

## European University of Lefke

### Regulations for Associate and Undergraduate Degree Education and Examinations

These Regulations have been prepared in accordance with Articles 18 (8), 25 (3), 26 (5), 29 (1), 30, 31 and 32 of the Statute establishing the Cyprus Science Foundation-European University of Lefke

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## Part I: GENERAL PROVISIONS

### Article 1 Aim

The aim of these regulations is to regulate student admission and registration procedures, education and examinations conducted at the European University of Lefke.

### Article 2 Scope

These regulations cover the education and examination principles at the levels of Associate and Undergraduate Degree Programmes conducted at the Faculties and Schools of European University of Lefke. Principles related to Graduate and English Preparatory School Programmes are specified in separate regulations.

### Article 3 Definitions

Terms and abbreviations used in these regulations refer to the following meanings:

- a) "University" refers to the European University of Lefke.
- b) "Board of Trustees" refers to C.S.F. (Cyprus Science Foundation) Board of Trustees.
- c) "Rector" refers to the Rector of European University of Lefke.
- d) "Senate" refers to the Senate of European University of Lefke.
- e) "Executive Board" refers to the European University of Lefke Executive Board.
- f) "Dean" refers to faculty deans.
- g) "Director" refers to the director of the school concerned.
- h) "Unit" refers to Faculties or Schools of European University of Lefke.
- i) "Student Advisor" refers to a member of academic staff appointed by Department Chairs and/or Dean/Director to guide students in academic, administrative and social matters.
- j) "Credit Value" refers to the credit value of a course that is the sum of the total theoretical hours of an ongoing course and half of the practical and laboratory hours per week.
- k) "Prerequisite Course" refers to the course that can only be taken after the successful completion of at least one or more courses in the previous semesters.
- l) "Required Course" refers to the compulsory courses set forth by the programme concerned.
- m) "Elective Course" refers to courses that are not compulsory and students can take within the programme concerned or from the other programmes.

## PART II: STUDENT ADMISSION and REGISTRATION, TRANSFERS and EXCHANGE PROGRAMMES

### Article 4 Quotas

Student quotas allocated for each unit of the university are determined by the Senate upon the recommendation of Executive Committees of the units concerned in each academic year.

## **Article 5 Student Admission**

Admission procedures and requirements for students from Turkey are determined by the regulations concerned and the principles set by Higher Education Council. For Turkish Cypriot and foreign national students, Senate decisions apply.

## **Article 6 Special Student**

Special students are persons who are not registered to any courses of the programmes at the university or who are only allowed to attend specific courses. Special students are not provided with a diploma or a student certificate. However, they are provided with a document that shows the courses taken and their grades by the Registrar's Office. Applications of candidates who want to register as special students are evaluated and concluded by the University Executive Board upon the recommendation of the executive board of the unit concerned. Special student candidates are required at least a high school diploma. These students are liable to pay the same amount of school fee as regular students do. They have to obey the rules of the courses they are registered to. Students who were formerly dismissed from a higher education institution cannot gain the special student status.

## **Article 7 Registration**

(a) Final registration procedures for those who are eligible to register to undergraduate or associate degree programmes are established by the Registrar's Office between the dates determined by the Rectorate as indicated in the academic calendar. Candidates who do not register within the stated dates or provide the documents required cannot claim the right to register. Students are guided by the academic advisors appointed by the units concerned in registering, re-registering and other procedures.

(b) For final registration, the below-mentioned requirements are sought:

- (i) To hold a diploma awarded by a High School or another school accredited by the Ministry of National Education,
- (ii) To fulfil the procedures related to financial issues required by the statute concerned,
- (iii) To satisfy other requirements prescribed and announced by the authorized bodies of the university.

(c) Students are liable to finalize their registration procedures by registering for the courses of the programme registered for under the supervision of student advisors within the period stated in the academic calendar according to the Article 9 of this Regulations.

## **Article 8 Tuition Fee**

Students are liable to a tuition fee for the education provided at the university. The amount of the tuition fee is determined by the Board of Trustees and announced by the Rectorate prior to the announcement of entrance exams. The tuition fee is not refundable except in the case of registration withdrawals.

## **Article 9 Registration Renewal**

(a) Students have to renew their registrations by paying the required tuition fee in the beginning of each semester within the period stated in the academic calendar with the assent of student advisors and

the approval of the Department Chairs. Students who fail to pay the tuition fee within the stated dates and complete their course registration procedures cannot attend the courses and take the exams of the courses concerned. If they happen to take these exams, they are cancelled. These students cannot request a document to be prepared by the university. Students are liable for all renewal procedures and it is their own responsibility to register. Students who fail to register within the stated dates because of an excuse can register later during “add-drop” period stated in the academic calendar if their excuses are approved by the executive board of the unit concerned. However, these students have to pay a late-register fee which is determined by the approval of the Board of Trustees upon the recommendation of the University Executive Board. In case the factors causing their excuses are not resolved before the end of the Add-Drop period stated in the academic calendar, their registrations are postponed for the coming semester.

(b) Students who fail to graduate at the end of the regular education period, but still hold the right to be a student, have to renew their registrations for the courses they should take at the beginning of each semester within the dates stated in the academic calendar by paying the course fees determined by the approval of the Board of Trustees upon the recommendation of the University Executive Board.

## Article 10 Transfers

**(a) External Horizontal Transfers:** Those who have studied at a university or any other equivalent institution for a minimum of one semester can apply to European University of Lefke for a horizontal transfer. In order for such applications to Registrar’s Office to be accepted, the student:

- (i) should have sufficient English,
- (ii) should not hold any previously issued permanent suspension penalty from a university or any other higher education institution,
- (iii) should apply for a horizontal transfer for the second, third, fourth or fifth academic semesters,
- (iv) should have successfully completed all the courses in his/her previous programme- which should be equivalent to the ones in the programme applied to be transferred to.

Applications of candidates who meet the criteria specified above are concluded by the Executive Committees of the units concerned according to the quota set by the executive board of the unit concerned and within the framework of the decisions of the Senate.

**(b) Internal Horizontal Transfers:** At the European University of Lefke, students (except for the ones at the English Preparatory School) who have studied at least one semester at the University are given a chance to change their departments only once depending on the set quota determined by the departments. After considering the recommendations of the Executive Board of the Department concerned, the Unit Executive Board concerned evaluates and finalizes the applications within the principles set by the Senate. In order for such applications to be accepted, the student:

- (i) should have successfully completed all the courses in his/her previous programme- which should be equivalent to the ones in the programme applied to be transferred to.
- (ii) should have a GPA of at least 2.00 for the courses to be exempted,
- (iii) should comply with other rules of the department to be transferred to.

Grades and credit values of the courses -the equivalences of which are approved by the faculties and schools concerned- in internal horizontal transfers are the same.

**(c) Internal Vertical Transfers:** Students who gain the right to study at an undergraduate program may transfer to associate degree programmes based on the Executive Board decision of the unit concerned. Graduates of associate degree programmes can be admitted to undergraduate programs with the approval of the University Executive Board upon the recommendation of Faculty/School Executive Board complying with the statute of the Higher Education Council concerned.

**(d) External Vertical Transfers:** Graduates of associate degree programs of any higher education institution can be admitted to undergraduate programs with the approval of the University Executive Board upon the recommendation of Faculty/School Executive Board complying with the statute of the Higher Education Council concerned.

**(e) Exemption:** Exemptions and course timetables of transfer students are determined by the Executive Committees of the units concerned. Course grades are indicated by grades with credit values for internal transfer students and as “E” for external transfer students. Such students’ requests for exemption for previously taken courses (and their transition credit values) are evaluated and finalized by the Executive Committees of the units concerned upon the recommendation of the departments concerned.

## **Article 11      Exchange Programs**

**(a)** In compliance with the agreements between foreign universities and student exchange programs, EUL students can be sent to these universities for a period of one or two semesters. These students keep their student rights at EUL and the period spent in these universities considered within the actual duration of their education. These students are only responsible for the courses at the university they attend within the exchange program instead of the ones at EUL. Selection of the courses are made under the supervision of the student advisors or coordinators of the exchange program concerned and finalized by the approval of the Faculty/School Executive Committees upon the suggestion of departments concerned. Grades obtained from these courses are evaluated in compliance with Article 21 of these regulations. In case the evaluation criteria are different, they are aligned with Article 21. The provisions of these regulations are also applied to exchange students at EUL and they are provided with a transcript of the courses they take.

**(b)** The exchange programs with higher education institutions and universities within the country conducted in accordance with the mutual agreements and the provisions of the statute concerned.

**(c)** Preparatory School and freshman students of associate or undergraduate degree programs cannot apply for exchange programs.

**(d)** The procedure for tuition fee payment is determined within the framework of exchange program or mutual agreements to be made.

## **Article 12      National and International Cooperative Education Programs**

Associate and undergraduate degree programs can be established and conducted in cooperation with national and international higher education institutions. Principles regarding the design and the

management of these programs are determined by the Senate. Students can take courses from other higher education institutions during the summer school period or within the exchange program period.

### PART III: EDUCATION

#### **Article 13 Medium of Instruction**

The medium of instruction is English except for the departments in which Turkish instruction is compulsory. Turkish instruction in some programs is possible subject to the decision of the Board based on the advice of the Senate. All new students are given a “Proficiency Exam” at the beginning of each academic year. Unsuccessful students are required to attend the “English Preparatory School Programme”. Students holding a sufficient score taken in one of the internationally recognized examinations such as TOEFL or IELTS are exempted from the English Preparatory School Programme. Exemption requirements are determined by the Senate. Students continue taking “Faculty English” courses defined in their course programmes throughout their university education.

#### **Article 14 Duration of Studies**

Each academic year is divided into two semesters, Fall and Spring Semesters and the duration of each semester is 16 weeks including the exam days. If needed, a Summer School Programme can be initiated according to the principles determined by the Senate. Provisions related to the Summer School Programmes are regulated by a separate directive. The duration of the Summer School cannot be less than seven weeks. Tuition fee for the Summer School is determined by the Board of Trustees upon the recommendation of the Executive Board. The duration of the education offered is eight semesters (four years) for undergraduate programmes and four semesters (two years) for associate degree programmes. The duration of education at the English Preparatory School is not included in this period. The maximum period of study in associate degree programmes is eight semesters (four years) and 14 semesters (seven years) in undergraduate programmes unless a valid reason stated in these regulations is shown.

#### **Article 15 Academic Calendar**

The Academic Calendar of the University is approved by the Senate in March at the latest. The approved academic calendar is then announced.

#### **Article 16 Course Programmes**

**(a) Associate and Undergraduate Degree Programmes:** Education programmes are discussed in the boards of the units concerned upon the recommendation of departmental boards and presented to the Senate. Programmes are finalized after approval by the Senate. Changes to the coming semester are made in November at the latest for each year and if new programmes will be offered for the new academic year, it is determined at the beginning of January at the latest. The education programme is comprised of required and elective theoretical courses and/or applied courses (seminar, workshop, studio, laboratory, fieldwork, etc.). There can be prerequisite courses within the programme and these are determined upon the recommendation of the boards of the units concerned and the approval of the Senate. The decision related to the courses with practical applications and those which will be regarded as an actual course is given by the boards of the units concerned. Integral and complementary practical applications are conducted by the units concerned within the university. Trainings or apprenticeships can be done in related public institutions and organizations, private sector, NGOs and other organizations considering the interests of the students for the courses which require compulsory



training or apprenticeship. If required, some courses can be offered in both semesters with the approval of the Senate and the decision of the boards of the units concerned upon the recommendation of the department concerned.

**(b) Minor Programmes:** Students who successfully study at an undergraduate/associate degree programme and who would like to improve their knowledge through another program that they are interested in can be offered the right to attend a “Minor Programme”.

**(c) Double Major Programmes:** Students who successfully study an undergraduate programme can be offered the right to attend a “Double Major Programme”, giving students the chance of receiving the first and the second major program diplomas at the same time.

Principles regulating the Double Major/Minor Programmes are determined by a separate directive prepared by the Senate.

### **Article 17 Course Load**

**(a)** Course load refers to the number of courses students take each semester as stated in the programme of the department concerned for each semester.

**(b)** This course load is determined on the basis of the credit values of the courses by the Senate upon the recommendation of the Executive Committees of the relevant departments and units.

**(c)** A student may be allowed to reduce this load by two courses at most according to the course load of that specific semester. If the course load is decreased, it becomes compulsory for the student to take those dropped courses in the first semester the courses are offered again.

**(d)** A student is required to fulfil the regular course load stated in the relevant department’s programme in the first two semesters.

**(e)** After completion of at least two semesters (one year) in the relevant department, the course load of a semester can be increased by one course at most provided that this course the student has never been registered for it. To this end, a student should,

- (i) have a CGPA of at least 3.50, or
- (ii) have a GPA of at least 3.5 and a CGPA of at least 2.5 in the previous semester (Summer School is excluded)

**(f)** Provided that the CGPA of a student is at least 1.90 and s/he has successfully completed the courses of 24 credits at most in total, the student in graduation stage is considered to be in “Graduation Semester”. Upon the request of such a student, additional courses can be offered with the decision of the Executive Committee of the relevant unit and the approval of the Department Chair upon the recommendation of the student’s advisor.

**(g)** Students, who exceed the actual duration of study period stated in Article 14 or register for courses less than 12 credits in total due to the personal reasons, are considered a “Part-Time Student” upon the consent of the Executive Committee of the relevant unit and the Executive Board. Tuition fee is determined according to the total credit value of the courses for such students.

### **Article 18 Course Registration, Add-Drop, and Withdrawal**

**(a)** Course registration procedures are conducted with the assistance of student advisors at the beginning of each semester. Students are liable to take the courses stated in the relevant department’s

programme. If a student fails a course, adds or drops a course or withdraws from a course in previous semesters, s/he has to take this course in the first semester it is offered again.

**(b)** Registration cannot be made for courses which clash with other courses in the weekly course schedule. This rule is also applied to the repeated courses.

**(c)** For the courses with prerequisites:

- (i) A student must have obtained at least a “D-“or “E” grade from the related pre-requisite course in order to register.
- (ii) Students in the graduation semester can register for courses which have prerequisites together with the prerequisite course(s) with “F” grade.
- (iii) At all semesters including the graduation semester, a prerequisite course and the course following it cannot be taken within the same semester if the prerequisite course has never been taken before or if the student obtained a grade of “FA” or “W” from it.

**(d)** If there is not a clash in the timetables, students are allowed to register for courses which are not in the programme of the relevant department. These courses are regarded as “non-credit and non-scheduled elective courses”. These courses are not considered within the scope of the actual course load stated in Article 17. The performance of the student in these courses does not affect graduation. However, they are indicated in students’ transcripts if successfully completed.

**(e)** Principles regarding the repeated courses are as follows:

- (i) A student who has received a grade of “D-”, “F”, “FA” or “U” from a course, is liable to repeat it in the first semester it is offered again.
- (ii) In case the course to be repeated is an elective course or removed from the programme, students are allowed to take another course approved to be relevant by the department concerned.
- (iii) A student may be allowed to repeat some courses in order to increase his/her grades on condition that the courses are taken within the last three semesters (including the Summer School) and the student has a CGPA of at least 2.20. The grades received from repeated courses replace the previous grades, but the previous grades continue to appear in the transcript.

**(f)** Order of precedence in selection of the courses during registration is as follows:

- (i) Courses with “F”, “FA”, “U” or “D-” grades.
- (ii) Courses which have never been taken.
- (iii) Courses which have not been taken in the current semester.
- (iv) Other relevant courses.

**(g)** Principles regarding withdrawal from courses are as follows:

- (i) Students can withdraw from two courses at most in any academic semester with the knowledge of the course instructor, upon the recommendation of the student advisor and with the approval of the unit concerned, within the dates stated in the academic calendar and provided that the student is not transferred to part-time status. A student who withdraws from a course will receive the grade “W”. This grade is not taken into consideration during the calculation of the CGPA and the GPA, but appears on the transcript.
- (ii) A student cannot withdraw from a course that was taken in the first two semesters of the programme, withdrawn before, is repeated or a course that has no affect on CGPA.



- (iii) Students have to repeat the courses with “W” grade in the first semester they are offered again.
- (iv) Students in “Part-Time” status cannot withdraw from a course.

## Article 19 Attendance

Students are required to attend at least 80% of the registered courses, laboratory, practice and other academic studies required by the related course instructor. A student who fails to attend more than 80% of the classes/ studies receives an “FA” grade and cannot sit for final and make-up examinations.

## Article 20 Examinations

Students are given at least one mid-term and a final examination for each course in each semester. The course instructor can regard assignments, projects, laboratory studies and similar studies as a mid-term exam. The following principles are adopted in the calculation of a course grade:

- (i) At the beginning of each semester, the students and the relevant departments are informed about the number of examinations to be administered and their weights, as well as the weights of quizzes and lab/workshop reports by the course instructor.
- (ii) For courses by more than one instructor, a course coordinator is assigned by the relevant Department Chair. Weights of such courses are determined by the course coordinator after taking the course instructor’s opinion.
- (iii) In the calculation of the final grade of a course, the weight of the mid-term and final examinations cannot be more than 40% and 60% respectively.

End of semester grades of the courses in each semester are sent to the Registrar’s Office by the relevant Deans’ Offices and Directorates and finalized after being announced.

## Article 21 Grades and Notations

One of the following letter grades is given for each course as the end of semester grade. Letters and their coefficients are indicated together with equivalent scores out of a hundred:

Score	Letter	Coefficient
95-100	A	4.0
90-94	A-	3.7
85-89	B+	3.3
80-84	B	3.0
75-79	B-	2.7
70-74	C+	2.3
65-69	C	2.0
60-64	C-	1.7
55-59	D+	1.3
50-54	D	1.0
45-49	D-	0.7
0-44	F	0.0
Failing from Absenteeism	FA	0.0

Unsuccessful students who fail to fulfil the requirements for attendance and course practices are given an “FA” grade by the relevant course instructors. In the calculation of CGPA/GPA, “FA” grade is regarded as an “F” grade.

**Notations excluded in the calculation of the CGPA/GPA**

I-Incomplete

S-Satisfactory

U-Unsatisfactory

E-Exempted

W-Withdrawal

TP- Thesis in progress

For non-credit courses, successful students receive an “S” grade whereas unsuccessful students receive a “U” grade.

“I” grade is given to students who have not completed some of the projects/ laboratory studies required for a course and who have not sat the final exam because of an illness or another reason, the validity of which is approved by the relevant course instructor and the Department Chair.

Students who transferred from other higher education institutions are given an “E” grade. However, in order for a student to be given an “E” grade, the consent of the relevant Department Chair and the approval of the Executive Committee of the relevant unit are required.

"W" grade is given to the students who have withdrawn from a course. This grade is not taken into consideration in the calculation of the CGPA/GPA, but continues to appear in the transcript.

"TP" grade indicates an ongoing thesis study registered in the current or following semester.

**Article 22 Repeating a Course**

"D-", "F" and "U" grades indicate that the student has failed that course. Students who receive "D-", "F" and "U" grades from a course (excluding the non-credit and non-scheduled elective courses) are required to repeat that course in the following semester. In addition to the course they are required to take in the relevant semester, students with a CGPA higher than stated figures in Article 27 item “c” and “d”, are allowed to repeat the courses with "C-", "D+", "D" grades in order to increase their CGPAs within the period stated in Article 14.

**Article 23 Appeals**

The announced examination results and grades are definite. In case of an appeal against the calculation of exam scores or grades, the relevant course instructor or student should apply in writing to the relevant Dean’s Office or School Directorate. Applications should be made within two weeks following the announcement of the results. Applications are finalized in two weeks within the

framework of “the Regulations for Examination and Evaluation EUL” by the Executive Committee of the relevant unit and the results are communicated in writing to all concerned.

#### **Article 24 Make-up and Re-sit Examinations**

Principles regarding the make-up examinations are as follows:

##### **(a) Make-up Examinations:**

- (i) A student who fails to sit for an examination for a valid reason is given a make-up exam. Within three days after the examination, students who wish to take a make-up must submit a written statement to the course instructor or the course coordinator explaining the reason(s) for his/her request.
- (ii) Make-up examinations for the final exams are administered within the period stated in the academic calendar.
- (iii) If the cause of the student’s absence persists during the time allocated for the make-up examination, a new make-up is given. However, the make-up examinations should be completed before the last day of the registration period for the following semester.

##### **(b) Re-sit Examinations:**

If requested by a student who receives “D-“ or “F” grade from a final exam and fails, s/he can be allowed to take a re-sit examination with the consent of the Executive Committee of the relevant unit. Re-sit Examinations are administered within the dates stated in the academic calendar.

#### **Article 25 Cheating**

A student who cheats, attempts to cheat or helps another student to cheat in an examination receives a score of “0”. Disciplinary procedure is also initiated for this student.

#### **Article 26 Calculation of GPA and CGPA**

Credit received from a course is found by multiplying the credit hours by the coefficient corresponding to the grade received. End-of-semester grades are finalized within the period when the Student Information System (SIS) is open for the access of course instructors and then announced.

The Grade Point Average (GPA) is found by dividing the sum of the credits received from all courses registered during the semester by the total credit hours of the same courses.

Cumulative Grade Point Average (CGPA) is computed by dividing the total credits received from all courses the student has completed since joining the Faculty or School Programme by the sum of the credit hours of these courses.

In all average calculations, the letter grades and their coefficients stated in Article 21 are taken into consideration and averages are computed up to 2 decimals after the decimal point.

## Article 27 Success

End-of-semester and the overall performance of a student is computed according to the following principles:

**(a)** A student is considered successful at the end of a semester if the GPA is at least 2.00 out of 4.00. If a student registered to the normal course load of a program in a department scores a GPA between 3.00 and 3.49, s/he is designated an 'Honour' student, if the GPA is between 3.50 and 4.00 s/he is designated a 'High Honour' student.

**(b)** “Academic Semester” refers to the current semester in which a student registered and is regarded as a base point in the calculation of CGPA. The academic semester of a student is determined by the relevant unit taking into account all courses registered including the ones in the current semester and the pursued education programme.

**(c)** Students who are enrolled in an eight-semester programme and whose CGPAs’ are below the specified limits are considered ‘on probation’.

At the end of the first academic semester	0.70
At the end of the second academic semester	1.00
At the end of third academic semester	1.30
At the end of fourth academic semester	1.50
At the end of fifth academic semester	1.70
At the end of sixth academic semester	1.80
At the end of seventh academic semester	1.90

**(d)** Students who are enrolled in a four-semester programme and whose CGPAs’ are below the specified limits are considered ‘on probation’:

At the end of the first academic semester	0.70
At the end of the second academic semester	1.00
At the end of third academic semester	1.60

**(e)** An academic warning is given to the students on probation in order to make them increase their CGPAs. They are regarded as students on probation until they increase their CGPAs to the limits mentioned above.

**(f)** Taking into consideration the opinion of the Student’s Advisor, one of the following options is offered to students who have received an academic warning:

- (i) The semester following the first academic warning: These students are required to take the courses they previously took and failed with “F”, “FA” or “D-” grade. Provided that they do not exceed the regular course load, they can take two new courses at most.
- (ii) The semester following the two consecutive academic warnings: These students are required to take the courses they previously took and failed with “F”, “FA” or “D-” grade. Provided that they do not exceed the regular course load, they are also required to repeat the courses with “D”, “D+” or “C-” grade. However, if they still do not exceed the regular course load, their right to take one new course at most is reserved.

(g) With the decision of the Executive Committee of the relevant unit, students on probation are allowed to transfer to another program once only, subject to student quotas. In such cases, transfer from a two-year program to a four-year program is not possible.

(h) Semesters in which the courses to be repeated are taken are not included in the maximum duration of the study.

## **Article 28      Graduation Make-up Examinations**

Provided that other provisions of this regulations are reserved, students in the graduation semester are allowed to take two graduation make-up examinations for each course they previously took and failed. After these examinations, students who:

- decrease the number of the failed courses to five, are allowed to take make-up examinations for three semesters,
- have four or five courses and have not taken graduation make-up examinations, are allowed to take make-up examinations for four semesters, and
- have three or few courses are allowed to take make-up examinations for unlimited times when these examinations are offered for the failed courses in the current semester.

Attendance is not compulsory for practical studies, courses with practical studies and the courses which have never been taken. For these studies/courses, the course instructor decides on the end-of-semester grades taking the mid-term and final examination results into consideration.

Despite being successful in each course taken in order to graduate, if a student is to be dismissed due to a CGPA of less than 2.00, s/he is given the opportunity to take graduation make-up examinations for unlimited times for the courses they will choose among the courses offered within the last four semester in order to increase his/her CGPA.

A student who does not take the examinations offered during the three academic years either consecutively or intermittently is considered to waive his/her right to take these examinations for unlimited times.

For each graduation make-up examination, students are charged with an exam fee determined by the Board of Trustees upon the proposal of the Executive Board. Students who will take the graduation make-up examinations have to inform the relevant unit in writing which examination(s) they are to take and pay the exam fee one month prior to the final examination date at the latest. Students who have taken these examinations cannot benefit from the student rights. There is no make-up examination for graduation make-up examinations.

## PART IV: TEMPORARY and PERMANENT LEAVE of ABSENCE

### Article 29 Leave of Absence/Freezing Registration

(a) In the case of any scholarship, training, research, etc. opportunities which will contribute to the students' education, students may be granted a leave of absence with the approval of the Executive Board upon the proposal of the Executive Committee of the relevant unit. In order for a student to take advantage of the leave of absence, s/he has to apply to the Dean's Office of the relevant Faculty or to the relevant School Directorate before the beginning of each semester. For overseas applications, notarial attestation is required.

(b) A student may apply in writing to the Dean's Office or School Directorate through the relevant Department for a leave of absence due to a valid excuse such as a health problem. Decisions regarding the leave of absence are finalized with the approval of the Executive Board upon the proposal of the Executive Committee of the relevant unit.

(c) A student may be granted a leave of absence for a maximum period of two semesters on each occasion and four semesters in total during the whole duration of his/her education.

(d) The duration of the leave of absence will not be counted towards the maximum duration of education. Applications for a leave of absence can be made until the end of add-drop period in each semester (except the applications with imperative reasons) with a well-reasoned statement and relevant documents.

(e) Financial liabilities regarding the leave of absence are separately determined by the Board of Trustees upon the proposal of the Executive Board. The decision regarding the application for a leave of absence is notified in writing by the Registrar's Office. A copy of the decision is placed in student's registration file.

### Article 30 Students who cannot be granted a leave of absence

Students who are taken into custody, arrested, sentenced (excluding offences relating to negligence) or wanted by the police cannot be granted a leave of absence. However, in the case of a verdict of non-prosecution or an acquittal, those students are considered to have been on a leave of absence.

### Article 31 Registration Status: Passive/Left

(a) The registration status of a student who does not finalize the registration procedures until the end of add-drop period in the relevant academic semester is changed to "passive". A student whose registration has been "passive" for two semesters consecutively has to finalize the registration procedures before the following add-drop period. Otherwise, the registration status of the student is changed to "left".

(b) When a student whose registration status appears as "passive" or "left" applies to register, the registration fee is determined separately.

(c) A student whose registration status appears as "passive" or "left" is not allowed to request any legal documents from the university.



## **Article 32     Return to University**

Students returning to the University at the end of their period of leave register during the normal registration period and resume their education.

Students who were granted a leave of absence due to health problems may be required to provide a certificate approved by a Health Council indicating their state of health is good enough to continue their studies.

Students who are on leave for two semesters and willing to continue their studies at the end of the first semester of the leave are required to apply in writing to the Registrar's Office (excluding the English Preparatory School). Applications are evaluated and finalized in accordance with the procedures applied in being granted a leave of absence.

## **Article 33     Excuses**

The validity and justifiability of an excuse put forward by a student is approved by the Executive Committee of the relevant unit. In order for an excuse to be approved, the relevant unit should be notified of the valid and justifiable reasons and provided with relevant supporting documents within one week following the resolution of the factors causing the excuse at the latest. Applications which are not made in due time are not accepted. In order for a student to be regarded as having an excuse due to a health problem, s/he is required to certify his/her health problem with a health report/certificate obtained from a health institution. If required by the Executive Committee of the relevant unit, "an expert's report" may be requested from the EUL doctor or a specialist about the health report/certificate concerned. Exams attended by the student within the period of absence are considered void.

The duration of the leave of absence (stated in a health report/certificate) will not be counted towards the maximum duration of education. However, the maximum period of absenteeism cannot be more than six weeks in a semester including approved excuses. If this limit is exceeded, registration of the student concerned is frozen with the decision of the Executive Committee of the relevant unit.

## **Article 34     Tuition Fee for the Period of Leave of Absence**

The liabilities of a student, who is on a leave of absence due to any reason or about whom a verdict of non-prosecution or an acquittal is given, continue and s/he has to pay a determined tuition fee. If s/he fails to pay the tuition fee, s/he is dismissed from the university.

## **Article 35     Registration Cancellation**

(a) Students can cancel their registrations by applying in writing to the Registrars' Office whenever they want. The tuition fee paid by students is no refundable. The relevant Department, School and Dean's Office are notified of those students.

(b) If a student whose registration status appears as "passive" or "left" applies to cancel his/her registration, s/he is not held financially liable for the semesters when his/her registration appeared as "passive" or "left".

## PART V: DIPLOMAS

### Article 36 Graduation and Diploma

Students who have successfully fulfilled all conditions of all credit and non-credit courses together with compulsory training and other practices laid down by the relevant programme in accordance with the provisions of this Regulations and who are not repeating any courses in the last semester and are not on probation and have scored a CGPA of not less than 2.00 are entitled to graduate and receive a diploma. Diplomas or Graduation Certificates to be given to graduating students are prepared by the Registrar's Office indicating the program completed, date of graduation, title awarded and the level of graduation. Each diploma carries the signature of the Registrar, the Dean of the Faculty or the Director of the School, and the (embossed) stamp of the University.

Students who fulfil these conditions in line with Article 17 item (e) and prior to the actual duration of education stated in Article 14 are also entitled to graduate and receive a diploma.

Students, who have a CGPA of 2.00 but cannot graduate because they have failed two courses at most with "F" or "D-" grade, are offered a Graduation Make-up and these examinations are administered on the dates stated in the academic calendar. Those who are successful in these examinations are also entitled to receive a diploma.

### Article 37 Associate Degree Diploma

Students who complete four-semester associate degree programmes in accordance with the provisions of these regulations can receive an Associate Degree Diploma. Furthermore, undergraduate degree students who complete the first four semesters with a CGPA of at least 2.00 and receive "D" or "S" grade at least for the courses concerned can receive an associate degree diploma.

### Article 38 Undergraduate Degree Diploma

(a) Students who have successfully fulfilled all conditions of all credit and non-credit courses together with compulsory training and other practices laid down by the relevant programme and have scored a CGPA of not less than 2.00 are entitled to graduate and receive a diploma. "Honour" and "High Honour" qualifications are indicated in the diplomas of the students concerned.

(b) Students who were transferred from other universities have to spend at least the last two semesters at EUL in order to receive an undergraduate degree diploma.

(c) Issues regarding the preparation of a diploma attachment indicating the accreditation according to the European Credit Transfer and Accumulation System (ECTSDS) are determined with a separate directive.

## PART VI: Miscellaneous Provisions

### Article 39 Repeal

The regulations (EUL Regulations for Education and Examinations) which were approved by the decision dated 06.04.2005 and numbered BOT/278.11 and which was in force at the time these regulations were approved has been repealed.

**Article 40 Cases to which no Provision Applies**

For the cases to which no provision of these regulations applies, the Senate and the Executive Board decisions are applied.

**Article 41 Enforcement**

These regulations go into force on the date of approval by the Board of Trustees.

**Article 42 Execution**

The provisions of these regulations are administered by the Rector of EUL.