

# **NEAR EAST UNIVERSITY**

## **REGULATION FOR ASSOCIATE AND UNDERGRADUATE DEGREE EDUCATION**

### **PART ONE**

#### **Purpose, Scope, Basis, and Definitions**

##### **Purpose and scope**

###### **ARTICLE 1**

The purpose of this regulation is to set out the general rules and principles regarding associate and undergraduate degree programs, exams, and assessment procedures at the faculties, schools of higher education, and vocational schools affiliated with the Near East University.

##### **Basis**

###### **ARTICLE 2**

This Regulation has been prepared based on the provisions regarding undergraduate and associate degree education and examinations specified in the Higher Education Act 2547 and the TRNC Higher Education Law 65/2005.

##### **Definitions**

###### **ARTICLE 3**

**The references in this regulation are as follows;**

- a) **ECTS:** The European Credit Transfer and Accumulation System
- b) **Diploma program:** An instructional program that provides education focused on a specific field.
- c) **Education-training program:** Schedules that outline all the theoretical and practical courses, their contents, weekly hours, credits, and when they will be offered in a diploma program, which are necessary for students to receive a diploma from that program.
- d) **Credit:** A unit that quantitatively represents the value of any course taught in a semester or academic year, taking into account the student workload based on the acquisition of knowledge, skills, and competencies envisaged in the diploma program, considering all types of theoretical and practical work required from students within the integrity of the program.
- e) **Executive Board:** Near East University Administrative Board.

### **PART TWO**

#### **Principles Regarding Education, Teaching, and Examinations**

##### **Academic Year**

###### **ARTICLE 4**

An academic year consists of two semesters; fall semester and spring semester. Each semester lasts 14 weeks excluding course registration and final exam periods. The

University Executive Board can extend or shorten the duration of semesters if necessary. A summer semester may also be implemented when necessary. Terms and conditions related to the summer term are determined by the decision of the University Executive Board.

## **Course Schedules**

### **ARTICLE 5**

The course programs to be followed during associate and undergraduate education and the distribution of courses over semesters are arranged by the relevant department and are finalized with the decision of the Faculty or School of Higher Education or Vocational School Board and the approval of the Senate.

## **Compulsory, Elective, and Pre-requisite Courses**

### **ARTICLE 6**

The course programs that students follow in each semester are determined by the Department in which they are registered. Courses are divided into two groups, compulsory and elective. Each student is required to take the compulsory courses of the program in which he/she is registered. Elective courses are decided by the respective department by taking into account the preference of the student as well. However, the respective academic units can hold exemption exams for certain courses determined by the University Executive Board. The students who are very successful in the exemption exam are exempted from the course(s) upon their wish. Grade (EX) is assigned to the student who is exempted from the course(s). A course that a student must be successful in order to take a specific course is called a prerequisite course. The specific courses and their prerequisites are recommended to the Faculty or School of Higher Education Board by the Department and finalized with the approval of the board mentioned here.

## **Credit Value of Courses**

### **ARTICLE 7**

The local credit value of a course corresponds to the sum of the total weekly theoretical or seminar (discussion) hours plus half of the weekly hours for laboratories, applications, workshops, or studios, and one-fourth of the total hours of instructional sessions of the course. Internship or apprenticeship credits are evaluated as a maximum of 2 credits, depending on the content of the work to be undertaken by the student. Credit hour value is not determined for courses that are deemed not to be included in grade point averages by the University Senate. It is sufficient to specify the weekly theoretical and practical hours of these courses. The credits for courses conducted through distance education are determined in the same way as the credits for courses conducted face-to-face.

Quarter credits calculated for a course are completed to half, and three-quarter credits are completed to one credit. The European Credit Transfer and Accumulation System (ECTS) credit consists of one-thirtieth of the student workload for the course, both inside and outside the classroom, in an academic semester. The total number of ECTS credits for each academic semester are thirty.

In this article, "Application" refers to on-campus or off-campus activities conducted to acquire and enhance professional, field-specific, or clinical skills (functional). "Instructional Session" denotes learning activities such as problem-solving, knowledge reinforcement, corrective, and tutorial.

## **Course Load**

### **Article 8**

The normal course load for a student in each semester is the load specified in the program of the department in which the student is enrolled. Based on the credit value of the courses, this load is determined by the University Senate upon the recommendation of the Department and the Faculty or School of Higher Education Board. As determined by the decision of the relevant Department Chair, the regular course load of a student in each semester can be reduced by a maximum of 2 courses, only if the course program necessitates it, or when there is a justifiable and valid reason. Besides, students whose term and/or overall grade point averages are less than 2.00 may, upon request, have their regular course load reduced by a maximum of 2 courses, subject to the decision of the relevant Department Chair. The course loads of students newly enrolled in the program may be reduced by a maximum of 2 courses during their initial semester by the decision of the Department Head provided that they have a justified and valid reason accepted by the Department Head. In this case, the dropped courses must be included in the student's program in the first semester they are offered. Students with a minimum term and overall grade point average of 3.00 may, with their own request, the advisor's recommendation, and the approval of the Department Head, enroll in up to two additional courses from the next semester/year. This limit can be exceeded for students covered under Articles 6, 7, and 19.

## **Double Major Associate and Undergraduate Degree Programs and Minor Degree Programs**

### **ARTICLE 9**

Double major and minor degree programs are carried out in line with the principles specified in the Near East University Double Major and Minor Degree Programs Regulation.

## **Special Student Admission**

### **ARTICLE 10**

Admission of special students is conducted in accordance with the principles specified in the Near East University Special Student Directive.

## **Attendance Obligation**

### **ARTICLE 11**

Students are obliged to attend classes, laboratories, applied courses, and examinations. The student's attendance is inspected by the respective instructor. Students who are on sick leave during the semester are considered absent from classes held during the period they are on sick leave. This means that sickness reports are never considered an excuse for absence.

## **Exams and Evaluation**

### **Article 12**

In addition to midterm exams and their mid-term studies, students are also subject to a final exam. The dates for midterm exams are announced by the Department Chairs within the first month of the semester. Changes to midterm exam dates are approved by the

Department Chair. Short-term exams, other than midterm exams, may be conducted without a pre-determined date. End-of-term exams are conducted at the places and times determined and announced by the University. Teaching staff, with the approval of the Department Chair, may conduct midterm and/or end-of-term evaluations through a different method to be objectively held apart from exams. The final course grade given to a student is determined by the instructor, taking into consideration midterm and end-of-term exam results, their work during the semester, and their attendance at the course. Students, who could not take any exam due to a reason deemed reasonable, justified, and valid by the Head of the Department, are entitled to take a makeup exam. Courses that do not require a midterm and/or end-of-term exam are determined by the relevant department and reported to the Registrar's Office. In this case, the final course grade is assigned based on the student's work throughout the term. A course and its practical and/or laboratory components may be evaluated separately. In such a case, the above provisions are applied separately to the course and its practical and/or laboratory components. The final course grade becomes definitive once it is submitted to the Registrar's Office by the Department Chairs.

### **Makeup Exams**

#### **ARTICLE 13**

A student, who fails any course by receiving an FF grade, is entitled to participate in make-up exams. Students with a GPA lower than 2 can also take makeup exams to improve their grade point averages. The weight of the makeup exam is equal to the weight of the end-of-semester exam for that course. The student's course success score is determined by adding other assessment scores from the relevant semester to the makeup raw score. Since the end-of-the semester exams of applied courses conducted during the semester with attendance obligation are also applied ones, makeup exams are not held for applied courses.

### **Grades**

#### **ARTICLE 14**

For each course taken by students, one of the following letter grades is awarded as the end-of-semester course grade by the instructor teaching the course.

Letter grades, the coefficients of the letter grades, and their equivalents out of 100 points are shown in the table given below.

<b>Letter Grade</b>	<b>Coefficient</b>	<b>Score intervals</b>
<b>AA</b>	<b>4,00</b>	<b>90-100</b>
<b>BA</b>	<b>3,50</b>	<b>85-89</b>
<b>BB</b>	<b>3,00</b>	<b>80-84</b>
<b>CB</b>	<b>2.50</b>	<b>75-79</b>
<b>CC</b>	<b>2.00</b>	<b>70-74</b>
<b>DC</b>	<b>1.50</b>	<b>60-69</b>
<b>DD</b>	<b>1.00</b>	<b>50-59</b>
<b>FF</b>	<b>0.00</b>	<b>49 and below</b>

Apart from these letter grades, the following letter grades are also appraised for students:

I	Incomplete
S	Satisfactory Completion
U	Unsatisfactory
P	Successful Progress
EX	Exempt
W	Withdrawal
NA	Never Attended

**Grade I** is assigned by the course instructor to students who are successful within the semester but are not able to complete the course requirements due to illness or other valid justification. A student with a grade (I) from a course must complete his/her missing course requirements and receive a letter grade within 15 days following the submission of the grades to the Registrar's Office. Otherwise, the grade "I" automatically turns into "FF". However, in the event of prolonged illness or similar cases, this period specified for grade (I) can be extended until the beginning of registration for the next semester upon the proposal of the Department Chair and the approval of the Faculty or School of Higher Education Board of Directors.

**Grade (S)** is assigned to students who are successful in courses that are not included in the grade point averages. The (S) grade is also appraised to students admitted to the University through transfer from outside the university, or re-enroll in the university through an entrance exam, for courses that they have previously taken, and the equivalences of which are recognized by the Faculty or School of Higher Education Board of Directors upon the recommendation of the Department Chair. Grade (S) cannot be given to students admitted via transfer externally and are required to repeat any course according to the Regulation. Grade (S) can't be included in calculating the grade point average.

**Grade (U)** is given to students who are not successful in the courses that are not included in the grade point average.

**Grade (P)** is given to students who are taking courses that are not included in the grade point average.

**Grade (EX)** is given to students who have been exempted from some courses in the curriculum as a result of the exemption exam held by the respective department for certain courses determined by the Senate. The grade (EX) isn't included in the grade point average. However, it is shown in the transcript.

**Grade (W)** is assigned for a course that the student withdraws upon the recommendation of his/her advisor and the permission of the instructor within the first 10 weeks of the semester after the add/ drop period is over. The following rules are applied to students withdrawing from a course:

- a) Students cannot withdraw from courses in the first two semesters of their undergraduate programs
- b) A student cannot withdraw from courses that he/she has to repeat, from which he/she has previously received a (W) and which are not included in the grade point average.
- c) A student is not permitted to withdraw from a course to the extent that his/her course load falls below 2/3 of the normal course load.
- d) Upon the proposal of the counselor and with the approval of the instructor, a student is allowed to withdraw from only one course at most during a semester. A student is allowed to withdraw from a maximum of 6 courses throughout his/ her undergraduate education.

**Grade (NA)** is given to students who do not attend the course despite being registered. End-of-term course grades are announced by the Registrar's Office.

## **Material Errors in Grades**

### **Article 15**

In the event of any material error related to the end-of-semester grades announced by the Registrar's Office, the correction request is decided upon by the Department Board to which the instructor is affiliated, upon the application of the instructor. Material errors related to grades given after the end-of-semester exams must be corrected no later than the registration period of the following semester.

## **Grade Point Averages**

### **ARTICLE 16**

The success of the students is determined by the Registrar's Office at the end of each semester by calculating the students' end-of-term and overall grade point averages. The total credit a student receives from a course is obtained by multiplying the credit value of that course and the end-of-semester course grade coefficient. To find the GPA of any semester, the total amount of credits taken by the student from all courses in that semester is divided by the total credit value of the courses taken. The resulting grade point average is expressed by rounding them off to the second digit after the decimal point. The overall grade point average is attained by taking into account all valid courses in the department that the student has enrolled in since he/she was admitted to the University. Grades ranging from AA to FF are taken as a basis for both end-of-term grade point average and overall grade point average. The most recent grade granted for any repeated course is included in the cumulative point average. All grades are recorded on the student's transcript.

## **Honor and High Honor Students**

### **ARTICLE 17**

At the end of a semester, associate degree and bachelor's degree students with the minimum normal course load and a grade point average between 3.00 and 3.49 for that

semester are considered Honor Students, and those with a grade point average between 3.50 and 4.00 are considered High Honor Students of the semester. The list of these students is announced at the end of each semester.

## **Academic Performance Review**

### **ARTICLE 18**

In order for students to successfully and on time complete the programs in which they are enrolled, they are expected to have a minimum cumulative grade point average (CGPA) of 2.00 and to receive grades of DD or higher in the courses they take. Associate and undergraduate students must have at least the following minimum cumulative grade point averages by the end of the relevant semesters in order to continue their studies at the university:

- End of the Fourth Semester: 1.50
- End of the Fifth Semester: 1.60
- End of the Sixth Semester: 1.70
- End of the Seventh Semester: 1.80
- Eighth and Subsequent Semesters: 2.00

A student whose cumulative grade point average falls below the above-mentioned minimum cumulative grade point averages shall receive an Academic Insufficiency Warning at the end of that semester. The academic advisor provides the necessary guidance to help the student improve their academic performance. A student who receives two consecutive academic insufficiency warnings is placed on the Academic Performance Monitoring list by the relevant department, and all necessary academic support is provided to improve their performance.

A student on the Academic Performance Monitoring list must achieve the minimum cumulative grade point average required for the semester for which they were warned by the end of the monitoring period. A student who fails to meet the required minimum average at the end of the Academic Performance Monitoring period shall be dismissed from the University.

## **Principles Regarding the Course Repetition**

### **ARTICLE 19**

Students, who have received an FF, W, or U in any course, or have not taken a course during the regular semester, must repeat it in the first semester the course is offered again. If these courses are electives or courses that have been later removed from the curriculum, students are required to take other courses deemed suitable by the department they are enrolled.

Conditional on being within three semesters at the latest following the semester they received a passing grade during their associate or undergraduate education, students may repeat courses, in which they received passing grades before.

## **Students who are unsuccessful in the Final Term**

### **Article 20**

If a student successfully completes the courses he/she takes in the program he/she is enrolled in and meets all the requirements to receive an associate degree or bachelor's degree diploma, this student is considered a final-term student. Final term students with FF or U grades in a maximum of three courses in the final term are granted an additional

period until the beginning of the following semester at the latest to complete their deficiencies or take a new exam.

Students, whose GPA fell below 2.00 even though they did not receive an (FF) grade in the last semester, may be given additional time for a maximum of three courses in which they received a (DD), (DC) or (CC) grade, subject to the conditions mentioned above.

Students who meet the conditions outlined in this article must apply to the Department Chair within one week after the announcement of the semester exam results by submitting a petition. After reviewing the student's situation, the Department Chair informs the student and the relevant faculty members about which courses are granted additional time. The additional time, and re-exam right stipulated in this article are granted to a student once again.

## **Requirements for Granting Associate Degree or Undergraduate Diploma**

### **ARTICLE 21**

In order to be awarded an Associate's Degree or Undergraduate Diploma, the student must have completed all credits and courses in the program of the department in which he/she is registered and must have achieved a minimum of 2.00 GPA, or higher. The student is required to have completed at least 120 ECTS credits in 2-year programs, at least 180 ECTS credits in 3-year programs, at least 240 ECTS credits in 4-year programs, 300 ECTS credits in 5-year programs, and at least 360 ECTS credits in 6-year programs. Students in associate or undergraduate programs with a cumulative grade point average between 3.00 and 3.49 graduate with Honors, while those with a GPA of 3.50 or above graduate with High Honors. The status of students on the Honor and High Honor Lists is indicated on their diplomas. Transfer students from another university must have studied at least the last two terms at Near East University to be eligible for a bachelor's degree.

## **Duration of Education**

### **ARTICLE 22**

The normal duration for an associate degree program at Near East University is 2 academic years, and for an undergraduate degree program, it is 4 academic years. Students with a minimum cumulative grade point average of 3.00, who have completed the required courses and credits for graduation, may graduate in a shorter period.

Without a legitimate reason as specified in the Regulation, two-year-associate degree programs must be completed in a maximum of four academic years, and four-year undergraduate programs must be completed in a maximum of seven academic years. The maximum education and training period for five year undergraduate programs is eight academic years and nine academic years for six year undergraduate programs. The Preparatory School periods are ignored while calculating the maximum education period. Students who cannot graduate within these periods are dismissed from the University. However, students in this situation, who have at most three remaining courses included in their GPA to graduate, are given a maximum of two additional semesters provided that the other terms and conditions of this regulation are reserved. During the additional period, the provisions of the regulation regarding grade point averages continue to be implemented. Students who cannot graduate at the end of this period will be dismissed from the University.



## **Requirements for Granting Associate Degree Diploma to Those Who Have Not Completed Their Undergraduate Education**

### **ARTICLE 23**

Granting an associate degree diploma for students who have not completed undergraduate degree programs is regulated under a separate regulation. Undergraduate students, who have completed all courses of the first four semesters successfully and received at least a grade of 'D' or a grade of 'S' in each of the courses required for an associate degree diploma, are granted an associate degree diploma upon their request.

## **PART THREE Final Provisions**

### **Absence of Provisions**

#### **Article 24**

In matters not expressly regulated by this Regulation, the provisions of other relevant legislation, as well as the decisions of the Senate, the University Executive Board, and the Administrative Board of the relevant academic unit, shall apply.

### **Entry into Force**

#### **Article 25**

This Regulation shall enter into force on the date of its publication.

### **Enforcement**

#### **Article 26**

The provisions of this Regulation shall be enforced by the Rector Near East University.