

I. GENERAL

Training-Education Levels:

Article 1

Education and training regarding the associate degree programs, undergraduate degree programs and postgraduate degree programs offered by the Near East University is carried out within the scope of the principles and provisions specified in this regulation.

Medium of Instruction

Article 2

Medium of instruction at the Near East University is English. However, courses, which have to be given in Turkish or in other languages, shall be determined by the Senate of the university.

Provisions to be applied:

Article 3

Exam and assessment principles to be applied during the education period shall be regulated with separate regulations.

II. RULES RELATED TO ADMISSION

Student Admission

Article 4

Student admission to the Near East University is regulated in accordance with the principles to be determined by the Senate. All applications for admission are made to the Directorate of Student Affairs Office.

Student Admission to Preparatory Class and Vocational School and Undergraduate

Programs

Article 5

Students are accepted to the preparatory class and the first classes of vocational schools and undergraduate degree programs according to the results of a special exam held at examination centres in North Cyprus and Turkey by the Directorate of Student Affairs Office of the Near East University. Admission of foreign students without examination is possible within the scope of the principles determined by the Senate.

Student Admission to Postgraduate Degree Programs

Article 6

Student admission to postgraduate degree programs is carried out within the principles and the provisions specified by the Postgraduate Education Regulation of the Near East University.

Admission through Transfer

Article 7

Transfers from other higher education institutions to the Near East University are carried out in the frame of regulations and the principle decisions taken. Admissions to the Near East University programs through transfer from other universities or within the University are carried out in accordance with the principles set forth by the Senate based on the "Regulations on Associate Degree and Undergraduate Degree Transfers among Higher Education Institutions. Students to be admitted to the Near East University by way of transfer are required to have English knowledge adequate to follow the courses.

This level is determined through exams held by the English Preparatory School. Certificates of students, admitted through lateral transfer from higher education institution, where education is entirely based on English, and who have taken foreign language exams held by international organizations (TOEFL, GCE, CAMB, PROF etc.) shall be assessed by the Directorate of English Preparatory School. Students, whose foreign language level indicated in the certificate is deemed adequate, do not have to take English Proficiency Exam.

In order to process the application,

- a) The student is required to submit his/her application form to the Directorate of Student Affairs Office within the period specified in the academic calendar,
- b) The student must have completed successfully all the courses concerned with the courses in the program which he/she wants to apply for admission,
- c) The student should fulfil the other transfer transactions required by the Department. Education period spent in the previous institution or program by the transfer student shall be included in his/her maximum education period.

The total period cannot exceed the period stipulated by the regulation. Transfer applications are finalized with the decision of the respective Faculty Board by taking the opinion of the respective department. The numbers of semesters to be adjusted for the students, whose transfers from other universities or within the Near East University have been approved, as well as the equivalents of the previous courses that the transfer student has taken, shall be determined by the respective Faculty Board upon the proposal of the Department.

Students may be admitted to postgraduate programs through transfer in accordance with provisions and principles set by the Postgraduate Education Regulation of the Near East University.

Special Students

Article 8

Special students are the students, who are allowed to take only some courses despite not being enrolled in one of the education programs offered by the Near East University. Special students may be given a document, indicating the enrolled courses and the grades from these courses, if any. No other diploma or title is awarded to special students. However, the grades awarded for special students and approved by the respective Board of Directors, may be included in the grade point average calculation of those who will admit to the Near East University later.

Admission of special students to the courses of undergraduate programs is carried out in accordance with the decisions of the Head of the Department and the Dean; whereas admission to the courses of postgraduate programs is carried out by the decisions of the Institute Director.

. REGISTRATION PROCEDURES

First Enrolment Transactions

Article 9

Enrolment transactions of students admitted to any of education programs offered by the Near East University are conducted by the Directorate of Student Affairs Office on the days determined with the approval of the Rectorate. Students, who do not submit their applications within the enrolment period and those who do not submit the required documents, cannot be enrolled.

Required transactions:**Article 10**

The following conditions are essential for the finalization of enrolment of students admitted to the Near East University:

- a) Students admitted to English preparatory class and associate degree or undergraduate degree programs are required to have a certificate granted by a high school located in TRNC or Turkey, or from a native or foreign school that deemed equivalent to high school by TRNC Ministry of Education. Students admitted to postgraduate programs are required to have a certificate indicating entitlement to bachelor's degree within the country or abroad.
- b) Students are required to have no handicaps concerning health issues, military services, student visa and etc preventing them receiving education. Enrolment of students, admitted to the Near East University and fulfilled the designated conditions, is finalized on condition that they provide the other documents to be specified by the Senate and they pay the tuitions determined for enrolment. Enrolment of students with lacking and distorted documents, and the enrolment of those who dismissed from another educational institution due to any disciplinary penalty, is cancelled even if the transactions have been concluded.

Semester Enrolments:**Article 11**

Students are obliged to renew registration by paying tuition fees and having their course programs approved at the beginning of each semester within the period specified in the academic calendar. Students are responsible to conduct all transactions of renewal of registration and have their enrolment personally. The registration, of those students who do not renew registration within the announced period, will be suspended. Those students will lose their rights and cannot take courses or exams for that semester. However, it is possible for a student, whose excuse is accepted by the Rectorate, to have a late enrolment within the course taking period. The student, who does not renew his/her registration within this period, may have his/her enrolment renewed at the beginning of the next semester with the decision of the respective Faculty Board for once only. Otherwise, he/she cannot benefit from the student rights. The time lost at un-enrolled semester(s) of the student that enrolled in as indicated above, is included to his/her education period. The period, in which the student did not renew his/her registration, will be deducted from the maximum period of education.)

IV. EDUCATION LEVELS**English Preparatory Class****Article 12**

English knowledge of students, admitted to associate degree and undergraduate programs, is determined with a "Proficiency Exam" held by English Preparatory School. English language proficiency level of students, admitted from institutions, where the medium of instruction is entirely English, and who have taken foreign language exams held by international organizations (TOEFL, GCE, CAMB, PROF etc.), may be determined by English Preparatory School as well. Students, who cannot pass the English proficiency exam and whose language level is not considered sufficient, are placed into the preparatory classes according to their level of English. Their level of English is determined by a placement test given to them by English Preparatory School. Total duration of the training in preparatory classes is at most two academic years. Students admitted to postgraduate programs are not placed in English preparatory classes. Transactions for these students are carried out according to the provisions of Postgraduate Education Regulation.

Associate Degree Education

Article 13

Issues concerned the education and training carried out normally in four academic semesters are determined in a separate regulation.

Principles related to granting an associate degree diploma to undergraduate students, who are in a position not to receive an undergraduate degree diploma although they have completed all courses of the first four semesters successfully, are determined by the Senate within the provisions stated in the regulation for “Granting an associate degree diploma for students who have not and who could not complete undergraduate degree programs or their adjustment to vocational schools”. Enrolment of such students in undergraduate degree programs is expunged.

Undergraduate Degree Education

Article 14

An associate degree or undergraduate degree diploma is awarded to the student who has completed a regular eight-semester undergraduate program within the framework of examination and assessment principles set out in the same regulation.

Postgraduate Education

Article 15

Postgraduate education is conducted within the scope of Postgraduate Education Regulation issued by the Near East University.

Teaching Certificate

Article 16

During their education and as a part of their education, within the framework of the principles set out by YODAK and YOK, students that enrolled in the associate degree or undergraduate degree programs of the Near East University can take courses required for teaching certificate.

V. DIPLOMAS AND TITLES

Diplomas

Article 17

The following diplomas are awarded to the students who have completed their programs successfully according to the principles set forth in the regulations:

- a) Bachelor’s Degree Diploma: It is signed by the respective Head of the Department, the Dean and the Rector. The name of the faculty, department, the program (if any) of the student is indicated on the diploma.
 - b) Postgraduate Diploma: It is signed by the Director of Graduate School and the Rector. The name of the program that the student received is indicated on the diploma.
- Undergraduate students, who have not completed undergraduate programs successfully but completed all courses of the first four semesters successfully, are awarded associate degree diplomas. An associate degree diploma for faculty students is signed by the respective Head of Department, the Dean and the Rector. The education period of the student is indicated on the diploma.

The shape, dimensions of all diplomas and the information to take place on the diplomas are designated by the Senate.

In order to be awarded with a diploma, students are required to receive diploma level education at least for the final two semesters at the Near East University.

For once only, temporary graduation certificate bearing the signatures of the respective Head of Department or the Director of the Graduate School and the Chairman of Student Affairs Office may be awarded until diplomas are prepared.

If a diploma is lost, a new diploma shall be issued for once on condition that it is announced in a newspaper printed in TRNC, the student is required to repay the fee and declare the issue with a petition. The phrase "Second Copy" shall be appended onto this diploma, awarded for the second time.

Titles

Article 18

For the titles bestowed with the diploma, transactions are conducted by the Senate of the Near East University. Titles are specified on the diploma.

Transcripts

Article 19

Courses received and the grades awarded to the students starting from the date of enrolment to the time of leave are recorded in the transcript of the student by the Directorate of Student Affairs Office. Upon demand of a student, approved copies of the transcripts are given to the student by hand or mailed to the notified address. Approved transcripts may be sent to the public institutions upon request. Transcript arrangements, submission to students or mailing to the authorized institutions are carried out by the Directorate of Student Affairs Office.

VI. PERMANENT AND TEMPORARY LEAVE

Disenrollment

Article 20

- a) Students may withdraw from the university by applying with a petition to the Directorate of Student Affairs Office whenever they want to do so. Whatever the reason is, including whether they continue their education in any other higher education institutions, the tuitions and fees are not refunded to the students withdrawn from the Near East University. Respective department, institute and the Deanery are informed about the disenrollment of the student. If the withdrawn student wants to return to the university again, he/she shall be subjected to the same procedures that applied for students admitting for the first time or admitting through transfer.
- b) The students, who will admit to the Near East University through lateral transfer, are subjected to the provisions specified in subparagraph (a).

Disengagement

Article 21

In order to get their diplomas or the personal documents in their files, students, who are withdrawn voluntarily or dismissed or graduated from the university, are obliged to fulfil the transactions of disengagement determined by the Near East University.

Leave of Absence

Article 22

Students may have a leave of absence with a valid justification. Student rights of these students are

frozen until they return to the University at the end of leave of absence period.

Leave of absence is granted:

- a) with the approval of Rectorate upon the proposal of the Director of Preparatory School for students in preparatory classes
- b) with the approval of Rectorate upon the proposal of the Head of Department and the Dean for students of undergraduate programs
- c) with the approval of the Rectorate upon the proposal of the Director of Graduate School for postgraduate program students

Leave of absence given by the Board of Directors of respective units is also processed by the Rectorate's approval.

Leave of Absence Periods:

Article 23

Students may be granted a leave of absence for two semesters at maximum in the preparatory class, four semesters at maximum in undergraduate programs and four semesters at maximum in postgraduate programs. Leave of absence periods are not included in maximum education period.

Leave of Absence Requirements:

Article 24

Students may be granted a semester leave for the following reasons provided that they submit valid grounds certified with documents.

- a) Sick leave: A semester leave may be granted to students provided that they certify their sickness with an Official Medical Board Report covering the period that requires issuance of a semester leave of absence.
- b) Military Service Leave: A military service leave may be granted a student, if he is recruited as a result of forfeiture or removal of his deferral right of conscription due to obligatory cases.
- c) Leave of Absence based on Financial and Familial Reasons: This leave may be granted in case of death, natural disasters or similar cases emerging unexpectedly and having an impact on subsistence of the student.
- d) Students may be granted leave of absence to receive education abroad or in case of their assignments that concerned with education. Students, who are under arrest, sentenced or reported by relevant authorities that they are wanted, cannot be granted leave of absence. Students whose detention removed or ended may be considered on leave of absence for the period of detention.

Application procedure and its Period:

Article 25

Applications for leave of absence shall be made to the head of the respective department or the Directorate of Graduate School with a petition based on valid justifications supported with documents. The results that finalized with the Rectorate's approval are announced to students by the Directorate of Student Affairs Office.

Applications for leave of absence are required to be submitted at the beginning of the semester and within the course taking periods. Applications to be made after the submission deadline are not processed excluding sudden diseases and unexpected cases.

Return from Leave of Absence

Article 26

The students who granted leave of absence are subjected to the following procedures when they return to the University:

- a) Education received and courses taken abroad by students, who granted leave of absence to receive education abroad for a specific period, are assessed by the board of directors of the respective unit.
- b) Students, who return from leave of absence granted for other reasons, continue their education by enrolling in the programs through normal procedures applied for the relevant semester. However, students returning from sick leave are required to prove by a Medical Health Report that they can continue their education.

VII MISCELLANEOUS PROVISIONS

Consultancy:

Article 27

In order to assist the regulation of students training programs and deal with other issues of students, counsellors are assigned among academic members according to the provisions of respective regulations.

Internship Affairs:

Article 28

Vocational internships, required to be conducted on an obligatory basis in accordance with the requirements of specialty fields, are regulated by the Senate of Near East University.

Discipline Affairs

Article 29

Discipline affairs of students are conducted in accordance with the provisions set forth by the Student Discipline Regulation issued by the Near East University.

Scholarship and Aid Affairs

Article 30

Scholarship and aids provided by various sources are allocated to students in the frame of Scholarships and Aids Regulation by a committee determined by the Rectorate.

Health Affairs

Article 31

Health services to be offered to students and procedures to be applied to sick students are regulated by a separate regulation.

Tuitions and Fees

Article 32

Fees to be collected from the students are determined by the Near East University Administrative Board. Transactions to be applied for students, who haven't paid tuition and other fees within the indicated period, are determined by the University Administrative Board.

Effectiveness

Article 33

This regulation came into force as of 1988.

Enforcement

Article 34

This regulation is enforced by the Rector of the Near East University.