grades in the final exam. The resit exam grade replaces the final exam grade. At the end of the Fall and Spring semesters (excluding Summer School), resit examinations are conducted on the dates specified in the academic calendar for all courses, except for practical courses (such as architectural design studio courses, graduation projects, teaching practice, etc.) offered in that semester, for students who have earned the right to take the final exam.
- c. Resit examinations are treated as final exams. As a result of the resit exam, the semester letter grade for the course is determined based on the resit exam result, along with the midterm exam(s) and other coursework grades obtained during the semester.

## **SECTION IV**

### **PERMISSIONS**

## **Leave of Absence / Suspension of**

### **Registration**

#### **Article 29-**

1. Students may be granted leave, with the recommendation of the relevant administrative board and the approval of the University Administrative Board, in cases where opportunities such as external scholarships, internships, research, etc. that will contribute to their education arise. In order to benefit from leave, the student must first apply to the relevant Faculty Dean's Office or School Directorate. Applications made from abroad must be notarized.
2. Students may request suspension of registration due to military service, illness, natural disasters, or other unforeseen reasons, provided that these are documented and that tuition fees are paid. Suspension of registration becomes final with the approval of the relevant Administrative Board.



3. Requests for suspension of registration must be made at the beginning of the semester and before the end of the late registration period. After these periods, applications may only be made in extraordinary circumstances such as health problems, military service, disasters, or similar situations. Such applications must be documented, and if a medical report is submitted, its duration must cover the compulsory attendance period of the semester to be suspended.
4. The period during which a student suspends registration or is considered on leave for other reasons is added to the duration of study.
5. Students whose registration is suspended or who are on leave cannot participate in educational activities and cannot take midterm or final exams during that period.
6. Financial obligations related to leave/suspension of registration are determined separately. The decision regarding the leave application is communicated to the student by the Registrar's Office.
7. While suspending registration, the student is obliged to pay the suspension fee determined by the University Administrative Board in order to maintain student status.

#### **Those Not Considered on Permission**

##### **Article 30-**

Students who are detained, arrested, or convicted of negligent offenses are considered on permissions during these periods. Students who are convicted of offenses other than negligent offenses or who are wanted by official authorities are not granted leave. However, students whose detention results in a decision of non-prosecution or acquittal are considered on leave for these periods.

#### **Returned from Permission**

##### **Article 31-**

1. Students on permission resume their studies from where they left off by registering at the end of their leave period.
2. Students who have been granted leave based on a medical board report may, if necessary, be required to document the improvement of their health condition with another board report.
3. Students who have taken leave for two semesters and wish to resume their studies after the first semester (except those enrolled in the Foreign Language Preparatory Program) must apply to the Registrar's Office with a petition. Applications are evaluated and decided in accordance with the procedures applied for granting leave.



## **Illnesses**

### **Article 32-**

1. A student who has obtained a medical report must submit it to the relevant department/program chair within 3 business days from the end of the report period.
2. The relevant administrative board evaluates the report and either accepts or rejects it. If necessary, an expert report may be requested from the doctor or relevant specialist physicians.
3. A student cannot take exams during the period covered by the medical report; if the student has already taken exams, the grades obtained are considered invalid. Such students may take make-up exams held after the end date of their report.
4. The duration of the medical report is not counted in the calculation of study periods. However, the total absenteeism, including medical and excused absences, in a semester cannot exceed 30%. If this limit is exceeded, the relevant administrative board may apply registration suspension.

## **Tuition Payment During Leave or Medical Absence**

### **Article 33-**

Students who are on leave, whose detention ends with a decision of non-prosecution or acquittal, or who have a medical report, remain responsible for their student obligations and must pay the applicable tuition fees for the period they are on leave or medical absence. Students who fail to pay their tuition will have their affiliation with the University terminated.

## **SECTION V**

## **DIPLOMAS**

## **Graduation and Diploma Requirements**

### **Article 34-**

1. Students who have successfully completed all credit and non-credit courses, mandatory internships, and other practical requirements of their registered program in accordance with this Regulation, and who have completed at least 120 ECTS for associate degree programs or 240 ECTS for bachelor's degree programs, with a cumulative grade point average of 2.00 or higher, are entitled to graduate and receive a diploma.
2. Among students who have not exceeded the maximum study period stipulated in Article 44, paragraph 1(c) of the Higher Education Law;



- a. Students whose cumulative GPA is at least 2.00 but fail to meet graduation requirements due to at most three courses with an FF grade are granted one additional exam for each FF course.
  - b. Students eligible under this clause must apply to the relevant Dean's Office or School Directorate within five business days following the announcement of final exam results. The relevant Faculty/School Administrative Board reviews the student's situation and informs both the student and the respective instructors about which courses have been granted an additional exam.
  - c. The exam right specified in this clause is granted to a student only once. Students who fail the additional exam must re-register for the respective course..
  - d. *A Students who have completed all required courses but fail to meet graduation requirements due to a single FF grade and/or a cumulative GPA below 2.00 are granted one additional exam for the FF course and one additional exam for two selected courses to improve grades. Students who fail to meet graduation requirements due to at most two FF grades and a GPA below 2.00 are granted one additional exam for each FF course and one additional exam for one selected course to improve the grade.*
  - e. If the student cannot reach a GPA of 2.00 even by achieving an AA in the selected courses, no grade improvement exam is granted. These students must register for the courses in the following semester.
  - f. To take a grade improvement exam, the student must submit a petition indicating the course for which they wish to use this right. The exam is scheduled by the relevant administrative board within one month following the final exam period.
  - g. Courses graded "NA" or "W" are excluded from additional exam rights.
  - h. Courses without a written final exam, such as project, practice, laboratory, studio, or thesis/final project courses, are not eligible for additional exams.
  - i. Results of additional exams are submitted to the Student Affairs Directorate along with "grade change" forms in addition to the relevant unit's decisions.
3. Students who have reached the maximum study period stipulated in Article 44, paragraph 1(c) of the Higher Education Law are granted the additional exam rights directly under the same law.
  4. Diplomas or graduation certificates are prepared by the Student Affairs Directorate and indicate the name of the completed program/department and the graduation date. Diplomas and/or graduation certificates bear the signatures of the Dean/School Director and the Rector, along with the University seal and/or embossed stamp.



## **Associate Degree Diploma**

### **Article 35-**

1. Students who complete a four-semester associate degree program in accordance with the provisions of the Regulation are awarded an associate degree diploma. Additionally, students enrolled in any bachelor's degree program may request an associate degree diploma, provided they have completed the first four semesters with a cumulative GPA of at least 2.00 and have received at least a "DD" or "S" grade in all courses of the first four semesters.

## **Bachelor's Degree Diploma**

### **Article 36-**

1. To be awarded a bachelor's degree diploma, a student must have completed all credit and non-credit courses, mandatory internships, and other practical requirements of the bachelor's program in which they are enrolled, and their cumulative GPA (CGPA) must not be below 2.00.
2. Students transferring from another university through lateral transfer must have completed at least two semesters at the University to be eligible for a bachelor's degree diploma.

## **SECTION VI**

### **REPEALED PROVISIONS**

#### **Miscellaneous Provisions**

**Article 37-** Other regulations on the same subject that were in force at the date of adoption of this Regulation are repealed.

#### **Cases Not Covered by Regulation**

**Article 38-** In cases not covered by this Regulation, the decisions of the Senate and the Board of Directors, as well as the legislation of the Higher Education Council (YÖK) and the Higher Education Planning, Evaluation, Accreditation and Coordination Council (YÖDAK), shall apply.

#### **Enforcement**

**Article 39-** The provisions of this regulation shall be enforced by the Rector of Cyprus Aydın University.

#### **Yürürlük**

**Article 40-** This Regulation shall enter into force as of the date it is approved by the Board of Trustees, following its adoption by the Senate of Cyprus Aydın University.



**Article 41- (addition: pursuant to Senate decision No. 03 dated 02/04/2024)**

1. In cases not covered by this regulation, the relevant provisions of other legislation, as well as the decisions of the Board of Trustees, the Senate, and the relevant Administrative Board, shall apply.
2. In extraordinary situations considered as force majeure, such as earthquakes, epidemics, wars, mobilizations, terrorism, and similar events, and during the periods in which their effects continue, the Senate is authorized to make changes to the principles and timelines of education and training, and to adopt new decisions, in order to ensure the continuity of education and to prevent student grievances.

**PROVISIONAL ARTICLE 1-** The principles specified in Articles 15 (15/1), 16, and 19 of this regulation shall apply to students who will enroll in the University and begin associate and undergraduate programs as of the 2018–2019 academic year.