

**CYPRUS AYDIN UNIVERSITY**  
**DIRECTIVE ON SPECIAL AND GUEST STUDENTS**  
**PART ONE**

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

**Purpose**

**ARTICLE 1** – (1) The purpose of this Directive is to regulate the principles regarding special and guest student status at Cyprus Aydın University.

**Scope**

**ARTICLE 2** – (1) This Directive covers the provisions related to special and guest student status at Cyprus Aydın University.

**Legal Basis**

**ARTICLE 3** – (1) This Directive has been prepared on the basis of the *Regulation on the Principles of Transfer Between Associate and Undergraduate Programs in Higher Education Institutions, Double Major, Minor, and Inter-Institutional Credit Transfer*, published in the Official Gazette dated 24/04/2010 and numbered 27561, and the *Cyprus Aydın University Associate and Undergraduate Education and Examination Regulation*.

**Definitions**

**ARTICLE 4** – (1) In this Directive, the following terms shall mean:

- a) **ECTS (AKTS)**: The European Credit Transfer System,
- b) **GPA (GNO)**: The general academic grade point average,
- c) **Unit**: The relevant Faculty, School, or Vocational School affiliated with Cyprus Aydın University,
- ç) **Dean**: The Dean of the relevant Faculty affiliated with Cyprus Aydın University,
- d) **Relevant Unit Administrative Board**: The Faculty Administrative Board, the School Administrative Board, and the Vocational School Administrative Board,
- e) **Relevant Board**: The board of the academic unit affiliated with Cyprus Aydın University,
- f) **Guest Student**: A person who has completed at least a high school level of education and who wishes to gain experience in a different higher education environment, culture, and learning outcomes, and to attend the courses offered, and who may take courses at any subject or level at the University,
- g) **Director**: The Director of the relevant School and Vocational School affiliated with Cyprus Aydın University,
- ğ) **KİUS**: The student affairs information system automation program,
- h) **ÖİDB**: The Student Affairs Department of Cyprus Aydın University,
- ı) **Special Student**: A student who is enrolled in an associate or undergraduate program at a higher education institution within the country and who, due to various special circumstances, is granted the opportunity to continue their education at a different higher education institution, provided that their registration remains at their original institution,
- i) **University**: Cyprus Aydın University,
- j) **Rector**: The Rector of Cyprus Aydın University,
- k) **Senate**: The Senate of Cyprus Aydın University,
- l) **YÖK**: The Council of Higher Education.
- m) **Board of Directors**: The Board of Directors of Cyprus Aydın University.

**PART TWO**

**General Principles**

**Conditions for Taking Courses as a Special or Guest Student**

**ARTICLE 5 – (1)** As a special student, an associate degree student may take courses only from an equivalent associate degree program; an undergraduate student may take courses only from an equivalent undergraduate program.

(2) Individuals who have completed at least a high school level of education and who wish to gain experience in a different higher education environment, culture, or learning outcomes, or who wish to follow the courses offered, may become guest students at the University.

(3) The total credit load of the courses that special students may take in a semester/year may not exceed the maximum credit load permitted in a semester/year as specified in the Associate and Undergraduate Education and Examination Regulation.

(4) A student who wishes to take courses as a special student must submit to the relevant unit a document obtained from their university indicating the courses they are permitted to take as a special student, together with a petition.

(5) A student who wishes to take courses as a guest student must apply to the relevant unit from which they wish to take courses by submitting a petition.

(6) Applications for special and guest student status must be submitted within the period specified in the academic calendar. Applications not submitted within the specified period shall not be considered.

(7) A student enrolled in a program whose language of instruction is Turkish must document their foreign language proficiency in order to take courses in a program whose language of instruction is a foreign language.

(8) A student enrolled in a higher education institution within the TRNC or in another academic unit of the University may not apply for special student status. Exceptional cases shall be reviewed and decided upon by the administrative board of the relevant faculty.

(9) In special student status, students shall pay the contribution fee to the higher education institution in which they are officially enrolled.

(10) Contribution fees and tuition fees for guest students shall be determined by the University Board of Directors. If a guest student withdraws from a course after the course add-drop dates specified in the academic calendar, the contribution fees and tuition fees paid shall not be refunded.

(11) Special and guest students shall be subject to the Associate and Undergraduate Education and Examination Regulation and the relevant disciplinary regulations of the University for the duration of their studies at the University.

(12) Applicants for special student status must meet at least one of the following conditions:

a) The existence of a life-threatening or chronic illness, and documentation by a hospital medical board report showing that treatment for this illness is not possible in the city of residence due to educational reasons,

b) Documentation by a hospital medical board report indicating that the student must stay with their family due to a health issue,

c) Documentation proving that the student's first-degree relatives require care and that there is no one else to provide such care,

d) Documentation through legal case files proving that the student's life would be at risk if they do not change their higher education institution,

e) Documentation by the local administrative authority indicating that natural disasters or humanitarian catastrophes have occurred in the city where the student's enrolled higher education institution is located, making it impossible to continue educational activities.

#### **Quota**

#### **ARTICLE 6 –**

(1) The quota for special students may not exceed 2% of the quota allocated by ÖSYM for the program each year.

(2) The quota for guest students is determined for each class of the degree programs, excluding the preparatory class, with a maximum of five students per class.

#### **Evaluation**

**ARTICLE 7** – (1) Applications of candidates applying for special and guest student status are evaluated by the relevant department, and acceptance is finalized with the recommendation of the relevant department and the decision of the relevant administrative board.

#### **Registration and Acceptance**

**ARTICLE 8** – (1) Applications of candidates applying for special and guest student status are evaluated by the relevant department, and acceptance is finalized with the recommendation of the relevant department and the decision of the relevant administrative board.

(2) The registration of a student accepted as a special or guest student shall be created in the Student Information System, and the student's name shall appear on course registration lists with the status of special or guest student.

(3) The registration of special and guest students may be made for a maximum of 2 semesters.

(4) Special and guest students are required to take at least one course per semester from the program to which they have been accepted.

(5) An academic advisor shall be assigned to special and guest students by the academic unit to which they are affiliated. The advisor guides the student in course selection and approves the student's semester registration.

(6) Special and guest students whose registration process has not been completed shall not receive grades at the end of the semester, even if they have fulfilled their course obligations.

### **PART THREE**

#### **Special Student Status at Another Higher Education Institution**

##### **Application Conditions and Evaluation**

**ARTICLE 9** – (1) A student who wishes to become a special student at another higher education institution must have a central placement score for the program at that institution that is equal to or higher than the central placement score of the program in which the student is currently enrolled at the time of university admission.

(2) The student shall notify their enrolled academic unit of their special student request by submitting a petition indicating the courses they will take at the institution where they are applying for special student status, along with the approved course content.

(3) As a result of the evaluation conducted by the relevant program in terms of credits, content, and language, the program shall provide an opinion to the academic unit regarding the courses the student may take, and the academic unit's Administrative Board decision shall be submitted for Senate approval.

(4) The Senate decision shall be communicated to the student and the higher education institution where the student wishes to study.

(5) Even if a student has applied to become a special student at another higher education institution, they are required to complete course selection and registration procedures within the periods specified in the academic calendar.

(6) The recognition of courses taken by our students as special students at another university shall be carried out in accordance with the provisions of the *Cyprus Aydın University Associate and Undergraduate Credit Transfer and Recognition Directive*, based on the

opinion of the student's enrolled program and the decision of the relevant unit's Administrative Board, and shall be processed by the Student Affairs Department (ÖİDB).

#### **PART FOUR**

##### **Miscellaneous Provisions**

**ARTICLE 10** – (1) Special and guest students are required to comply with the rules specified in the regulations and directives of Cyprus Aydın University.

(2) A special and guest student ID card shall be issued to each student.

(3) Military service deferment procedures are not performed for male students with special or guest student status.

(4) Special and guest students shall not be awarded a diploma or degree; however, at the end of the relevant semester, the Student Affairs Department shall issue a transcript showing the grades of the courses taken and a certificate of attendance indicating participation in the courses.

(5) Students taking courses during the summer term with special or guest student status shall be subject to the *Cyprus Aydın University Summer School Regulation*.

##### **Final Provisions**

**ARTICLE 11** – (1) In cases not covered by this Directive, the provisions of the relevant legislation, as well as decisions of the Senate and the University Board of Directors, shall apply.

##### **Enforcement**

**ARTICLE 12** – (1) This Directive shall enter into force as of the date it is approved by the Senate of Cyprus Aydın University.

##### **Execution**

**ARTICLE 13** – (1) The provisions of this Directive shall be executed by the Rector of Cyprus Aydın University.