

CYPRUS INTERNATIONAL UNIVERSITY EXEMPTION AND ADJUSTMENT PROCEDURES DIRECTIVE

Combined with the decision of SD-14/20-21 and SD-17/20-21

FIRST PART

Purpose, Scope, Basis and Definitions

ITEM 1- Purpose

The purpose of this directive is to regulate the principles regarding the exemption procedures for those studying at Cyprus International University and the exemption and adjustment procedures of the courses taken in the previous institutional programme by those who apply for a lateral/vertical transfer to Cyprus International University from another university.

ITEM 2- Scope

This directive covers undergraduate and graduate students, excluding the registered English preparatory school students, associate degree students, and Faculty of Medicine students at Cyprus International University.

ITEM 3- Basis

This directive has been prepared in line with the Cyprus International University, Associate and Undergraduate Education, Examination and Evaluation Regulations, Postgraduate Education Regulations and the legislations of the Higher Education Boards that the University is affiliated to.

ITEM 4- Definitions

In this Directive;

Unit In Question: It means one of the units of the Cyprus International University such as a faculty, a School/Vocational School and the Institute of Graduate Studies and Research.

Adjustment: It means the process to choose the appropriate semester/academic year for students who have the right to enroll in the university considering the courses they have taken from any previous higher educational institution and exempted.

Credit: It consists of all the weekly theoretical course hours and half of the weekly hours of the laboratory, practice, workshop or studio work.

ECTS: It means European Credit Transfer System,

ÖSYM: It means the President of Measurement, Selection and Placement Center,

DGS: It means the Vertical Transfer Exam,

Equivalent diploma program: It means diploma programs that have the same names or the programs whose contents are found to be at least 80% similar to those of CIU according to the decision of the relevant executive boards,

University: It means Cyprus International University (CIU),

Higher Education Council (HEC): It means the Presidency of Higher Education Council,

YÖDAK: It means the Presidency of the Higher Education, Planning, Supervision, Accreditation and Coordination Board,

Faculty/School Board: It means Faculty/Institute/School/Vocational School Board,

Transfer within the institution: It means transfer of a student to other diploma programs with the same status within the higher education institution he/she is registered at,

Inter-institutional transfer: It means transfer from a university, or from an institute of technology, from vocational schools founded by funds, to another university with the same status, to another institute of technology, to other vocational schools not affiliated to a university and founded by funds.

Lateral Transfer: It means the fact that a student who is registered in a higher education institution has the right to continue their education in other degree programs with the same status within the framework of the principles in this directive,

Cumulative Grade Point Average (CGPA): It means the weighted grade average calculated according to the credits of all the courses (excluding the preparatory school) taken by students during the semester(s) of their study before their transfer.

SECOND PART

Principles and Operation

Principles Regarding Transfer Procedures

ITEM 5- Application

(1) Of the students who are entitled to enroll through the ÖSYM placement score;

a. If the student's central placement score in the year the student is registered is equal to or higher than the minimum required test score of the diploma program they want to transfer, the student can apply for transfer, including the preparatory school.

b. For transfer between diploma programs at the same status at higher education institutions, it is required that the student's overall grade point average is at least 60 out of 100 for the semester he/she is completed. Candidates who cannot meet this requirement, but whose central placement score is equal to or higher than the minimum required test score of the diploma program they want to transfer to, can apply for a transfer. The grade conversion formula presented below is used to calculate the equivalent in the 100 grade point system in the grade charts where GPAs are indicated in the out of 4 grade system:

Formula for a Conversion for a 100 (Hundred) Grade System:

Grade from the 100 grade system = [(grade from out of 4 grade system – 2) × 20] + 60

(2) The conditions specified in the Higher Education Programs and Quotas Guide and the relevant legislation of the Higher Education Council are sought in the transfer of nationals from higher education institutions abroad (except for the Republic of Turkey) to CIU for the year in which the student enrolls in a higher education institution abroad,

(3) Except for the students, who will go through a compulsory preparatory education, students who are placed in the University by ÖSYM or who are transferred from another institution must apply for course exemption to the relevant unit determined by the university until at least 5 (five) business days before the course add and drop deadline of the first academic semester. They must apply in writing or online. Applications made by students outside the specified period will not be processed.

(4) The documents of the student requesting exemption and adjustment including the form in Appendix-1, the transcript approved by the higher education institution registered before, the contents of the courses, the chart showing the grading system and if graduated, their diploma is submitted to the head of department/program coordinatorship in question personally or via the information system. All of the relevant documents must be original and verifiable from the relevant institution with a stamped wet ink signature or electronic signature. If the course(s) applied to be exempted from are taken in a language other than Turkish, the relevant institution or notary approved Turkish course content and transcript must also be attached to the petition.

In case the aforementioned documents are photocopies, sent by fax, unapproved and/or incomplete, the application can only be processed conditionally. Students are given time until the end of the semester to submit their documents. At the end of this period, the application of the student, who does not meet the relevant requirement, will be rejected.

(5) Exemption applications are evaluated by the Exemption and Adaptation Committee formed in each academic unit in a way that will allow students to register, and are forwarded to the Rectorate with the decision of the relevant Faculty/School/Vocational School board using the form in Appendix-2. Decisions approved by the Rectorate are forwarded to the Registrar's Office and shown in the transcripts of the students.

(6) If the equivalents of the courses taken by the student from another higher education institution are converted according to the grade conversion table recommended by the Senate, and the equivalences of courses are processed in accordance with the item 15(11) from the Regulations on the Principles of the CIU Associate and Undergraduate Education, Exam and Evaluation, the letter grade equivalents of the exempted courses are included in the GPA calculation.

An exemption is granted for a course if a course is found suitable for exemption using the grade conversion table presented below. (SD-14/20-21)

CIU Grade Points Per Credit	CIU Letter Grading	CIU Equivalencies of Other University ECTS Letter Grades	CIU equivalencies of other Universities' Grading Scale out of 4	CIU equivalencies of other Universities' Grading Scale out of 100
4	A	A	3,71-4	84,5-100
3,7	A-		3,31-3,7	79,5-84,49
3,3	B+	B	3,01-3,3	74,5-79,49
3	B		2,71-3,0	69,5-74,49
2,7	B-	C	2,31-2,7	65,5-69,49
2,3	C+		2,01-2,3	62,5-65,49
2	C	D	1,71-2,0	59,5-62,49
1,7	C-		1,31-1,7	56,5-59,49
1,3	D+	E	1,01-1,3	53,5-56,49
1	D		0,71-1,0	49,5-53,49
0,7	D-	FX or F	No exemption	0-49,49
0	F		No exemption	

(7) For students from the Turkish Republic exemption procedures are not applied for the courses taken from universities for the year(s) of education abroad when their equivalence is not recognized by the Council of Higher Education. It is obligatory for the student to submit the equivalence certificate from the institution where he/she studied abroad, together with the other exemption request documents. However, in transfers of other students, transactions are made as a result of the evaluation made by the University units.

ITEM 6 - Issues Regarding Exemption and Adjustment

(1) Except for the students, who have the right to enroll in line with the DGS results, involving the students who graduated from the open and distance education programs recognized by the Higher Education Boards and educated in the formal education programs of the university, the exemptions of the courses excluding the Common Compulsory Courses (Turkish Language, Atatürk's Principles and History of Revolution, Basic Computer, English, etc.) can be made in a way that does not exceed 25% of the total course load of the program from which s/he graduated from after the recommendation of the relevant exemption and adjustment committee, the approval of the Faculty/School boards and the approval of the Rectorate.

- (2) Regardless of whether the course for which the course equivalence is requested is compulsory or elective, a decision is made by considering the course content compatibility/proficiency, credit and department/program equivalence, providing that it is successful.
- (3) Decisions are made by the University Senate regarding course exemptions for students, who do not have ECTS and/or credit information in their transcripts, whose course contents are incomplete, and/or who cannot access past documents due to the closure of the relevant department of the university, and therefore missing from the documents in their application.
- (4) For courses repeated more than once, the last grade obtained is taken as the basis for a course equivalence.
- (5) Except for lateral and vertical transfers in line with the central placement exam scores, the number of the courses of a student who has applied for the exemption and equivalence of his transfer courses cannot exceed the number of the courses delivered during the first two semesters of an associate degree programme; the courses delivered during the first five semesters of a four-year degree programme and the courses delivered during the first seven semesters of a six-year degree programme
- (6) The name of the course/courses for which exemption is requested does not have to have the same name as the course/courses that will be the equivalent. It is decided on the basis of success, course content and credit whether the course for which course equivalence is requested will be accepted or not. At least 70% (seventy percent) of similarity in the course content is required.
- (7) Regarding the credit of the course whose exemption is requested and the credit equivalence of the course whose exemption will be evaluated;
- a) If the credit of the course taken from the previous university for which exemption is requested is equal to the credit of the course at CIU, the same credit is accepted.
 - b) If the credit of the course taken from the previous university, for which exemption is requested, is twice or more than the credit of the course at CIU, the exemption and equivalence of the relevant Faculty/School/Vocational School, along with another course found appropriate by the adjustment committee.
 - c) More than one course taken from the previous university for which the exemption is requested can be combined, providing that the content is compatible, and another course at CIU can be exempted from the exemption and adjustment committee of the relevant Faculty/School/Vocational School.
 - d) In cases where the credit of the course taken from the previous university for which exemption is requested is 1 (one) less than the credit of the course at CIU, an exemption can be made with the approval of the department head/program coordinator.
 - e) In cases other than item (d), considering content compatibility, action can be taken in line with the results of the exemption exam to be applied to the students, with the recommendation of the exemption and adjustment committee of the academic unit and the decision of the relevant Faculty/School/Vocational School board. Exemption exams are held until the last day of the add/drop dates of the relevant academic semester. The relevant department/program organizes the exemption exams. The results are reported to the Rectorate.
 - f) Course equivalence procedures are carried out for the students who have taken the courses and achieved sufficient success, regardless of whether the Turkish Language, Atatürk's Principles and Revolutions, Basic Computer and Basic Foreign Language courses, the contents of which do not change according to the universities, are credited or not.

(8) In order to be exempted from a course, the previous course must have been taken at most five academic years before. However, in cases exceeding this period, the exemption exam can be held with the recommendation of the exemption and adjustment committee of the relevant academic unit and the decision of the Faculty/School/Vocational School board. This condition is not required for compulsory common courses (Turkish Language, Atatürk's Principles and History of Revolution, Basic Computer and Basic Foreign Language).

(9) In order to be exempted from prerequisite courses, the prerequisite of the course must be fulfilled.

(10) In cases where the exempted course is indicated as successful/passed/satisfactory in the transcript, a grade of (E) is given for this course and is not included in the average.

(11) If the exempted course has only grades calculated out of 100 in the transcript, the exemption is made by converting it into letter grades according to the grade conversion table in **ITEM 5(6)** proposed by the Senate.

(12) Courses taken annually are counted as two semesters.

(13) Courses that are not exempted in the relevant semester/year are taken as a sub-course first. In units where the grade progression system is applied, students first take the courses they have not taken in the academic year they apply, and only in this case they can move to the following class.

(14) Students who are exempted from any course can re-register for this course later in order to raise their grades or meet the equivalence/accreditation requirements. In this case, the passing grade of the course is the last grade received.

(15) Students enrolled in graduate programs may be exempted from the courses they have taken during their graduate education at other universities that will be found appropriate by the institute board. In this regard, the practices of the institute and the relevant legislation are taken into account.

(16) In the exemption procedures for the courses that the students admitted to the graduate program who are special students and are successful in, the exempted courses cannot exceed 50% of the number of courses given in the graduate education program in question.

(17) No exemption is given for postgraduate courses in return for the courses taken in associate and undergraduate programs.

(18) The courses taken by a student who has not graduated from a graduate program can be exempted in associate degree or undergraduate degree programs with the recommendation of the exemption and adjustment committee and the decision of the Faculty/School/Vocational School board.

(19) Course/s taken as part of the Teaching Certificate program can be counted as undergraduate course/s on the condition that the name, content, and credit of the course/s is/are the same. Course/s taken in the Undergraduate Degree Programme can be counted as course/s in the Teaching Certificate program on the condition that the name, content, and credit of the course/s is/are the same.

It is possible to be exempted from the course/s of another university's Teaching Certificate Program at our University's Teaching Certificate Program. However, the number of courses to be exempted cannot exceed 50% of the total number of courses in the program.

Those, who start the program, can apply to be exempted from some courses until the last day of late registration of the relevant academic semester within the scope of the Teaching Certificate Program at that time.

Participants shall not be entitled to any reimbursement for the courses they are exempted from. (SD-17/20-21)

(20) Objections to the results of the exemption and adjustment procedures are made to the relevant academic unit within 5 (five) business days at the latest from the date the transactions are finalized and reflected in the student information system. Objections made to the relevant unit are evaluated and resolved within 5 (five) working days by the recommendation of the academic unit exemption and adjustment committee and the Faculty/School/Vocational School board.

(21) Until the objections made to the results of the exemption and adjustment procedures are resolved by the relevant Faculty/School/Vocational School board, the student is obliged to attend the course(s) for which he/she has requested an exemption from.

(22) An exemption from a course is made once and this exemption is not deleted from the transcript.

(23) For a course taken at CIU, an exemption cannot be requested in the program in which he/she studied later.

(24) Until the exemption request is evaluated and a decision is made by the relevant board, the student requesting exemption continues with the course/courses suggested by the advisor. After the Add-Drop date specified in the Academic Calendar of the relevant semester, the course/courses exempted from the academic unit exemption and adjustment committee and the decision of the Faculty/School/Vocational School board but registered for the semester are deleted from the course registration so that the student does not fall into part-time status, and No new course is added. However, in cases where the Add-Drop date has passed and the student falls into a part-time status, a new course enrollment may not exceed the total course load upon the recommendation of the Faculty/School/Vocational School board and the decision of the University Administrative Board.

ITEM 7- Principles to be applied on the condition that there is a Difference in the Language of Instruction

(1) The method to be applied in the exemption procedures according to the differences in the language of instruction is explained below:

a) When an application is made from any program whose language of instruction is Turkish, to any program whose language of instruction is a foreign language at CIU, the foreign language proficiency conditions determined by CIU are sought and upon the recommendation of the relevant academic unit exemption and adjustment committee, the Faculty/School/Vocational School board decision. Eligible courses are exempted.

b) When an application is made from any program whose language of instruction is a foreign language, to any program in CIU where the language of instruction is Turkish, the Turkish proficiency requirements determined by CIU (excluding students from TR and TRNC nationality) are sought and the recommendation of the relevant academic unit exemption and adjustment committee is submitted to the Faculty. The exemption of courses found appropriate by the decision of the /School/Vocational School board is made.

ITEM 8- Principles Regarding Vertical Transfer

(1) The courses taken by the students who have the right to start their undergraduate education with DGS, which they have taken in the associate degree program and whose course equivalence has been accepted in the undergraduate program, are recorded as letter grades on the transcript and the letter grades of these courses are included in the GANO calculation. The undergraduate grade point averages of these students are taken from the associate degree program and are calculated over the courses that are adapted to the undergraduate program and the courses taken during the undergraduate education. After the exemption or course equivalence decision of the relevant unit, the student is given the right to continue education by enrolling in the program according to the courses to be taken.

(2) T.C. Citizens of Turkey continue their education in accordance with the provisions of the Higher Education Law No. 2547.

ITEM 9- Education in Other Institutions

(1) For students who are enrolled in one of the CIU programs and take special student courses in the programs of another higher education institution whose equivalence is accepted by YÖK and YODAK and/or study abroad with international exchange programs, CIU letter grades are processed.

(2) The courses to be taken by students from other higher education institutions must be accepted by the decision of the board of directors of the relevant institution before starting education in these institutions.

THIRD PART Enforcement and Execution

ITEM 10 – Issues that are not included in the directive

The Senate is authorized for the arrangements to be made, providing that they do not contradict the provisions of the relevant legislation on matters that do not have a provision in this directive.

ITEM 11 – Execution

The provisions of this directive are executed by the Rector of Cyprus International University.

ITEM 12 – Enforcement

This directive enters into force onwards from the date it is approved by the Board of Trustees.

ATTACHMENTS:

APPENDIX-1: Exemption, Course Equivalency and Adjustment Request Form

APPENDIX-2: Exemption, Course Equivalency and Adaptation Decision Sample For

[illegible]

APPENDIX-2. Exemption and Adjustment Committee Decision Sample Form

Exemption and Adjustment Committee Decision Form

To the Cyprus International University Dean of the Faculty of/Institute/School Director of the
.....,

Application of the student named to the Cyprus International University Faculty of/Institute/ the School ofwho applied for internal transfer/inter-institutional transfer has been evaluated in accordance with the Exemption and Adjustment Procedures Directive.

Depending on the result of the examination made by the Committee, the eligibility decision chart for the student's exemption request is prepared.

The adaptation to the Period was found eligible.

Courses taken from the University of and included in the exemption evaluation				Cyprus International University eligibility decision for courses with exemption in the Department/Program of				Reason if not applicable	
Course Code	Name of the Course	Course Credits	Pass Mark	Course Code	Name of the Course	Course Credits	Pass Mark	Suitability	
								Suitable/ Not Suitable	
								Suitable/ Not Suitable	

Exemption and Adjustment Committee

Member
(Name-Surname and Signature)

Member
(Name-Surname and Signature)

Member
(Name-Surname and Signature)