	PROCEDURE FOR PLANNING EDUCATIONAL AND INSTRUCTIONAL SERVICES	Document No:	KAÜN.PRS.001
		Publication Date:	11.05.2026
		Revision Date:	-
		Revision No:	-
		Page:	1/4

1. PURPOSE: The purpose of this procedure is to determine and plan the educational and instructional services of Cyprus Aydın University.

2. SCOPE: This procedure covers all educational and instructional services conducted at Cyprus Aydın University.

3. RESPONSIBLE PARTIES:

- Department of Student Affairs
- Faculties / Schools / Graduate School and their affiliated departments and programs
- Vice-Rector for Academic Affairs
- Planning Unit
- Department of Information Technology

4. IMPLEMENTATION The planning of educational and instructional services at Cyprus Aydın University encompasses the processes of determining the departments where education will be provided, the quotas of the programs, preparing the academic calendar for all units, executing registrations, designating the teaching staff for courses, and preparing exam schedules.

5. Preparation of the Academic Calendar The Department of Student Affairs shall be responsible for the process of preparing the academic calendar, which includes key dates such as the commencement and conclusion dates of the academic year, registration periods, and examination dates. The relevant calendar shall be completed in June of each year and, following the necessary verifications, submitted to the Senate for approval.

6. Preparation of Semester Course Schedules Semester course schedules shall be prepared for each semester by the respective academic program and resolved by the faculty/school administrative boards. The semester course schedules prepared by the departments and approved by the Senate shall be entered into the system by the University Planning Unit.

7. Assignment of Faculty Members Following the determination of the courses to be offered within a semester by the departments, the teaching staff for these courses shall be designated. Which courses will be offered at the beginning of each academic semester is deliberated by the respective faculty/school board; the lists of instructors to deliver the courses shall be resolved by the faculty/school administrative boards and finalized upon the approval of the University Administrative Board.

8. Determination of Quotas The departments and programs to which students will be admitted, alongside the student admission quotas, shall be determined by the Senate of Cyprus Aydın University upon the recommendation of the respective Academic Unit Administrative Boards. The Board of Trustees shall approve the quotas. The processes for determining, accepting, and reporting the quotas to ÖSYM (Assessment, Selection and Placement Center) shall be carried out as specified in the "Determination of ÖSYM Quotas" workflow.

	PROCEDURE FOR PLANNING EDUCATIONAL AND INSTRUCTIONAL SERVICES	Document No:	KAÜN.PRS.001
		Publication Date:	11.05.2026
		Revision Date:	-
		Revision No:	-
		Page:	2/4


Pursuant to the "Cyprus Aydın University Directive on the Principles of Internal and Inter-Institutional Lateral Transfer" and the "KAÜN Directive on Double Major and Minor Programs"; the internal lateral transfer quotas and the specific departments/programs from/to which students will be admitted shall be determined by the KAÜN Senate upon the recommendation of the respective administrative boards. Inter-institutional lateral transfer quotas, application, and evaluation processes shall be conducted in accordance with the calendar adopted by the Senate. For programs approved solely by YÖDAK (Higher Education Planning, Evaluation, Accreditation and Coordination Council), the quotas allocated during the initial authorization to commence education, if any, shall be taken into account.

9. Lateral Transfers Lateral transfers shall be executed based on the provisions of the "Regulation on the Principles of Transfer Between Associate and Undergraduate Degree Programs in Higher Education Institutions, Double Majors, Minors, and Inter-Institutional Credit Transfer" and the "KAÜN Directive on Lateral and Vertical Transfer". Internally, lateral transfers may be made to equivalent degree programs within a faculty or school's own structure or within other faculties and schools of the same university, within the limits of the quotas determined by the respective administrative board. For the lateral transfer principles of TRNC nationals and foreign national students who do not hold TRNC or TR citizenship, YÖDAK regulations and the relevant regulations of our university shall be taken into account.

10. Vertical Transfers Processes regarding the vertical transfer of successful students graduated from vocational schools and open education associate degree programs to formal and open education undergraduate programs shall be carried out pursuant to the "Regulation on the Continuation of Graduates of Vocational Schools and Open Education Associate Degree Programs to Undergraduate Education". For the vertical transfer principles of TRNC nationals and foreign national students who do not hold TRNC citizenship, YÖDAK regulations and the relevant regulations of our university shall be taken into account.

11. Double Major Program A double major program may be opened between undergraduate degree programs conducted within the same higher education institution upon the recommendation of the respective departments and faculty boards, subject to the approval of the Senate. The admission and registration principles of students to Double Major and Minor programs shall be governed by the "Cyprus Aydın University Double Major and Minor Directive".

12. New Registrations Pursuant to the "Cyprus Aydın University Associate and Undergraduate Education, Instructional and Examination Regulation", the Department of Student Affairs shall organize new student registrations through the "ÖSYM-Initial Registration (LYS-DGS) Organization" process. The registration of students who qualify for admission to KAÜN through additional placement shall be conducted by executing the "ÖSYM-Additional Placement Process". New registration operations shall take place on the dates specified in the Academic Calendar.

	PROCEDURE FOR PLANNING EDUCATIONAL AND INSTRUCTIONAL SERVICES	Document No:	KAÜN.PRS.001
		Publication Date:	11.05.2026
		Revision Date:	-
		Revision No:	-
		Page:	3/4

13. Course Registrations Course registration procedures shall be completed at the beginning of each semester between the dates specified in the academic calendar, upon the approval of the courses selected by the respective student by their academic advisors.


14. Summer Education Summer School is an educational and instructional program implemented during the summer months outside the regular two semesters of an academic year. The summer school encompasses a seven-week period. Summer education registrations, courses, and grading procedures shall be carried out within the periods specified in the academic calendar in line with the "KAÜN Summer School Regulation".

15. De-registration (Cancellation of Enrollment) De-registration procedures for students who request to cancel their enrollment from the university of their own accord shall be carried out via the "De-registration for Students Disenrolled Upon Their Own Request" workflow. De-registration procedures for students of Turkish nationality who have completed their maximum duration of education shall be carried out within the framework of Article 44/c of the Higher Education Law No. 2547 and the educational and instructional regulations of the university. The enrollment of foreign national students who fail to register for four consecutive semesters shall be cancelled in line with the decision of the University Administrative Board.

16. Determination of Course Schedules The determination of course schedules shall be under the responsibility of Faculty Deans, Graduate School, and School Directorates. The relevant work shall be conducted jointly with the university's planning unit and the department of information technology. The courses offered and the course schedules shall be announced to the students during the registration week. Appropriate changes deemed necessary until the course add/drop week specified in the academic calendar shall be reflected in the system accompanied by the resolution adopted.

17. Quality Assurance and Monitoring Processes Quality monitoring and evaluation studies shall be carried out across all academic units to assure the quality of educational and instructional activities at Cyprus Aydın University. Within this scope, courses, programs, and academic processes shall be evaluated regularly, and improvement studies shall be conducted in line with the data obtained. Quality assurance processes shall be executed under the coordination of the relevant units and quality commissions, and the results shall be reported to the senior management.

18. Principles of Assessment and Evaluation The academic standing and achievement of students during the educational and instructional process shall be determined through assessment and evaluation methods designated within the framework of the relevant legislation and university regulations. Examinations, homework, projects, and similar evaluation tools shall be implemented in accordance with the nature of the course. Grading, achievement evaluation, and objection processes shall be managed according to the provisions of the relevant regulation.

	PROCEDURE FOR PLANNING EDUCATIONAL AND INSTRUCTIONAL SERVICES	Document No:	KAÜN.PRS.001
		Publication Date:	11.05.2026
		Revision Date:	-
		Revision No:	-
		Page:	4/4

19. Risk Management and Emergency Plans Potential risks shall be identified and necessary measures shall be taken to maintain educational and instructional activities uninterrupted. Emergency plans to be implemented in cases such as natural disasters, epidemics, and technical infrastructure problems shall be prepared. These processes shall be managed in coordination with the relevant administrative units, and alternative educational methods shall be deployed when necessary.

20. Academic Advising System An academic advisor shall be assigned to each student to enable them to pursue their educational and instructional processes effectively. Academic advisors shall guide students on course selection, academic development, and adaptation to university life. Advising activities shall be conducted within the framework of the procedures and principles determined by the respective academic units.

21. Data Management and Reporting All data pertaining to educational and instructional activities shall be regularly collected, analyzed, and reported by the relevant units. The data obtained shall be utilized to enhance educational quality, improve planning processes, and support decision-making mechanisms. Data management processes shall be conducted under the chairmanship of the Rector's Office, with the cooperation of the Department of Information Technology, the Planning Unit, and the relevant academic/administrative units.

Prepared By	Reviewed By	Approved By
Department of Strategy and Quality Development Signature	Secretary General Signature	Rector Signature