

CYPRUS INTERNATIONAL UNIVERSITY

REGULATIONS ON THE PRINCIPLES OF EDUCATION, EXAMS AND EVALUATION OF ASSOCIATE AND UNDERGRADUATE PROGRAMMES

The Board of Trustees of Cyprus International University shall make the following regulations based on the authority granted to it by Paragraph (A) of the Article 8 of the main regulations of Cyprus International University and the consolidation of the decisions numbered SD-10/15-16, SD-17/15-16, SD-18/15-16, SD-6/17-18, SD-13/17-18, SD-9/18-19, SD-20/19-20, SD-03/20- 21, SD-05/20-21, SD-07/20-21, SD-12/20-21, SD-05/21-22.

PART ONE

General Rules

Content	1.This regulation covers the provisions regarding the education, exams, success and graduation conditions and the titles to be awarded to students, who are educated at the Faculties, Schools and Vocational Schools of Cyprus International University (CIU).
Language of the instruction	2.The language of instruction at the University is English. However, education can be provided in other languages in some departments and programs with the decision of the Senate and the approval of the Board of Trustees. The principles of English Preparatory School language education programme for students accepted to Cyprus International University is regulated by a separate regulation.

PART TWO

Entrance, Registration and Acceptance Principles

Quotas	3.The number of students who will be accepted to the education programs of Cyprus International University is identified with the recommendation of the Senate and the approval of the Board of Trustees. These quotas are informed to the necessary parties by the Rectorate.
Entrance to the University	4.Entrance examination for students to be admitted to the university and the conditions and principles of admission to the School of Foreign Languages and first year are determined in accordance with the "Cyprus International University Student Registration and Admission Affairs Regulations".
Registration Procedures	5.It is required to apply for the Directorate of Student Registrar's Office for all kinds of application procedures related to the entrance to the university. The University Executive Board decides whether the excuses of those who cannot register within the registration period, proven by official documents, will be accepted and whether their registration will be made or not, taking into account the relevant legislation.

PART THREE

Principles of Education, Examination and Evaluation

Academic Years and
Durations of Education

6. (1) An academic year consists of two semesters (not less than 80 working days), 16 weeks each including the end-of-semester exams.

Summer semesters and programs can be opened when necessary.

Matters related to the summer semester are determined under the provisions of the "CIU Principles of the Summer Semester."

(2) Dual or night education in appropriate education programs can be arranged. Associate and undergraduate courses are arranged on a semester basis.

(3) The normal duration of the education programs applied in different units of the university is as follows:

(a) Undergraduate Programmes: 4 Academic Years (8 semesters) (Pharmacy and Dentistry Faculties: 5 Academic Years (10 semesters), Faculty of Medicine: 6 Academic Years.

(b) Associate Degree and Vocational Education Programmes: Associate Degree 2 academic years (4 semesters) and Vocational Education programs 3 academic years (6 semesters).

(c) School of Foreign Languages: 1 academic year (2 semesters)

13.01.2020 SD-07/20-
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(4) The maximum duration of education applied in different units of the programs at the university are as follows:

(a) Undergraduate Programs: 7 academic years (14 semesters) (Faculty of Pharmacy and Faculty of Dentistry: 8 academic years (16 semesters), Faculty of Medicine: 9 academic years.

(b) Associate Degree and Vocational School Programs: Associate Degree: 4 academic years (8 semesters) and Vocational School Programs: 6 academic years (12 semesters).

(c) School of Foreign Languages: 2 academic years (4 semesters).

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(4A) The exams to be applied to the students registered at our university in accordance with the legislation of the Republic of Turkey who have completed the maximum education periods of the education programs implemented in different academic units of the University are as follows:

Final year students, who are at the end of the periods specified in paragraph 4 of this article, are given two additional exams right for all courses they have failed. Students, who have unlimited rights, continue to pay the tuition fee per course they take the exam. However, these students cannot benefit from other student rights other than the right to take exams. Final-year students who are at the end of the period specified in paragraph 4 of this article are given two additional exam rights for all courses they have failed.

At the end of these exams, students who are unsuccessful in five courses are given three semesters for these five courses, and students who fail up to five courses without taking additional exams are given four semesters;

Those who fail a course are given the unlimited right to take the exams of the course they failed without benefiting from student rights.

Final semester students who are at a dismissed statute due to not being able to meet the grade point averages required to be considered successful in the relevant regulations even though they have received passing grades from all the courses required to graduate from the program they follow are given the unlimited exam right in any courses they wish to increase their grade point averages.

A student who has not taken the exams in a total of three consecutive or intermittent academic years is considered to have given up his/her right to unlimited exams and cannot benefit from this right.

Students, who have unlimited rights, continue to pay the tuition fee for per course they take the exam for.

However, these students cannot benefit from other student rights other than the right to take exams.

(5) The total number of credit hours required for graduation is determined in the education programs approved by the Senate.

(6) The academic year calendar is prepared and approved by the Senate before April. The calendar is announced by the Rectorate by the end of May.

(7) For a transfer student to graduate from Cyprus International University, it is essential that he or she is successful under the provisions of these Regulations.

Course Programs

7. Course programs to be followed during the associate degree and undergraduate degree education and the distribution of courses to the semesters is arranged by the relevant Department/Program and the decision of the Faculty/School/Vocational School Board and it is finalized with the approval of the Senate.

Compulsory,
Elective and Pre-
requisite Courses

8. (1) The courses that students will follow for each semester are determined by their department. Courses are categorized into two as compulsory and elective courses.

(2) Every student is required to take the compulsory courses of the department that they are registered for. The elective courses that the students are required to take are determined by the relevant department taking into consideration the students' request.

Exemption exams
30.11.2016 SD-17/15-
16 15.10.2021 SD-
05/21-22

Course Load

(3) A prerequisite course is the course that needs to be accomplished in order to take the course following it.

A student, who gets at least a D- in the pre-requisite course, can take the continuation of the course.

Application or removal of pre-requisite courses is recommended by the relevant Department/Program to the Board of the Faculty/School/Vocational School and it is finalized after the approval of this Board.

9. (1) Exemption exams can be opened by the relevant units for the courses determined by the University Senate.

Students who exceed the prescribed success level in the exemption exam can withdraw from these courses upon their request. In this way, the courses from which they are exempted from are determined by the Senate.

To take the exemption exam, the student must be registered for the relevant course in the semester determined in the approved curriculum by the senate and it is required that the student is taking the course for the first time.

The successful student from the exemption exam, unless the Senate decides otherwise, cannot take another course instead of the course s/he is exempted from.

(2) On the condition that a grade of C or above has been taken from GCE A level or equivalent exams which are equivalent to the course(s) the student will take in the program he/she is accepted, can be granted exemption with the recommendation of the relevant academic unit and the approval of the senate.

10. (1) The normal course load that a student will take each semester is the sum of the student's credit courses specified in the program of the department in which the student is registered.

(2) The course load of students can be increased by one course on the condition that a student has a GPA of at least 1.80 upon the recommendation of the advisor and the approval of the department head.

Additional course registration is not finalized until payment is paid to the accounting department by the student.

Regardless of his/her registration or scholarship status, every student pays the fee for the additional course he/she will take in addition to the normal course load.

Course loads of students with a GPA of above 2.00 can only be increased up to two courses with the approval of the advisor and the approval of the department head.

Course registrations for both courses are finalized when the payment of the course fee/s is made to the accounting department by the student.

Students in the graduation period; who have a maximum of three (3) courses remaining in addition to the prescribed courses in the last semester of the program and on the condition that these courses are taken/she will be successful and will be entitled to graduation.

Additional courses are subject to a fee.

(3) The course load of students at the graduation status can be increased up to maximum 3 (three) courses and maximum 8 (eight) credits, on the condition that recommendation of the advisor and approval of the department head and the executive board of the faculty.

Exams and Evaluation

Student in graduation period; who have a maximum of three (3) courses remaining in addition to the prescribed courses in the last semester of the program and on the condition that these courses are taken he/she will be successful and will be entitled to graduation.

Additional courses are subject to a fee.

(4) Students, who are transferred to the university, are given the total credits of the semester they are exempted, from the following semester.

11. (1) During the semester in which students receive education, they are subjected to the midterm exams, semester studies and a final exam. At least one midterm exam is held at each semester. Midterm exam dates are determined by the Rectorate and announced in the academic calendar. Quizzes other than mid-term exams can be done without announcing a date in-advance. Final exams will be held at the place and time determined and announced by the Rectorate.

The end of course grade that will be given for a student is decided by the instructor of the course considering midterm and final exam results, semester studies and attendance. The end of course grade shall be carried out according to Article 15(a).

(2) Students, who cannot take any exam for a justified and valid reason, are given a make-up exam by the decision of the faculty board of directors, if the excuse of the students is proven. If students, who do not attend the exam, inform their reasons for not attending the exam to the department head at the latest within five business days following the exam, a make-up exam will be given to students whose reasons are found valid by the faculty board of directors. Make-up exams at the end of the semester are held on the date announced in writing by the relevant instructor or department head, at the latest two days before the start of student registration for the semester following the semester in which the course is given. If the student's excuse continues on the announced make-up exam date, a new make-up exam date is determined. However, if this is not done until two days before the start of student registration for the following semester, the student's situation is discussed and decided by the faculty's board of directors.

(3) Courses that do not require midterm and/or final exams is determined by the relevant department and reported to the relevant Dean's Office. In this case, the end-of-term course grade is given considering the student's studies throughout the semester.

(4) A course and the practice and/or laboratory work of that course can be evaluated separately. In this case, the above provisions can be applied to the course and practice and/or laboratory work separately.

(5) The end of the semester letter grade is finalized as soon as its print out is submitted to the Directorate of the Student Registrar's Office signed by the staff member, Department Head and Dean prospectively.

Application
Principles of
Exams
28.12.2016
SD-18/15-16

12. (1) General rules regarding the exams held at the university and the principles to be applied are as follows:

(a) The student must preferably have a CIU ID card in order to take the exam document or another valid photo ID.

(b) At the beginning of the semester in which each course is given, a detailed course outline document including the content of the course and, if any, the project details, laboratory/workshop topics, and the number and weighting of exams with transcripts, are prepared by the instructor and informed the relevant department head and the students registered for the course.

The content of the course schedule is determined by the senate. For multi-group courses, a course coordinator is appointed by the department for the courses that have multiple groups and the and this instructor coordinates all kinds of work related to the course.

(c) Unless the faculty board decides otherwise, at least one mid-term exam and one final exam are held for each course. Other assessment tools are excluded from this limitation. The duration of the mid-term exam must be a minimum of 45 minutes and a maximum of 90 minutes, and the duration of the final exam must be a minimum of 60 minutes and a maximum of 110 minutes. In mid-term exams, students, who arrive up to 30 minutes late after the start time of the exam, will be taken to the exam. Students, who are more than 30 minutes late, will not be allowed into the exam. No student is allowed to leave the exam during these first 30 minutes.

(d) Exam questions are prepared by the instructor teaching the course. In the courses, taught by more than one faculty member, exam questions are prepared by the course coordinator with the contributions of the instructors who teach the course. In multi-group courses, each group is tested in the same way.

(e) Exam answer sheets are evaluated by the instructor teaching the course. In courses taught by more than one instructor, the answer sheets are evaluated by the instructors teaching the course under the coordination of the course coordinator.

(f) Evaluation in practical courses can be done based on projects, workshops, laboratory reports, and/or exams. The evaluation of workshop/laboratory works can be done by (a) staff member(s) appointed by an instructor teaching the course or course coordinator.

(g) Exam papers must be stored for at least two years by the course instructor. During this period, if the instructor leaves the university, the answer sheets must be handed over to the head of the department.

(h) If the instructor conducting the course withdraw the course for any reason, to fulfill the obligations regarding the course, if it is a faculty course, a commission is set up by the Dean's Office, and in the courses related to the Rectorate a commission is set up by the Rectorate.

(2) The principles to be applied in the final exams are as follows:

(a) Final exams will be held at the venue, day, and time determined by the Rectorate between the dates determined in the academic calendar.

(b) Final exam results must be evaluated during the three days following the exam date and announced by the course instructor.

Attendance
Obligation

(c) End-of-semester letter grades will be announced only by the Directorate of the Student Registrar's Office on a date determined by the Rectorate.

13. (1) Taking attendance in the courses is obligatory other than those to be taught within the framework of the distance education system determined by the Senate. Students must attend 70% of the courses. Students' attendance status is monitored by instructors conducting the course and recorded onto the student information system (CIU-SIS). Students can check their absenteeism status from the Student Information System. When the absence rate reaches 30% (including excuses and reports), the student is automatically given NA grade and the student cannot take the exams at the end of the semester. However, depending on exceptional circumstances (health and so on), with the recommendation of the board of the relevant Faculty and the positive opinion of the Rectorate, the University with the approval of the Board of Directors, special arrangements regarding absenteeism can be made.

(2) With the recommendation of the Dean's Office and the approval of the Rectorate, students participating in scientific, social, cultural, and sports activities and competitions to represent our country or our university may be considered on leave of absence from their classes and exams within that period.

14. A student, who cheats/gives/takes or attempts to cheat in exams will be given an F grade for that course and will also be a subject to a disciplinary investigation. The student in question CAN NOT take make-up or re-sit exams in the relevant semester. Disciplinary investigation is carried out within the framework of the rules of the "CIU Student Disciplinary Regulations."

15. (1) In each course, the raw grades students collect as a result of the evaluation criteria determined by the course instructor, are converted into one of the following letter grades through the Norem-Referenced evaluation System:

End of Semester Course Grade	Coefficient	Other Grades	
A	4.00	I	Incomplete
A-	3.70	W	Withdrawal from the Course
B+	3.30	S	Satisfactory
B	3.00	U	Unsatisfactory
B-	2.70	P	In progress
C+	2.30	E	Exempted
C	2.00	T	Transfer
C-	1.70	NA	Not Attended
D+	1.30		
D	1.00		
D-	0.70		
F	0.00		

A student receiving one of the grades of A, A-, B+, B, B-, C+, C, C-, D+, D or S in a course is considered successful in that course.

A student receiving one of the grades of D-, F, NA, W or U is considered unsuccessful in that course.

"I" Incomplete 02.12.2020 SD- 05/20-21	(2) The grade "I" is given by the students who have been successful during the semester, however, could not complete the necessary conditions of the course due to illness or other valid reasons. If the student is given an "I" grade in any course, the grade that will replace the "I" grade must be submitted to the Directorate of Student Registrar's Office within 5 business days after the announcement of make-up exam grades for Fall and Summer semesters determined in the academic calendar, and until August 31st for the Spring semester. Otherwise, the "I" grade will automatically become "F/U". However, on the condition of long-term illness and in similar cases, by the recommendation of the head of the department and with the approval of the Faculty Executive Board, the duration of changing "I" grade will be expanded until the beginning of the course registration period for the next academic semester. After the relevant dates, grade change can be done in accordance with the Senate decision.
"W" Withdrawal from a Course	(3) The grade "W" is used for a course that the student is allowed to withdraw within the first eleven weeks from the beginning of the semester, after the normal course add and drop period ends, with the recommendation of the advisor, the permission of the faculty member and the approval of the Department Head. The "W" grade is shown on the student's transcript. However, the W grade is not taken into account when calculating the end-of-semester GPA. The following rules apply to students withdrawing from the course in this way. (a) A student cannot withdraw from courses that S/he has to repeat, from which he has previously received a "W" and which are not included in his grade point average. (b) A student can take a maximum of one course in a semester and a maximum of three courses throughout the entire undergraduate education; Permission to withdraw from a course may also be granted during associate degree education.
"S" Satisfactory	(4) The grade "S" is given to students who are successful in courses that are not included in their GPA.
"U" Unsatisfactory	(5) The grade "U" is given to students who are unsuccessful in courses that are not included in GPA.
"P" In Progress	(6) The "P" grade is given to students who successfully attend courses that are not included in their grade point average.
"E" Satisfactory	(7) An "E" grade is given to students who are exempted from the courses planned to be opened by the Senate by passing the exemption exam
"T" Transfer 16.10.2020 SD-03/20-21	(8) A "T" grade is given to students who are registered to the university by transfer for courses they have previously taken from another university and its equivalence is approved by the department head or, in the case of higher education institutions, by the director. Students, who transfer from outside and are required to repeat any course under the regulations, cannot be given a "T" grade. A "T" grade is not included in average calculations.
"NA" Failed Due to Absence	(9) An "NA" grade is given by the instructor of the relevant course to the student who does not fulfill the course attendance obligations and the conditions on which the course is evaluated.

Course Transfer and Adjustment 26.04.2021 SD-12/2021	The “NA” grade is treated as an “F” grade when calculating the student's semester and overall grade point average. (10) Course Exemption and Adjustment Procedures: i) Credit equivalence of courses taken in student exchange programs and adjustment of grades are made by the relevant faculty/school board and decided by the University Senate. ii) Exemption and adjustment procedures for the courses taken by students at their previous universities are carried out within the scope of the CIU Exemption and Adjustment Procedures Directive.
Horizontal Transfer and DGS 25.10.2017 SD-13/17-18	(11) The courses taken by students accepted to the University through DGS and horizontal transfer methods in previous higher education periods are processed in the system under the decisions taken by the higher boards.
Objection to a Grade 27.06.2018 ST-6/17-18 16.	16. Objections to the grades given for mid-term and final exams and other studies are made to the relevant Dean's Office/Directorate within three business days following the announcement of the grade. The objection is evaluated by the instructor and reported to the Dean's Office/Directorate. Objections must be resolved within five business days at the latest. A student, who is not satisfied with the instructor's evaluation, can apply in writing to the relevant Dean's Office/Directorate for re-evaluation within a maximum of three business days after the decision is notified. The relevant Dean's Office/Directorate makes a final decision on the student's objection within five business days at the latest, with a committee consisting of faculty members when it is considered appropriate. However, grade changes are finalized with the decision of the faculty board of directors and the approval of the dean. (2) If the student requests, documents related to all kinds of exams and studies attended during the evaluation of the grade must be shown to the student by the instructor. On the condition that the objection may result in a letter grade change, the letter grade change is finalized with the faculty board's decision and the approval of the dean. Letter grade change form and all required documents mentioned in the form should be submitted to the Registrar's Office.
Success and Failure in Undergraduate and Associate Degree Programs	17. A student's end-of-semester and overall success status is determined according to the criteria below: (1) The success of the student is determined by the Registrar's Office at the end of each semester by calculating the end of semester and general grade point averages. The total credits a student receives from a course is calculated by multiplying the credit-hour value of that course by the end-of-semester course grade coefficient. End of semester grade point average (GPA/ANO) is calculated by dividing the total credits the student has collected from the courses taken that semester by the total credit-hour values of the courses taken by 8. The overall grade point average (CGPA/GANO) is obtained by taking into account all the

courses the student has taken since entering the university. If the student repeats courses, the last grade received from those courses is included in the GPA instead of the previous grade. In calculating both semester and overall grade point averages, the letter grades and coefficient equivalents defined in Article 15(a) are taken as the basis and the averages are calculated as two digits after the decimal point. All grades are included in the student's transcript.

(2) A student who takes a normal course load in a semester and whose average at the end of the semester is between 3.00-3.49 is considered an Honor Student, and a student whose average is 3.50-4.00 is considered a High Honor Student. The list of these students is announced at the end of each semester.

(3) "Academic Period" refers to the period that forms the basis for calculating the student's overall grade point average (CGPA/CGPA) and corresponds to the progress made in the education program that the student is obliged to follow.

(4) "Academic Warning" is given to students who are enrolled in undergraduate programs and whose GPA is below the limits in Article 17(5) and to students who are enrolled in vocational school programs and whose GPA is below the limits in Article 17(6).

(5) The criteria specified in Article 17(6), (7), and (8) are applied to undergraduate students whose cumulative grade point average (CGPA/GPA) is below the following limits:

- 1.00 at the end of the Second Academic Term
- 1.50 at the end of the Fourth Academic Term
- 1.80 at the end of the Sixth Academic Term

(6) The criteria specified in Article 17(f), (g) and (i) are applied to two-year vocational school students whose GPA CGPA is below the following limits: Second Academic Term 1.00

(7) It is a priority for students who receive academic warnings to repeat the courses they have previously taken and failed in the following semesters. Providing that the normal course load is not exceeded and if the advisor deems it appropriate, students in programs with a normal course load of 6 courses or less must repeat at least 2 old courses, and in semesters with a normal course load of 7 courses or more, at least 3 old courses must be repeated. However, if the student has previously failed a course and received an F, NA, or D- course that he/she can enroll in that semester, the student CAN NOT be given a new course.

(8) Article 17(e) or 17(f), adjustment for transfer students, is applied for the period in which they are transferred.

Re-sit Exams
23.03.2016 ST-
10/15-16

17A. (1) At the end of the Fall Semester and Spring Semester (except summer semester), for students who have the right to take the final exam, apart from practical courses opened at that time (architectural design studio courses, graduation projects, teaching practice, internship courses and so on for all courses.

(2) Re-sit exams are treated as Final exams. At the end of the re-sit exam results, the semester letter grade of the 9 (3) (4) (5) (6) (7) (8) courses for which the re-sit exam was taken, in addition to the make-up exam result, the midterm exam(s) taken from that course during the semester are determined using the grades of other studies included in the evaluation.

(3) Semester letter grades calculated after make-up exams are transferred to the computer environment via the portal (<http://sis.ciu.edu.tr/>) until the end of the day specified in the Academic Calendar and are shown under the heading "Resit Exam Results" in the student transcript.

(4) To participate in the make-up exams, it is necessary to apply on a computer via the portal (<http://sis.ciu.edu.tr/>) within the period determined by the Rectorate after the semester grades are announced and specify which courses the make-up exam will be taken in the application. Students who do not apply cannot participate in make-up exams. Students applying for the make-up exam may withdraw their applications within the period determined by the Rectorate after the application deadline.

(5) The duration of the make-up exams is a maximum of 90 minutes. In such cases, the period may be extended with the approval of the Rectorate.

(6) There is no make-up for make-up exams. Students, who apply for the make-up exam but cannot take it, are considered to have received a "0" from that exam.

(7) No fee is charged for make-up exams.

(8) Make-up exams are not given in English Preparatory School courses.

Graduation
Make-up Exam
Right
26.08.2020 SD-
20/19-20
13.09.2022
İH2022-32/1

18. Anything that is outside the scope of article 6.4 of this regulation and on the condition that have taken all the courses available in the curriculum but have not met the necessary conditions to graduate, for Faculty of Law students for a maximum of three, and other faculty/school students, for a maximum of two courses;

i. For courses that were registered and failed by receiving "F" and/or "D-" grades in the last two academic semesters.

ii. Although s/he was successful in all courses in his curriculum when his/her overall grade was below 2.00, for the courses for which s/he received grades "D", "D+" and/or "C-", can be given a graduation make-up right.

(1) The grade received in the Graduation Make-up Exam replaces the final letter grade. The student's end-of-semester success status is calculated based on the final grades received.

(2) Graduation Make-up Exams; must be given within the period between the announcement of the final grades of the relevant academic semester and 2 business days before the course registrations for the following academic semester.

(3) The graduation make-up exam right stipulated in this article is granted once for each course on the condition that it does not exceed the total number of courses stated above. A student who fails the graduation make-up exam is obliged to re-

register for that course. The right to take a graduation makeup exam is not given for courses evaluated with "NA".

(4) Graduation make-up exams are only available for courses registered at CIU.

Course repetition	19. Students, who receive a D-, F, NA, W, or U from a course or who do not take the course in the regular semester, must take this course in the first semester it is offered again (this obligation is not required for courses opened outside the period specified in the regular program). If the course to be repeated is an elective course, the student takes another elective course that is considered appropriate by the department instead. Students, who want to improve their course grades, can repeat these 10 courses during the semester they are given. The grade received from the repeated course replaces the grade previously received.
Double Major Program and Minor Program	20. Principles regarding the double major program and minor program are determined by separate regulations.
Double Degree	21. Within the scope of cooperation developed with organizations, joint associate, license with Cyprus International University and other higher education institutions, double degree and can be given by conducting postgraduate education and training programs.
Obtaining an Associate Degree or Adapting to Schools	22. Those who cannot complete their undergraduate education are regulated under the relevant regulations to obtain an associate degree or to be adapted to vocational schools. For the associate degree, it is mandatory to get at least a "D" or "S" grade from each of the courses required and a minimum cumulative grade point average (CGPA) of 2.00.
Internships	23. The student must complete the internship studies specified in his/her department. A student who does not complete the prescribed internship studies of the course successfully will not be given a diploma or graduation certificate. Internships and reports related to these; "Internships" are evaluated by the "Committee" that each department will establish within itself.

FOURTH PART

Student Admissions via Transfer

Horizontal Transfer	24. Students, who are placed in any university or equivalent higher education institution by ÖSYM, can apply to transfer to a program within the framework of YÖK rules, and other students can apply to transfer to a program within the framework of the rules determined by the Senate. Application principles are determined in the "Student Registration and Admission Affairs Regulations".
Vertical Transfer	25. (1) Turkish national students, who graduate from a vocational school of any higher education institution (including CIU), can continue their undergraduate programs at CIU, provided that they are placed through the Vertical Transfer Exam organized by ÖSYM.

(2) TRNC and foreign students who have graduated from a vocational school or any higher education institution can also apply for vertical transfer. Application principles are determined in the "Student Registration and Admission Affairs Regulations".

PART FIVE

Permanent and Temporary Leave

Permanent and Temporary Leave 07.08.2019 SD-9/18-19	26. Students can apply to their academic units on the condition that completing the prescribed procedures of the University and disenroll their registration. Disenrollment procedures are carried out by complying with the practices valid at the relevant date; Students must complete the procedures within five business days following the announcement of the letter grades for the Spring semester and September 1, which is the start date of the next Academic Year, and/or within five business days following the announcement of the letter grades for the Fall semester. Providing that they do not have any financial obligations, students can complete their registration process without paying any fee if they complete the procedures within the specified period. Students, who complete the disenrollment process until the last day of course add and drop determined in the academic calendar in the Fall or Spring semesters after the relevant dates, will pay half of the scholarship/discount semester tuition fee of the program they are registered for and the full registration fee. Students, who apply for disenrollment after the course add and drop deadline, are obliged to pay the full semester tuition fee of the program they are registered for without scholarship/discount, and the entire registration fee. Students enrolled in the dormitory and meal program must fulfill the annual obligations of these services. The status of students who are disenrolled is informed to the relevant Faculty Dean's Office or School Directorates.
Withdrawal from the university Leave of Absence	27. Those who voluntarily disenrolled, were expelled, or left the University upon graduation are required to complete the procedures determined by the university to receive their diplomas or documents from their files. 28. Students may be considered on leave with the decision and approval of the Rectorate (1) In the Preparatory School, with the recommendation of the Director of the School of Foreign Languages and the approval of the Rectorate, (2) In the Vocational School, with the recommendation of the Director of the Vocational School and with the approval of the Rectorate, (3) In the undergraduate programs, with the approval of the Faculty Administrative Board and the Rectorate on the condition that they return to the University again.
Leave Periods (Freezing Registration)	29. The leave period (Freezing Registration) given to students of Turkish nationality is a maximum of two semesters in the preparatory class, and half of the normal education period in associate, undergraduate, and graduate education levels.

	However, the leave periods of students whose justification is found appropriate by the decision of the Faculty/School Administrative Board, forwarded to the Rectorate and accepted in line with the approval of the University Administrative Board, may be extended. For students of other nationalities, relevant articles of the TRNC Higher Education Law are taken into consideration. Periods spent on leave are not counted as education periods.
Leave Rights 13.01.2020 SD- 07/20-21 29.	30. (1) Students may be granted a semester leave for the following reasons on the condition that it is documented: (a) Sick Leave: Students can be given sick leave on the condition that it is documented with an official health board report. (b) Military Service Leave: Military service leave may be given if the student is taken into the military as a result of the postponement or transfer postponement process cannot be carried out due to compulsory reasons. (c) Leave for Financial and Family Reasons: Leave may be granted in cases of death, natural disaster, or similar situations that arise unexpectedly for the student and affect his/her livelihood. (d) Students may also be given leave if they are assigned to study abroad or in connection with their education. (e) Unpaid semester leave may be given to students who go to study in joint programs established by CIU with other universities within the framework of bilateral agreements. (2) If it is notified by relevant authorities that students were arrested or convicted, these students are not allowed to take a leave. Those students whose detention has ended can be counted on leave for the past period if students apply.
Application Type, Duration, and Tuition fee paid on leave	31. Leave applications must be submitted to the Directorate of the Student Registrar's Office along with a petition mentioned in it and documents. Student results finalized with the approval of the Rectorate are announced to the student by the Directorate of the Student Registrar's Office. It is essential that the application for leave is done at the beginning of the semester and the add-drop period ends. After these periods are over, except for sudden illness and unexpected circumstances applications will not be processed. Until the last day, with the recommendation of the Rectorate and the University Board of Directors, who pays the fee to be determined with his/her approval and completes other relevant transactions. However, if for any reason, the student, who pays less than half of the semester fee, for the academic year in which the student is registered, has to complete the payment of the semester fee. If a student deposits more than this rate, the remaining money of the student will be transferred to the semester following the leave period. The student who applies to use the leave after add and drop must apply for the education and training in which he/she is registered. A student who, for any reason, pays less than the term fee for the academic year in which he/she is registered must complete the payment of the semester fee. If a student deposits more than this rate, the remaining money is transferred to the tuition fee of the following semester, if he or she registers.
Returning from a leave	32. The following procedures are applied for students on leave upon their return to the University:

(1) The education students received and the courses they took during their leave to study abroad for a certain period are subject to evaluation by the relevant Faculty Board of Directors. and is decided by the University Senate.

(2) Students, who have taken leave for other reasons, continue their education by completing regular semester registrations at the end of their leave. However, students who have taken leave due to illness, have to prove it with a medical report that they are in a position to continue their education.

Graduation,
Diplomas and
Fees

33. (1) In any department or school of the university, the graduation of a student, who successfully fulfilled all the requirements for graduation and having a minimum GPA (CGPA/GANO) of 2.00, is finalized by the related Department or recommendation of the Faculty Boards and the Senate. At CIU, the normal duration of undergraduate and associate degree education is equal to higher Education by the Senate within the framework of relevant rules and standards.

(2) Diploma and/or graduation certificates to be given to the graduating student are prepared by the Directorate of the Student Registrar's Office and the name of the program completed, graduation date, achievement titles, and degrees are written on it. On the diploma and/or graduation certificate, there is the signature of the Rector, the Dean of the Faculty, or the Director of the School and a Hologram of the University.

(3) The student, who will graduate, is obliged to complete the procedures determined by the Senate and pay the diploma fees.

(4) For one time only, a temporary graduation certificate may be issued signed by the Dean of the Faculty and the Rector after the diploma delivery date determined in the academic calendar by the Student Registrar's Office until the diplomas are prepared.

(5) In case of loss of the diploma, a new diploma is issued, on the condition that the procedures determined by the Directorate of the Student Registrar's Office are fulfilled, the fee is repaid and the situation is declared with a petition. In this case, the phrase "second copy" is placed on the diploma.

PART SIX Miscellaneous Provisions	
Providing Advisory Service	34. Assisting students in organizing their study programs and among faculty members to deal with other problems advisors are appointed. Advising is regulated by the relevant Dean's Office or Directorate.
Internship	35. Vocational School internships that will be compulsory according to the characteristics of the branches of education are organized by the Senate. Principles regarding internship are regulated by a separate regulation.

Student Disciplinary Affairs	36. (1) All disciplinary procedures of students are carried out under the provisions of the CIU Student Disciplinary Regulations. (2) In mass incidents that require disciplinary actions against students, an investigator or a board of investigators is appointed by the Rector to operate at the University level taking into account the type of incident and the number of students involved. The investigator or investigators are not required to be members of the same faculty as the student or students against whom disciplinary proceedings are initiated.
Scholarships and Funds	37. The distribution of scholarships and aid provided to students from various sources is made under the provisions of the CIU Scholarship and Tuition Fee Discount Regulations.
School of Foreign Languages	38. Educational activities of the School of Foreign Languages are carried out under the "CIU School of Foreign Languages Establishment, Operation and Working Principles Regulation".
Student Status	39. Students have four different statuses as full-time, part-time, special students and visiting students. The fee to be paid by the student is stated in the "Tuition Fee Regulations" according to the status of the student. (1) In an undergraduate or associate degree program, students enrolled in 80% or more semester credit courses of their load have a "full-time" student status. (2) Students, who have enrolled in less than 80% of the semester credit course load in an undergraduate or associate degree program with the recommendation of the advisor and the approval of the Department Head/School Principal are in "part-time" status. (3) Students who are not enrolled in any of the programs at the university and who are allowed to attend only some courses are registered as "special students". A student with this status cannot be given a diploma or title. However, a document prepared by the Directorate of the Student Registrar's Office showing the courses taken and his/her success in these courses is given. Applications of those, who want to be accepted as special students, are evaluated and decided by the relevant Department Head or School Director. Registration procedures for these students are carried out by the Student Registrar's Office under the relevant legislation. Those, who apply as private students, are required to have at least a high school diploma. (4) Students studying at the bachelor's degree level or postgraduate degree level in a higher education institution within or outside the country are defined as "guest students", who are taking courses at Cyprus International University, with the permission of the institution they belong to for credit transfer purposes. Guest students are not given diplomas and titles, but they are given the courses they have taken. Conditions and rules regarding student status are determined by a regulation approved by the University Senate.

PART SEVEN Final Provisions	
Enforcement	40. This Regulation comes into force from the date of approval by the Cyprus International University Senate.
Removal from force	41. With these Regulations, the existing Cyprus International University Regulations on Undergraduate and Associate Degree Education, Examination and Evaluation Principles and its amendments have been abolished.
Executive Authority	42. These Regulations are executed by the Rector of Cyprus International University.