

**CYPRUS INTERNATIONAL UNIVERSITY  
REGULATIONS ON THE PRINCIPLES OF EXAMINATION AND  
EVALUATION OF THE ASSOCIATE AND UNDERGRADUATE DEGREE  
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 Article 8 of the main regulations of Cyprus International University.

**FIRST PART**

**General Rules**

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| <b>Content</b>                     | 1. This regulation covers the provisions of education, exams, success and graduation code for the students, who are educated at the Faculties, Vocational Schools and Technical Vocational Schools of Cyprus International University.   |
| <b>Language of the Instruction</b> | 2. The language of the instruction at the university is English. However, with the decision of the Senate and approval of the board of directors, education can be done in other languages in some departments and programmes. Students, who are accepted according to the Principles of English preparation of language education, is regulated by a separate regulation. |

**SECOND PART**

**Entrance, Registration and Acceptance Principles**

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| <b>Quotas</b>                     | 3. The number of students who will be accepted to the education programs of Cyprus International University is identified by the suggestion of the Senate and the approval of the Board of Directors. These quotas are informed to the necessary parties by  |
| <b>Entrance to the University</b> | 4. Entrance examination for students to be taken to the university and the School of Foreign Languages and acceptance and administration to the first year is accepted done by “Cyprus International University Regulation on the Principles of Examination and Evaluation of the Associate and Undergraduate                            |
| <b>Registration Procedures</b>    | 5. It is required to apply for the Registrar’s Office, for all kinds of application Procedures the Board of Directors of the university decides whether the administration and registration of the ones, who could not register during the registration period can be made after evaluating the excuses proved by the official document. |

**THIRD PART**

**Principles of Education, Examination and Evaluation**

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| <b>Academic Year and Education Period</b> | 6. (1) An education year consists of 16 weeks (not less than 80 working days) two half-semester including the end or required summer term and programmes can be opened. Issues related to the Summer Term is identified by the ‘CIU Principles of the Summer Term Regulations.’<br><br>(2) Dual or night teaching can be arranged at programs that are considered appropriate. Associate and undergraduate courses are arranged on a semester basis. |
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- (3) The normal duration of the education programs applied in different units of the university is as follows:
  - (a) Undergraduate Programmes: 4 Academic Year (8 Half Year), Faculties of Pharmacy and Dentistry: 5 academic Year (10 Half Year), Faculty of Medicine: 6 Academic Year
  - (b) Associate Programmes: 2 Academic Year (4 Half Year), Technician Programmes: 3 Academic Year (6 Half Year)
  - (c) School of Foreign Languages: 1 Academic Year (2 Half Year)
- (4) The maximum duration of education programs applied in different units of the university are as follows:
  - (a) Undergraduate Programs: 7 academic years (14 semesters) (Faculty of Pharmacy and Dentistry: 8 academic years (16 semesters), Faculty of Medicine: 9 academic years).
  - (b) Associate Degree and Vocational Education Programs: Associate Degree 4 academic years (8 semesters) and Vocational Education Programs 6 academic years (12 semesters).
  - (c) School of Foreign Languages: 2 academic years (4 semesters).
- (5) The sum of credit hours required for the graduation is determined in the educational programs approved by the Senate.
- (6) The Academic Calendar is prepared and finalized by the Senate before April.  
The prepared calendar is announced by the rectorate by the end of May at the latest.
- (7) A student, who is transferred to the university, needs to be successful according to the provisions of this regulation, to graduate from the university.

**Course Programmes**

7. The curriculum to be followed during the Associate Degree and Undergraduate Degree Education and the distribution of courses to the semesters are organized by the relevant department /program and it is finalized by the decision of the Faculty/School/Vocational School Board and approved by the Senate.

**Compulsory Elective and Pre- requisite Courses**

8. (1) The courses, that the students will follow every semester, is identified 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 offered by the department considering students' requests.

- (3) The course that must have been accomplished to take a course is called a prerequisite course. The student who receives at least D-from the pre-requisite course can take the continuation course. Application or removal of pre-conditional courses, by Related Department / Program. It is recommended to the Faculty/School/Vocational School Board and is finalized after the approval of this board.

**Exemption Exams**  
**30.11.2016**  
**ST-17/15-16**  
**15.10.2021**  
**ST-05/21-22**

9. (1) Exemption exams can be held by the relevant units for the courses determined by the University Senate. Students who get the passing grade in the exemption exams are exempted from these courses on their own accord. The evaluation principles of the courses to be exempted from in this way are determined by the Senate. In order for students to take the exemption exam, it is required that they be enrolled in the relevant course and should be taking the course for the first time in the semester as stated in the curriculum approved by the senate. A student who is successful in the exemption exam cannot take another course in place of the exempted course, unless the Senate decides to the contrary.
- (2) In cases where the student has received a grade of C or higher from the GCE A level or equivalent exams, which are equivalent to the courses/courses in the program in which he / she is accepted, these courses will be exempted with the recommendation of the relevant academic unit and the approval of the Senate.

**A Course Load**

10. (1) A normal course load for a student to take each semester is the sum of the courses offered in the program.
- (2) The course load of students can be increased one course if their general grade average is a minimum of 1.80, and if it is suggested by the advisor and approved by the department. Until the fee of the extra course is paid to the accounting office, registration is not completed. Every student, who takes additional courses as a regular course, is charged for the additional course without considering his/ her registration status or whether he/she has a scholarship. A student with a grade point average of more than 2.00 can take maximum up to two lessons with the suggestion of the advisor and approval of the department. Until the tuition fee for both courses is paid to the accounting office, registration is not completed.
- (3) For the students, who are at graduation level, the number of courses they will take may be increased maximum 3 (three) courses and 8 (eight) credits with the recommendation of the advisor and approval of the department and faculty board. A student in graduation; in the last semester of the program in which the student is enrolled, in addition to the courses he / she completed, the student shall be entitled to graduation in case that he / she has completed a maximum of three courses successfully. Additional courses are subject to payment.
- (4) Students, who are transferred to the university, will start taking courses of the semester following the total of the exempted credits.

**Exams and  
Evaluation**

- 11.** (1) Students are subjected to the midterm exams, semester studies and final exams during the semester. At least one midterm exam is held in each semester. If deemed necessary, midterm exam dates are determined by the Rectorate and announced together with the academic calendar. Except for midterm exams, quizzes can be held without a date. Final exams are held at the places and times determined and announced by the Rectorate. An end of semester grade that will be given to the student by the lecturer is decided according to the midterm exam, semester studies and final exam results and attendance. Evaluation of the end of semester grade is done according to Article 15 (1).
- (2) On the condition that students, who cannot take an exam due to a valid reason, prove their excuse and the administration board finds the reason valid, a student can be given a make-up exam. For the students, who could not attend the exam, a make-up exam can be given if they submit their excuse in five days after the exam and if their excuse can be found valid by the Faculty board. The end of semester make-up exams can be done until the following semester, the latest by two days before the registration and a place and the date of the exams are announced in writing by the lecturer and the Department Head.
- On the condition that the excuse of the student continues on the announced make-up exam date, new make-up date is determined.
- However, if the student cannot take the exam until the last two days before the registration of the following semester, the situation of the student will be evaluated by the Faculty Administration Board.
- (3) Courses that do not require a midterm exam or final exam is determined by the relevant section and the relevant Dean of the course and is notified to the Rectorate. In this case, the final grade of the student is given according to the studies done throughout the semester.
- (4) A course and its application and / or laboratory hours can be evaluated separately. In this case, the above provisions can be applied for the course and application and/or laboratory practice separately.
- (5) The end of the semester letter grade is finalized after its print out is signed in order by the lecturer, the Department Head and the Dean, and is sent to the Registrar's Office.

**Examination  
Related Applications  
28.12.2016 ST-18/15-  
16**

- 12.** (1) General rules for examinations at the university and the rules that will be applied during the exams are as follows:
- (a) The student must present the CIU ID Card or another valid ID document with a photo to be able to take the exam.

- (b) At the beginning of each semester, the content of the course and the number and weighting of the exams, including the project, laboratory/workshop topics, if any, must be prepared by the instructor and the related department head and course outline must be reported to the students enrolled in the course. The contents of the course schedule are determined by the Senate. For multi-group courses, the course coordinator is assigned by the department and coordinates any work related to the course.
  - (c) At least one midterm exam and one final exam are held for each course unless the Faculty Board decides otherwise. Other assessment tools are beyond this limitation. The minimum duration of the midterm 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. Students who arrive late in the midterm exams up to 30 minutes from the announced start time of the exam are taken to the exam. Students, who are late more than 30 minutes, are not allowed to take the exam. No students are allowed to leave the exam within the first 30 minutes.
  - (d) Exams are prepared by the instructor who is teaching the course. In the courses given by more than one teaching staff, the exam is prepared by the course coordinator with the contribution of the teaching staff. In courses like this, each group is tested in the same way.
  - (e) Exam sheets are assessed by the instructor who teaches the course. In the courses given by more than one teaching staff, the answer key is prepared by the teaching staff teaching in coordination with the course coordinator.
  - (f) In practical courses, evaluation can be done by projects, workshops, laboratory reports and / or exams. The evaluation is done by the course instructor or by another teaching staff identified by the coordinator who teaches the same lesson / laboratory lessons.
  - (g) Exam papers are kept for two years by the teaching staff; if the lecturer leaves the university, he or she must be hand over the papers to the department head.
  - (h) If the course instructor cannot teach the course for any reason, a committee to be established by the Rectorate in the courses related to the Rectorate by the Rectorate or by the Department the Faculty/ Vocational School University will fulfil the requirements of the course.
- (2) The basic principles to be applied in the final examinations are as follows:

- (a) Final exams are done at the place, time and hour determined by the Rector, on the dates specified in the academic calendar.
- (b) Final exam is evaluated latest by the end of the 3rd day following the date of the exam, and is announced by a teaching staff.
- (c) End of year notes grades shall be announced only on the date specified by the Rectorate by the Registrar's Office.

**Attendance  
Obligation**

- 13** (1) Attendance to the courses, other than the courses to be taught within the framework of distance education system, is determined by the Senate as compulsory. Students have to attend 70% of the courses. The attendance status of the students is monitored by the instructors who carry out the course and processed it into the Student Information System (CIU-SIS). Students can monitor absenteeism from the Student Information System. When the absentee rate reaches 30% (including excuses and reports), the student is automatically given an NA grade and the student cannot take the final exams. However, due to exceptional circumstances (health and similar cases) the relevant Faculty with the recommendation of the board and the positive opinion of the rectorate, the approval of the University Administrative Board, special arrangements can be made for absenteeism.
- (2) Students, who participate in scientific, social, cultural and sporting activities and competitions to represent our country or university, can be considered to be on leave from the courses and exams during that time with the proposal of the Dean's office and the approval of the Rector's office.
- 14.** Students, who cheat/take/give or attempt to copy, during the exams are given an F grade from that course and also a disciplinary action must be taken. The student in question cannot take the make-up and re-sit exams in the relevant semester. The disciplinary action is taken according to the "CIU Student Discipline Regulations."
- 15.** (1) The raw grades that students collect as a result of the evaluation criteria determined by the instructor in each course are converted into one of the following letter grades through the Norm-Referenced evaluation system.

<u>End of Semester Letter Grade</u>	<u>Coefficient</u>	<u>Other Grades</u>
A	4.00	I Incomplete
A-	3.70	W Withdrawal
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 who receives one of the grades A, B +, B, B-, C +, C, C-, D +, D or S is considered successful.

A student who receives any of the grades D-, F, NA, W, or U is considered unsuccessful.

**“I” Incomplete**

- (2) The instructor has a discretion to give the “I” grade to students who have accomplished a course in a semester but have failed to meet the necessary conditions due to illness or another valid reason.

When a student is given an "I" grade from any course, the grade that will replace the "I" grade must be sent to the Registrar's Office in 5 working days after the last day of announcement of resit exam grades as determined in the academic calendar for Fall and Summer semesters and until 31 August for the Spring semester. Otherwise, the "I" grade automatically turns into an "F / U" grade. However, in cases of long-term illness and similar situations, the duration of changing the “I” grade may be extended until the start of the course registrations of the next academic semester upon the recommendation of the department chair and the approval of the Faculty Administrative Board / School Board. The grade changes after/following the dates mentioned above can be made in accordance with the Senate decision.

**“W”  
Withdrawal  
from the  
Course**

- (3) The "W" grade is used after the normal add and drop period is over, in the first eleven weeks of the semester, with the suggestion of the advisor, permission of the lecturer and the approval of the Department Head on the condition that the student can be allowed to leave the course. The "W" grade is shown in the transcript of the student. However, the W grade is not taken into account when calculating the end-of-year result and the overall grade average. The following procedures are applied on the condition that students withdraw from a course;

- (a) A student cannot apply for "W" grade if she/he was given W for a course or if he/she is repeating a course.
- (b) Withdrawal permission for a student in one semester can only be given from one lesson and during the undergraduate education from a maximum of 3 lessons and during associate degree education only from one course.

**“S” Satisfactory  
Grade**

- (4) The grade "S" is given to students who complete the course that is not included in the average grade.

**“U”  
Unsatisfactory  
Grade**

- (5) The grade "U" is given to students who cannot complete the course that is not included in the average grade.

**“P” In Progress  
Grade**

- (6) The "P" grade is given to students who continue to do the course successfully that are not included in the average grade.

**“E” Exemption  
Grade**

- (7) The "E" grade is awarded to the students who have been exempted from the course by passing the exemption exam successfully in the courses approved by the Senate. The "E" note is not included in the average but it is shown in the documents.

**“T” Transfer  
Grade  
16.10.2020  
ST-03/20-21**

- (8) Students who enrolled in our university by transferring from another university is given a “T” grade for the courses that they have previously taken from another university that their equivalence is approved by the Head of the Department or by the Director within the schools. “T” grade cannot be given to the students who transfer from another university and need to repeat a course in accordance with the regulations. “T” grade is not included in the calculation of averages.

**“NA” Not  
Attended Grade**

- (9) "NA" grade is given by the lecturer of the course for the students, who do not attend class, regularly and fulfil the basic criteria of the course. "NA" grade is considered as "F" during the calculation of an overall grade average.

**Adjustment  
Grade  
26.04.2021  
ST-12/2021**

- (10) Course Exemption and Adjustment Procedures:
- a) The credit equivalence of the courses taken by students in exchange programs and the adjustment of their grades determined by the board of the host faculty/school and are to be made approved by the University Senate.
  - b) Exemption and adjustment procedures for the courses taken by students at their previous universities are enacted according to the CIU Exemption and Adjustment Procedures Directive.

**Horizontal  
Transfer and  
DGS  
25.10.2017  
ST-13/17-18**

- (11) Students, who are accepted to the university by horizontal transfer method or DGS, are processed by the decisions taken by the higher education boards in the processing of the courses they took in the previous higher education periods.

**Objection to a  
Grade**

16. (1) Objection to a grade given for the midterm, final exams or other studies during the semester is done to the Director/Dean within 3 days after its announcement. The evaluation of the application is done by the lecturer and the result is informed to the Director/Dean. The decision must be made within five working days at the latest. Students who are not satisfied with the evaluation of the instructor may apply in writing to the relevant Dean/Directorate for re-evaluation within a maximum of three working days after notification of the decision. The relevant Dean/Directorate shall make a final decision on the student's objection within five working days at the latest with a committee of faculty members deemed appropriate. However, grade changes are finalized by the decision of the Faculty Board and the approval of the Dean.



**Success and  
Achievement at  
Undergraduate  
and Associate  
Degree  
Programs**

- (2) If a student requests to see all the evaluation elements, it is mandatory to show them to the student. If the objection requires a change in the grade, the change is finalized by the Faculty Board and the Dean. The Grade Change Form and all the required documents are sent to the Registrar's Office.

17. The end of the semester grade and overall success status of a student is determined according to the following criteria:

- (1) The success of the student is determined by the Student Register's Office at the end of each semester, by calculating the end-of-semester and general grade average.

The total credit that a student receives from a course is calculated by multiplying the credit-hour and the final grades of that course.

The end-of-term grade average (GPA) is calculated by dividing the credit-hour values of the courses taken by the courses he / she took during the semester.

The CGPA is obtained by taking into account all of the courses taken by the student since entering the university.

If the student repeats courses, the last grade taken from those courses is included in the grade point average instead of the previous grade.

In calculating the general grade average, the letter grades, the coefficients defined in Article 15 (1) is taken as the basis and the averages are calculated as two digits after the point. All grades are included in the transcript of the student.

- (2) In a semester, a student with a normal course load, and the average of the end of the semester is between 3.00-3.49 is an Honour student, a student who has an average of 3.50-4.00 is considered as a High Honour student. The list of these students is announced at the end of each semester.

- (3) "Academic Semester" refers to the period, which is the basis for the calculation of the CGPA, and corresponds to the education program that is obliged to follow.

- (4) "Academic Warning" is done for a student who is registered for undergraduate programs and with an overall grade average below the order in Article 17 (5) and for vocational school programs with an overall grade average below the order in Article 17 (6).

- (5) For the undergraduate students whose Grade point average (CGPA) is under the following rankings, the criteria set out in article 17 (7) and (8) is applied;

Second Academic Semester 1.00

At the end of the Fourth Academic Semester 1.50

At the end of the Sixth Academic Semester 1.80

- (6) (f) The criteria set out in Article 17 (7) and (8) apply to the two-year vocational school students with a CGPA below:

Second Academic Semester 1.00

- (7) It is a priority for students receiving an academic warning to repeat courses that they had previously taken and failed in the following semesters.

Students, who are at programs that have a normal course load, must repeat a minimum of 2 of the old (previous) courses and students whose normal course load is seven and above must repeat a minimum of 3 of the old (previous) courses under the condition that the normal course load is not exceeded and the advisor approves.

However, if there is a course that the student has already taken and failed with F, NA or D-, if there are those courses that he / she can register, a student will not be given a new course.

- (8) Article 17 (5) or Article 17 (6) is applied for the students who are transferred.

## **Re-sit Exams**

**23.03.2016  
ST-10/15-16**

- 17A. (1) At the end of Fall Semester and Spring Semester (except for Summer Semester), for all courses other than practical courses (architectural design studio courses, graduation projects, teaching practice, internship courses, etc.) that are opened in that semester, re-sit exams are held on the days specified in the academic calendar. Re-sit exams; (A) students who have received "D-" or "F" from the courses have taken in that semester, and (B) students, who have received a warning, tested or failed at the end of that semester may attend for all courses they have taken in that semester that do not have an "NA" grade.
- (2) Re-sit exams are treated as Final exams. At the end of the re-sit exam results, the term letter grade of the course entered into the re-sit exam is determined by using the grades of the final exam(s) taken from that course and the other studies participating in the evaluation in addition to the Re-sit Exam Result.
- (3) Semester letter grades calculated after the completion exams are transferred to the computer and can be viewed from the portal until the end of the day specified in the academic calendar (<http://sis.ciu.edu.tr/>) and the student is shown in the transcript under the heading "Re-sit Exam Results".
- (4) After the announcement of the semester grades, within the time specified by the rectorate on sis portal (<http://sis.ciu.edu.tr/>) a student must apply for re-sit exam and specify which exam/s will be taken. Students, who do not apply, cannot take re-sit exams. Students who apply for the re-sit exam can withdraw their applications within the period determined by the rectorate after the deadline.
- (5) The duration of the re-sit exams must be a maximum of 90 minutes. The period may be extended with the approval of the rectorate in mandatory cases.
- (6) There is no make-up for re-sit exams. Students, who apply for the re-sit exam and cannot participate in the exam, are considered to have taken "0" from that exam.
- (7) There is no fee for re-sit exams.

<b>Students who failed in the last semester</b>	<p>(8) English Preparatory School Courses do not offer a Re-sit exam.</p> <p>18. A Graduation Make-up Exam right can be given for a maximum of two courses for Faculty of Law students who have taken all the courses in their curriculum but cannot meet the requirements for graduation and for other Faculty / School students a maximum of two courses;</p> <p>i. that they enrolled in the last two academic semesters and failed by getting "F" and/or "D-" grades,</p> <p>ii. for those who have a GPA below 2.00 despite being successful in all the courses in their curriculum, for the courses where they received "D", "D +" and/or "C-" grades,</p> <p>(1) The grade obtained in the Graduation Make-up Exam replaces the final letter grade. The student's academic success at the end of the semester is calculated based on his/her last grades.</p> <p>(2) Graduation Make-up Exams should be administered with the announcement of the semester's final grades of the relevant academic semester and 2 business days before the course registrations of the following academic semester.</p> <p>(3) The graduation make-up exam right foreseen in this article is given once for each course providing that it does not exceed the total number of courses stated above. Students who fail from the graduation make-up exam are obliged to re-register for that course. A graduation make-up exam right is not given for courses evaluated with "NA".</p> <p>(4) Graduation make-up exams are arranged only for courses registered at CIU.</p>
<b>Repeating a course</b>	<p>19. Students, who get D-, F, NA, W, or U from a course or who do not take the course during the regular semester, must take this course during the first semester they are given (this requirement is not required for courses offered outside the usual semester).</p> <p>If the repeated course is an elective course, the student will take another elective course that is found appropriate by the department.</p> <p>A student, who wants to upgrade his / her course grades, may repeat it in the semester that is given.</p> <p>The grade taken from the repeated course replaces the grade taken from the previous course.</p>
<b>Double Major Undergraduate Program and Minor Program</b>	<p>20. The principles related to the Double Degree Major Program and a Minor Degree Program are determined by separate regulations.</p>
<b>Dual Degree Diploma</b>	<p>21. In cooperation with Cyprus International University and other universities and institutions, following an associate, undergraduate and graduate education programs a dual degree /diploma can be awarded.</p>

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| <b>Obtaining an Associate Degree or Adjustment to Schools</b> | <b>22.</b> | Students, who fail to complete their undergraduate studies, to obtain an associate degree or to be adapted to vocational schools are regulated according to the principles of the relevant regulations.<br>At least "D" or "S" grade must be taken from the courses required for the associate degree diploma and the CGPA must be at least 2.00. |
| <b>Internships</b>  | <b>23.</b> | The student is obliged to fulfil the internship regulations regarding his / her department. Graduation diplomas and graduation certificates are not awarded for the students who cannot complete the internship.<br>Internships and related reports are assessed by the "Internship Committee" set up at each department.                         |

#### **FOURTH PART**

##### **Students' Admission with A Transfer**

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| <b>Horizontal Transfer</b> | <b>24.</b> | Students placed in any university or equivalent institution of higher education by ÖSYM can apply for transfer to a program within the framework of YÖK rules and other students can apply for transfer to a program within the framework of the rules determined by the Senate.<br>Application principles are determined by "Student Registration Admissions Regulations".  |
| <b>Reverse Transfer</b>    | <b>25.</b> | <p>(1) Graduates of any vocational school from Turkish Republic of any higher education institution (including CIU), may continue undergraduate programs at CIU, by taking a Vertical Transfer Exam organized by ÖSYM.</p> <p>(2) TRNC and foreign students, who graduate from a vocational school of any higher education institution, may also apply for a vertical transfer. The application is considered taking "Student Registration Admissions Regulations" as a basis.</p> |

#### **FIFTH PART**

##### **Withdrawal and Permission for a Leave**

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| <b>Withdrawal From the University<br/>7/8/2019<br/>ST-9/18-19</b> | <b>26.</b> | Students can unenroll by applying to their academic units and completing the procedures foreseen by the University. On the condition that the termination of enrollment procedures comply with the current practices on the relevant date; Students are required to complete the procedures after the announcement of the Spring Semester letter grades until September 1st, the start date of the next Academic Year, and/or within five working days following the announcement of the Fall Semester letter grades. Providing that students do not have any financial obligations and complete the procedures within the specified time can unenroll without paying any fee. After the specified dates, in the Fall or Spring Semesters, students who complete their registration withdrawal procedures until the last day of the add-drop date mentioned in the academic calendar, are obliged to pay half of the tuition fee of the program they enrolled in (without a scholarship/discount) and the entire registration fee. Students, who complete their |
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Students, who complete their registration withdrawal procedures after the last day of the add-drop date mentioned in the academic calendar, are obliged to pay the full tuition fee of the program they enrolled in (without a scholarship/discount) and the entire registration fee.

**Cancelling  
Registration**

27. Students, who have withdrawn from the university by their request, who have been dismissed and who have graduated and left the University are required to complete the dismissal procedures determined by the University to be able to obtain their diplomas or their documents in their files.

**Leave with  
Permission**

28. Students can be given permission with the condition that to return back to the university:

- (1) in the preparatory class, with the recommendation of the Director of the School of Foreign Languages and the approval of the Rector,
- (2) in the Vocational School, with the recommendation of the director of the vocational school and the approval of the Rector,
- (3) in the undergraduate programs, with the decision of the Faculty Executive Board and the approval of the Rector.

**The Duration  
of Leave  
(Suspension  
of Registration)**

29. The duration of leave that will be given to the students from the Republic of Turkey (Suspension of Registration) will be at most two semesters in the preparatory class, half of the normal education period in associate, undergraduate and graduate education programs. However, the duration of leave periods may be extended for the students whose reasons are approved by the decision of the Faculty / School Administrative Board and forwarded to the Rectorate and accepted in accordance with the approval of the University Administrative Board. The relevant articles of the TRNC Higher Education Law are taken into consideration for students from other nationalities. The time spent on leave is not counted from the education period.

**Permission  
Conditions**

30. (1) Students may be given a semester leave on the following grounds on the condition that they are certified their reasons:
- (a) Sick Leave: Students can be given a sick leave on condition that they document their situation by an official Health Board report.
  - (b) Military Service Leave: If the student is conscripted as a result of not being able to postpone or transfer suspension due to mandatory reasons, military service leave may be granted.

- (c) Permission for Leave due to financial and family reasons: Permission may be granted in circumstances such as death, natural disaster or similar circumstances which occur at unexpected moments and affect the livelihood of the student.
- (d) Students may also be allowed to study abroad or if they are appointed to study abroad may also be given leave.
- (e) to study in the joint programs established by CIU with other universities within the framework of dual degree agreements, students may be granted a free admission leave for a semester.
- (2) Students who are reported to have been arrested or convicted by the relevant authorities are not allowed. Students who have passed their detention may be placed on leave for the period they were arrested if they apply.

**Application  
Method, Duration  
and Fees Payable  
on Leave**

- 31.** Applications for leave of absence are made to the Directorate of the Student's Registrar Office with a petition that has a valid reason and documents. Finalized results approved by the Rectorate are announced to the student by the Directorate of the Student's Registrar Office. It is essential that applications for leave of absence are made at the beginning of the semester and before the add-drop period ends. Except for sudden illness and unexpected circumstances, applications made after these periods are not processed. The student who pays the fee determined by the recommendation of the Rectorate and the approval of the University Administrative Board and completes the other related procedures until the last day of the add and drop period is considered on leave in the relevant academic semester. However, for any reason, if a student pays less than half of the semester fee for the education period, he/she enrolled in has to complete the payment of the half of the semester fee to benefit from this right. The remaining fee of the student who deposits more than this rate is transferred to the semester fee following the semester deemed to be on leave in case of enrollment. The student who applies to take a leave after the add and drop period must pay the entire semester fee for the academic year in which he/she is registered. For any reason, the student who pays less than the semester fee for the semester s/he enrolled in, must complete the payment of the semester fee.

**Return from leave**

- 32.** The following procedures are applied to students, who use permission when they return to the university:
- (1) The courses that are taken by students, who are allowed to study abroad for a certain period, are evaluated by the faculty board of directors and finalized by the decision of the University Senate.
  - (2) Students, who have been granted leave for other reasons, will do their normal registration at the end of their leave and continue their education. However, students, who are granted permission for illness, must prove that they will be able to continue their education by the Health Board report.

**Graduation,  
Diplomas,  
and Fees**

33. (1) A student's graduation, who has successfully fulfilled the requirements for graduation in any department or vocational school of the university, and with CGPA of at least 2.00 is finalized by the recommendation of the department and faculty boards and the decision of the Senate. The normal duration of Undergraduate and Associate Degree courses at CIU is determined by the Senate within the framework of the rules and standards related to Higher Education.
- (2) The diploma and / or graduation certificates to be given to the graduate students are prepared by the Director of the Student Registrar's Office and the completed program's name, graduation date, earned title and grades are written on it. The diploma and / or graduation certificates contain a hologram of the University with the signature of the dean of the faculty or the director of the school and the Rector.
- (3) The student, who will graduate, is obliged to complete the procedures determined by the Senate and pay diploma fees.
- (4) A temporary graduation certificate with the signatures of the dean of the faculty and the Rector can be issued by the Directorate of Student Affairs on condition that it is after the diploma delivery date specified in the academic calendar until the diplomas are prepared only for one time.
- (5) In the event of a loss of diploma, a new diploma is issued on the condition that the procedures determined by the Directorate of the Registrar Office are fulfilled, the fee is re-paid and the case is declared by petition. If this is the case, it is mentioned on the diploma that it is 'the second copy'.

**SIXTH PART  
Various Provisions**

**Providing  
Advisor Service**

34. Advisors are appointed among the academic staff to assist students in organizing their learning programs and to deal with their other problems. The advisor service is organized by the relevant Dean or Director.

**Internship**

35. The Senate organizes compulsory internships considering the characteristics of the education-training. Principles related to the internship are regulated by separate Regulations.

**Disciplinary  
Actions**

36. (1) All the discipline related procedures of students are made according to the "CIU Student Discipline Regulations."

- (2) On the occasion of the collective events, which require a disciplinary action for a group of students, a committee is appointed by the Rector of the University to do the investigation at the university depending on the type of the event. It is not necessary to be from the same department of a student to be a member of the committee.  
Also, it is not a problem if the investigator(s) from the same faculty of the student, for whom disciplinary proceedings have been filed, be the members of the investigation committee.
- Scholarships and Assistance**      37.      Grants and scholarships that are provided to the students from different sources are done according to the ‘CIU Scholarship and Tuition Fee Reductions Administration Regulations.’
- School of Foreign Languages**      38.      Teaching Activities is conducted according to the “CIU School of Foreign Languages Establishment, Management and Working Principles’.
- Student Status**      39.      Students are categorized in four as full-time, part-time, private and guest students. The tuition fee to be paid by the student is determined by the "Education Fee Regulations" according to the status of the student.
- (1) Students enrolled in an undergraduate or associate degree program taking with 80% or more of the pre-elective courses are full-time students.
- (2) At an undergraduate programme or associate degree program, with the recommendation of the advisor and approval of the head of the department's School Board, students who take less than 80% of their courses are part-time students.
- (3) Individuals, who are unaccustomed to any of the programs in the university, and, who are allowed to attend only certain courses are "special students". A student at this status cannot be granted a diploma or title. However, a document is prepared by the Director of the Registrar’s Office that shows the success and details of these courses. Applications of those, who wish to be admitted as special students, are referred to the relevant Department Head or the School Director. The registration of these students is done by the relevant regulations by the Student Registrar’s Office. From the students, who apply as special students, at least a high school diploma is requested.
- (4) Students, who are educated at a bachelor's or master's level in a higher education institution in the country or outside the country and the students who apply to take courses for credit transfer at Cyprus International University for a period with the permission of the higher education institution, are considered as "visiting students". Guest students are not given diplomas and titles but a certificate is issued showing the classes and the credits they earned. The terms and conditions of the guest student status are determined by regulations approved by the University Senate.



## **SEVENTH PART**

### **Final Provisions**

- |                            |            |  |
|----------------------------|------------|--|
| <b>Enforcement</b>         | <b>40.</b> | The present regulations shall enter into force from the date the Board of Trustees approved the decision of the Senate of Cyprus International University.   |
| <b>Removal from Force</b>  | <b>41.</b> | With this regulation, the existing regulations and amendments on the principles of undergraduate and Associate Degree Education, Examination and evaluation of the International University of Cyprus were repealed. |
| <b>Executive Authority</b> | <b>42.</b> | The present regulations shall be implemented by the Rector of Cyprus International University.   |