



# **FINAL INTERNATIONAL UNIVERSITY**



## **INTERNATIONAL STUDENT HANDBOOK**

**2018-2019**

## Table of Contents

|   |     |
|---|-----|
| <b>Part A: Introduction</b> .....   | 4   |
| 1. About this Handbook.....   | 4   |
| 2. About Final International University.....  | 4   |
| 3. Final International University Mission and Vision .....                          | 5   |
| 4. Learning Outcomes.....   | 5   |
| 5. Why FIU? .....   | 6   |
| 6. Equal Opportunities .....  | 7   |
| <b>Part B: From Application to Arrival</b> .....                                    | 7   |
| 7. Applications and Visas .....   | 7   |
| 8. Travel Arrangements.....   | 7   |
| 9. Arrival.....   | 8   |
| <b>Part C: Immigration and Residence Formalities</b> .....                          | 8   |
| 10. Registration at FIU .....   | 8   |
| 11. Immigration and Residence Procedures.....                                       | 9   |
| 12. Health Insurance.....   | 10  |
| 13. Banking .....   | 10  |
| 14. Driving in North Cyprus .....   | 10  |
| 15. Families and Student Consent Form.....  | 11  |
| 16. Orientation and Adaptation Period .....   | 11  |
| <b>Part D: English Language Program</b> .....                                       | 122 |
| 17. FIU English Language Placement and Proficiency Examination .....                | 122 |
| 18. Exemptions from the English Language Placement and Proficiency Examination..... | 12  |
| 19. English Language Proficiency Regulations .....                                  | 12  |
| 20. Aims of the English Language Program.....                                       | 133 |
| <b>Part E: Your Studies</b> .....   | 13  |
| 21. Advisory System.....  | 13  |
| 22. Office Hours and Open-Door Policy .....   | 13  |
| 23. Attendance and Absenteeism Policies .....                                       | 144 |
| 24. Classroom Conduct Guidelines .....  | 166 |
| 25. Textbook Policies .....   | 166 |
| 26. Academic Integrity and Plagiarism.....  | 16  |
| 27. Course Descriptions .....   | 177 |
| 28. Grading of Performance.....   | 18  |
| 29. Assessment Methods .....  | 188 |
| 30. Learning How to Learn .....   | 19  |
| 31. Appeals for Assessment Reconsideration .....                                    | 199 |
| <b>Part F: More Academic Options</b> .....  | 199 |
| 32. Transfer to Another Program.....  | 199 |
| 33. Double Major and Major-Minor Options .....                                      | 199 |
| 34. Student Exchange Systems.....   | 20  |
| 35. Summer Travel and Placement Options.....  | 20  |
| 36. Internship and Work Placement .....   | 20  |
| <b>Part G: Extra-Curricular Activities</b> .....                                    | 20  |
| 37. Societies and Clubs .....   | 20  |

|  |                                      |            |
|--|--------------------------------------|------------|
| 38.  | Sporting Activities.....             | 211        |
| 39.  | Other Activities and Events .....    | 21         |
| <b>Part H: Student Involvement and Participation .....</b> |                                      | <b>222</b> |
| 40.  | A Student-Centered Philosophy .....  | 222        |
| 41.  | Student Representation .....         | 233        |
| 42.  | Student Surveys.....                 | 23         |
| 43.  | Grievances and Complaints .....      | 24         |
| <b>Part I: Student Services.....</b>                       |                                      | <b>24</b>  |
| 44.  | FIU International Office.....        | 24         |
| 45.  | Health Center .....                  | 24         |
| 46.  | Counseling Center.....               | 244        |
| 47.  | Registrar’s Office .....             | 244        |
| 48.  | Library .....                        | 25         |
| 49.  | FIU Moodle.....                      | 25         |
| <b>Part J: Accommodation and Transportation .....</b>      |                                      | <b>265</b> |
| 50.  | Accommodation.....                   | 265        |
| 51.  | Transportation .....                 | 27         |
| <b>Part K: Learning More About FIU .....</b>               |                                      | <b>276</b> |
| 52.  | FIU International Summer School..... | 276        |
| 53.  | Web and E-mail.....                  | 276        |

## **FREE ONLINE ORIENTATION AND STUDY SKILLS COURSE FOR INTERNATIONAL STUDENTS**

All international students are welcome to take advantage of the free study skills and orientation course on the FIU Moodle (<https://lms.final.edu.tr>). To access the course:

Click International Student Resource Room  
 Click Orientation and Study Skills Course  
 Click Login as a Guest

You will also find further links in this course that will enable you to learn more about the climate, history and culture of North Cyprus.

## Part A: Introduction

### 1. About this Handbook

This handbook has been prepared to help you with all aspects of your life and studies at Final International University. We do hope you find it useful and that it helps you adapt to our environment and make the very best use of your time at our University.

The handbook is both an introduction to our University for students considering studying with us, and a guide for new students.

### 2. About Final International University

FINAL INTERNATIONAL UNIVERSITY (FIU) was founded in 2015 in the Kyrenia district of North Cyprus as a partnership between Final Education Institutions, a premier educational brand in Turkey, and the DMG-Akgünler Group, a leading operator in the tourism sector in North Cyprus. **As of the 2018-2019 academic year, Final International University has a total of 7 faculties, 3 schools, and 19 academic programs.**

Final has been providing educational services for over 40 years. With its 415 educational institutions, it has raised students at every level from kindergarten to high school. Until now, over three and a half million young people have fulfilled their dreams through education at Final institutions. Final employs 12 thousand teachers and is also one of Turkey's most active book and magazine publishers. With the establishment of Final International University in 2015, Final made its entrance into the higher education sector.

DMG-Akgünler Group meanwhile started its activities in 1978 under the name of Akgünler Tourism. Since then, it has continued to invest in accommodation, transportation, tourism marketing and cargo services, becoming one of the top operators in the sector. It has invested in many tourism establishments, notably Acapulco, one of the most important hotels in North Cyprus. It is also the leading organization on the island for tour organization, and air and sea transportation.



*Acapulco Hotel, Kyrenia*

We believe that this strong partnership between Final Education Institutions, Turkey's top educational brand, and DMG-Akgünler, the outstanding company in the North Cyprus tourism sector, will also achieve great success in the field of higher education.

### **3. Final International University Mission and Vision**

#### **Mission**

Our mission is to educate our students to be creative, open-minded, and adaptable. Our programs develop subject expertise along with excellent communication skills and technological mastery, preparing our students to become both strong team leaders and strong team players. In our engagement with the community, and with our partners, we provide the real-life experiences and practical skills that transform academic success into career opportunities.

#### **Vision**

FIU aims to establish an outstanding reputation for achievements in international research, and for graduating skilled and knowledgeable students who will be experts and innovators in their chosen career fields. FIU will be global in outlook and committed to providing a flow of knowledge and expertise into the local and international community.

### **4. Learning Outcomes**

The aims of our undergraduate programs are summarized in the **Learning Outcomes (LOs)** of the University. All programs are based on these learning outcomes, which are designed within the framework and guidelines of both the **European Higher Education Area (EHEA)** and the

Learn More at: [www.final.edu.tr](http://www.final.edu.tr).

**National Qualifications Framework for Higher Education in Turkey.** The learning outcomes specify what our students will have achieved by the time they graduate from an undergraduate degree program at our university:

### **FIU Institutional Learning Outcomes**

By the end of an undergraduate degree program, our students will have:

|     |  |
|-----|--|
| L01 | Demonstrated the ability to communicate effectively in the medium of instruction in both speech and writing.   |
| L02 | Shown development in analytical, critical thinking and problem solving skills as foundations for creative and innovative practice.   |
| L03 | Acquired the core concepts of their chosen subject area as well as the theoretical and practical knowledge compatible with contemporary requirements in the relevant professional fields.  |
| L04 | Developed skills for effective planning, execution and evaluation of tasks and projects in academic and professional contexts through individual and collaborative approaches to study and work.   |
| L05 | Applied the knowledge skills, responsibilities and commitment to quality required for high level professional practice in their field within both simulated and real-life contexts.  |
| L06 | Demonstrated receptivity to the philosophy of lifelong learning and the ability to engage in both autonomous and team-based academic and professional development.   |
| L07 | Gained sufficient academic competence in their subject field to enable progression into further academic studies, including the capacity to conduct independent research and gather and interpret qualitative and quantitative data sets.  |
| L08 | Shown responsibility and commitment to academic and professional ethics, and to civic and social responsibilities, including environmental protection, health, safety and security issues, and justice.  |
| L09 | Shown awareness of the impact of their chosen field in the globalizing world and developed the social and linguistic skills to underpin intercultural communication in an academic and professional context in both the mother tongue and in a foreign language.                                 |
| L10 | Demonstrated a practical competence in those mathematical, scientific and digital applications required within the context of their subject area, and more generally in modern life, as referenced to international qualifications such as The European Computer Driving License Advanced Level. |

### **5. Why FIU?**

At Final International University, it is our ambition to ensure that all our students benefit from:

- ✓ Quality education.
- ✓ An education that is career-centered and skill-orientated from the outset and includes intensive internship and work preparation programs.
- ✓ A multicultural learning environment tailored to enable students to share experiences and friendships with fellow students from all around the world.
- ✓ A safe, secure, and hospitable environment for study in Kyrenia, one of the most beautiful areas of the Eastern Mediterranean region.
- ✓ A student-centered environment with high standards of care and attention and a low staff-student ratio.

Learn More at: [www.final.edu.tr](http://www.final.edu.tr).

- ✓ Opportunities to gain further international qualifications and participate in exchange programs in Turkey and abroad.
- ✓ Equal opportunity to achieve a quality education with nationally and internationally recognized academicians.

## 6. Equal Opportunities

FIU is open to applications from students all around the world, and is committed to fair and equal treatment and opportunity for all those associated with our institution, regardless of color, ethnicity, faith, culture, gender, or disability.

In the development of our infrastructure, we have made every effort to ensure maximum access to all facilities and support for students with disabilities.

## Part B: From Application to Arrival

### 7. Applications and Visas

Once you have been offered a place at Final International University, you will need to check about visa requirements for entry to North Cyprus. These requirements vary according to which country you come from.

If you need a visa, you can apply for a visa from either the TRNC Representative Office or Turkish Embassy / Consulate (<http://www.mfa.gov.tr>) in your home country. Before applying for a visa, you must have paid the initial tuition fee (which is specified in your Conditional Acceptance Letter) to the university bank account and forwarded a copy of the paid tuition fee bank receipt to the **FIU International Office** for confirmation of the Acceptance Letter to be sent to the Turkish / TRNC Representative Office / Consulate in your country.

Required Documents for applying to Turkish Embassy / Consulate / TRNC Representative Office in your country:

- Valid Passport
- Proof of Permanent Address
- Secondary / High School Diploma and Transcripts
- Acceptance Letter
- Tuition Fee Bank Receipt
- 2 Photos (3 x 4 cm.)

Allow as much time as possible for your visa application in case of any problems, and make sure you have 8-12 passport photos, as you will need additional photos when you arrive in North Cyprus.

### 8. Travel Arrangements

Before leaving for North Cyprus, please go through the following checklist:

Learn More at: [www.final.edu.tr](http://www.final.edu.tr).

- ✓ Book your air ticket as soon as possible; it will save you money. It is best to fly to Lefkoşa Ercan Airport via Istanbul. We recommend checking Turkish Airlines ([www.thy.com](http://www.thy.com)) and Pegasus Airlines ([www.flypgs.com](http://www.flypgs.com)) for your options.
- ✓ Check the accommodation pages on the FIU website, and contact FIU if you are ready to book accommodation or have any questions that you need answering.
- ✓ Make sure you have completed all visa formalities in your home country.
- ✓ Keep all formal documentation and original documents (acceptance letters, diplomas, etc. in your hand luggage and with you at all times).
- ✓ Have the University phone number and e-mail addresses with you in case you need to contact us.
- ✓ Take a photograph of your luggage – just in case!
- ✓ Bring cash in USD, Euros, or UK sterling, sufficient for your first month in North Cyprus, to keep you going until you have opened your bank account.
- ✓ Electricity in North Cyprus is 240V and we use 3 pin British style plugs. You may want to have a travel adaptor in your hand luggage for easy phone charging. Bear in mind that in Turkey, and therefore at Istanbul airport, they use two pin plugs.
- ✓ At Istanbul airport, go to the Transfer Lounge, and immediately check the gate for your connecting flight to North Cyprus. Allow plenty of time as it is a very large airport.
- ✓ Contact our International Office at least 48 hours before arrival to arrange your airport pick-up and transfer. In the case of any major delays or missed flights, contact our International Office immediately.

## 9. Arrival

As long as you have contacted the International Office at least 48 hours before your arrival, you will be met at Lefkoşa Ercan Airport.

FIU will provide anyone without accommodation with two days' free accommodation (based on availability to allow time for you to make more permanent arrangements either by booking a dormitory room or renting an apartment locally).

You will also be provided with a free local sim card (KKTC Turkcell), so that you can contact your family on arrival.

## Part C: Immigration and Residence Formalities

### 10. Registration at FIU

After arrival, please follow the following steps and procedures:

First:

- ✓ Submit original copies of all your documents to the Registrar's Office.
- ✓ Apply for your Student Identity Card at the Registrar's Office (Your photograph will be taken!)
- ✓ Confirm details for the English Language Proficiency Examination with the Registrar's Office or The School of Foreign Languages.
- ✓ Take the English Language Proficiency Examination (See following section).

Learn More at: [www.final.edu.tr](http://www.final.edu.tr).

Second:

- ✓ If you are placed in the Intensive English Division for full-time English lessons, see the School of Foreign Languages Coordinator for Course Registration.
- ✓ If you are entering your School or Faculty program directly, see the Faculty Secretary or Registrar's Office for information about your assigned Student Advisor.
- ✓ See your Student Advisor for Course Registration.

Third:

- ✓ Obtain Student Information System (SIS) and WIFI access codes from the Computer Center.
- ✓ Complete your Library Registration
- ✓ Collect a bus timetable for the University bus system from the Transportation Office.

If you are a previously registered student, all you need to do is:

- ✓ Find out what you need to pay for the semester from the Student Information System, Accounting Office or the Registrar's Office, and deposit the fee in the University bank account or use the Online Payment system on our web site. After completing the payment process, then you can log into the Student Information System and pre-choose your courses. After making your course selection, you need to finalize your registration with your Student Advisor.

## 11. Immigration and Residence Procedures

The International Office helps all FIU students with the procedures for obtaining a student residence permit. Once this permission is obtained, international students are then granted health insurance to cover health expenses in TRNC State hospitals.

Documents required for Student Residence Permit Application:

- ✓ Student Certificate
- ✓ Original Passport
- ✓ A Passport Sized Photo (1)
- ✓ Rental Agreement of student residing at dorms/houses/flats
- ✓ Completed Application Form
- ✓ Entrance and Exit stamped document from the Immigration Office
- ✓ 2 Revenue Stamps valued **13.50 TL each (27.00 TL)**
- ✓ Immigration Fee of **131.00 TL**
- ✓ Health Report **135.00 TL** (Only for newly enrolled students)

Notes:

- Health test reports may take up to a week before they are issued.
- Payment to the Tax Office is only accepted if students have a one-year rental agreement.
- Prices quoted are for the **2018-2019** academic year.

It is important therefore that you visit the Registrar's Office and International Office to get their help in completing these procedures.

As of the 2018-2019 academic year, the TRNC Ministry of Internal Affairs is still working on the option of conducting immigration procedures online from their website. Details and developments regarding this matter will be announced via the university's website and the SIS system.

## **12. Health Insurance**

### **State Health Insurance**

As part of their fees, all international students make an annual payment of 60 USD into our state insurance system. This means that free treatment is available through the state system for standard illnesses and accidents. The nearest state hospital is in Kyrenia, about ten minutes' drive from the University.

### **Pharmacies and Medicines**

Pharmacies in North Cyprus are of a high standard and very well-stocked. A rota ensures that a nearby pharmacy will always be open whatever time of day or night. However, if you rely on a particular specialized medicine, please contact us, so that we can check availability and cost.

### **Additional Private Health Insurance**

Although not mandatory, you may if you wish take out additional private health insurance either from your own country or in North Cyprus; however, the State Health Insurance mentioned above is required. Our International Office will be able to provide additional information if you wish to obtain additional cover.

## **13. Banking**

There are a number of different banks locally where you can open accounts. During the registration period, check with the International Office about your options in this regard, and the documents you will need to take with you.

Banks are generally open between 08.00 and 12.00, and 14.00 and 16.00. During the summer, due to the summer operation hours, banks close at 14:00. In general, the local currency used is the Turkish Lira (TRY); however US Dollars, Euros, and Pound Sterling are widely used.

Exchange Offices are common and offer the best rates for exchanging hard currency.

## **14. Driving in North Cyprus**

The following regulations regarding driving in the TRNC currently apply:

Whilst you are in North Cyprus as a 'visitor' only, you may continue to use the driving license from your home country.

Once however, you are officially registered as a student, you automatically lose this 'visitor' status as you are now officially resident.

From the date of your official registration as a student, you then have one month only to apply for an official TRNC Driving License to drive a vehicle with a capacity of not more than eight people.

Once this one-month period has expired, the driving license from your home country will no longer be recognized as a valid permission to use a car.

This means that:

Whether driving your own car or a hired car, you would face legal penalties for driving without a license.

Furthermore, in the case of any accident, any insurance claims for damage or injury would also be automatically invalid.

*We therefore request all our students to ensure that they have completed all required application processes before driving in North Cyprus.*

Whether as a driver or as a pedestrian, please note that driving in North Cyprus is on the left.

### **15. Families and Student Consent Form**

Once you are registered at a higher institution of education such as FIU, you are considered to be an adult. For legal reasons concerning confidentiality of data, we are not allowed to pass information about you to your families without your agreement.

Since most families wish to maintain close contact with their children, you will be asked during the registration period to sign a 'consent' form during the registration period. This will enable us to maintain communication and share information with your family as you proceed through your studies. When given the form, you may:

- ✓ Nominate a particular member of your family or sponsor from outside your family for this purpose.
- ✓ Request that your data is kept entirely confidential.
- ✓ Request that only certain information be shared with your family.

You may wish to discuss this issue with your families in advance.

### **16. Orientation and Adaptation Period**

As you can see, there is a lot to do and a lot to get used to when you start University. For this reason, at FIU, we advise all our students to:

- ✓ Start their applications in good time in order to arrive in North Cyprus before the beginning of the semester.
- ✓ Attend the beginning of semester orientation period.

You will then be in a position to concentrate fully and successfully on your studies.

Learn More at: [www.final.edu.tr](http://www.final.edu.tr).

## Part D: English Language Program

### 17. FIU English Language Placement and Proficiency Examination

Students entering English medium programs are required to take the FIU English Language Placement and Proficiency Examination. This exam is an internationally established online test that rates students according to the Common European Framework of Reference for Languages. In order to learn more about this exam, and take a sample exam, students are advised to visit:

<https://www.oxfordenglishtesting.com>

The name of the exam is the **Oxford Online Placement Test (OOPT)**

According to your results, you will either be:

- Placed directly in your chosen academic program.
- Placed in a two semester full-time English language program.
- Placed in a one semester full-time English language program.
- Invited to a second part of the exam (speaking and writing) if your performance on the exam is borderline.

### 18. Exemptions from the English Language Placement and Proficiency Examination

Students who are able to supply one or more of the following may apply for exemption from the English Language Placement and Proficiency Examination:

- ✓ IELTS 5.0 or above within 2 years of the date of application to the University.
- ✓ TOEFL IBT 63 or above within 2 years of the date of application to the University.
- ✓ Pearson Test of Academic English 46 within 2 years of the date of application to the University.
- ✓ Cambridge English Scale: 154 within 2 years of the date of application to the University.
- ✓ GCE or GCSE English Grade 'C' or equivalent high school qualification.
- ✓ CEFR B2 (internationally recognized and verifiable certificates only, achieved no more than 2 years before the date of application.)
- ✓ Transfer students from English medium Universities who have successfully completed at least one semester of full-time study in their chosen program.

### 19. English Language Proficiency Regulations

In order to pass into English medium departments, students must have passed the English Language Proficiency Examination at a minimum level of B1+ on the **Common European Framework of Reference for Languages (CEFR)**. The Examination is offered:

Learn More at: [www.final.edu.tr](http://www.final.edu.tr).

- ✓ To all newly registered and previously registered students at the beginning of the Fall Semester, regardless level.
- ✓ At the end of the Fall and Spring Semesters to all students who have successfully passed the Intermediate level.
- ✓ At the end of the Summer Semester to all students who have completed the Summer School session and successfully passed the Intermediate level.

**Learn more about the six levels of the Common European Framework of Reference for Languages from the link below:**

<http://gostudylink.net/en/support/levels>

## **20. Aims of the English Language Program**

As an international University, FIU is committed to helping all students, whether studying departmental programs in English or Turkish to graduate with the highest possible level of English and foreign language proficiency. We also act on the belief that a solid language program does far more than develop language skills, but provides students with a full range of **interpersonal, intercultural, technological** and **study skills** that will serve them throughout their education and future lives. Language classes are therefore taken very seriously, and strong English language knowledge and skills are a vital foundation for academic success for students studying English medium programs.

## **Part E: Your Studies**

### **21. Advisory System**

On registering at FIU, you will be assigned a **Student Advisor**. Your Advisor will:

- ✓ Help you register for your courses each semester, and ensure you follow the correct curriculum for your degree program.
- ✓ Follow your performance throughout your degree program and counsel and advise you as required.
- ✓ Assist and advise you with all other academic matters and concerns that you may have.

You are therefore advised to stay in close contact with your Advisor throughout your studies.

### **22. Office Hours and Open-Door Policy**

It is FIU policy to provide all students with maximum individual support. Therefore, the course instructors of every course that you take will timetable an official **‘Office Hour’**.

Learn More at: [www.final.edu.tr](http://www.final.edu.tr).

The purpose of these hours is to enable you to visit your course instructors in their offices, raise any questions you have regarding the course, seek advice about improving your performance, and receive feedback about assigned work and examinations. You are advised to make regular use of these hours.

FIU also practices an ‘open-door’ policy, which means that as long as your course instructor is available in their office, you will always be welcome to seek their advice and help.

### **23. Attendance and Absenteeism Policies**

These guidelines will help you to understand our classroom attendance and absenteeism policies. They are important for several reasons:

- Your health and safety are top priority. We need to be able to act quickly should there be a problem that needs solving.
- Academic success requires regular active participation in classes.
- Absences from classes affect class planning and teaching. Both the course instructor and other students can be affected by their friends falling behind and requiring further help in class.

#### **Class Attendance Policy**

We therefore expect you **to make every effort to actively participate in 100% of all classes and other scheduled activities.**

#### **Temporary Short-Term Absences**

If for any reason, you will be absent from classes for a short-term period, not exceeding three days, please inform your course instructor(s) either personally, or by e-mail, in advance whenever possible, or otherwise, as soon as you can.

#### **Three days and more absence**

If for any reason, you will be absent from classes for a period of longer than three days, please inform your instructor(s) in advance by e-mail, and if you will be absent from all classes during this period, please inform the Faculty / School Secretary.

#### **Regular Known Absences**

If for any valid reason, you will be absent from classes on a regular, scheduled basis, please submit a petition to the Program Secretary for approval by the relevant Faculty Dean/ School Director.

#### **Failure to Inform Instructor(s) and Institution of Absence**

If you are absent from class for more than 3 days, and have not informed your Course Instructor(s) or School / Faculty, The Registrar’s Office will try to contact you directly. If they

cannot contact you successfully, they will contact your family, and finally, if necessary, the Police.

This procedure is based on our commitment to your health, safety and security.

### **Absences due to Emergencies: Unknown**

Please inform the Course Instructor / University as soon as possible. The Course Instructor will inform the Registrar's Office who will take any action required to help or support you.

### **Doctor's Reports :**

Students who do not attend university due to health problems must provide a doctor's report. The report also needs to be approved and signed by the Medicosocial Center (Dr. Pervin Taşel/ Dr Bülent Taşel ) **within 3 working** days from the report date.

### **Making Up for Absence**

Students are responsible for visiting their Course Instructor(s) during an Office Hour or other convenient time to check on work and assignments missed, and do make-up work as appropriate.

However, you should be aware that absenteeism not only has a negative effect on learning but can decrease your final grades (e.g. for class participation, and assessed class tasks such as quizzes).

### **Late Registering Students**

Late registering student attendance records start from their first day of registration for the semester and this is valid only for first time registering students. Former students renewing their registration are responsible for visiting their instructors and making up for any work missed.

### **Lateness**

If you are late for classes or leave early, it should be with good reason. In such cases, the Course Instructor will need an explanation, and in the case of repeated lateness, has the right to mark you absent for the lesson in question.

### **Attendance in First Week of Semester, Last Week of Semester, Travel Periods etc.**

Attendance is taken for all scheduled classes. Please consider private arrangements such as travel home during holiday periods in advance, and again avoid any unnecessary absences from class.

## Failure due to Excess Absenteeism

Please be aware that in the case of excess absenteeism, NG (nil grades) will be given, and you will be required to repeat the course in question.

### Successful Students Attend Classes!

## 24. Classroom Conduct Guidelines

FIU classroom guidelines are designed so that each and every student gets the maximum possible benefit from their classes. For specific courses, course instructors may provide individual requirements which you will find on your course descriptions. In general, though, we ask all our students to be sensitive to the following:

- ✓ Being punctual and ready for classes, so that lessons start and finish on time.
- ✓ Having all the materials required for the classes – textbooks, notebooks, pens etc.
- ✓ Observing instructor guidelines regarding mobile technologies, which should be used for educational purposes only. At minimum, phones and tablets should be in silent mode.
- ✓ Using the official medium of instruction of the classroom (i.e. English in English medium classes, Turkish in Turkish medium classes.)
- ✓ Respecting the classroom environment by clearing away litter, not writing on desks etc.
- ✓ Avoiding distracting other students by chatting during classes, or interrupting the course instructor or other students.

In short, we ask all our students to follow a simple principle of **respect**.

## 25. Textbook Policies

Many courses that you take during the course of your studies will require you to purchase textbooks. This is part of University life, and you should consider this when calculating your living expenses. We recognize that some books can be expensive, and do our best to keep costs to a minimum by negotiating with publishers and suppliers. It is very important to understand however that as a high quality university applying international standards:

- We cannot photocopy commercial textbooks for students. This breaks international copyright law.
- We do not condone students bringing photocopied or pirated textbooks to class. Not only does this break international copyright laws but could also lead to litigation.

## 26. Academic Integrity and Plagiarism

At FIU, academic integrity is an important value. Academic integrity standards pertain to all FIU academic staff and students and knowing these standards is within the responsibility of FIU academic staff and students. Academic integrity principles are applicable to all types of class activities, exam, assignment, project, and publication and violations of these principles are punishable according to the Student Disciplinary Regulations. You can find a copy of the

Learn More at: [www.final.edu.tr](http://www.final.edu.tr).

Student Disciplinary Regulations and details on Academic Integrity and Plagiarism on our website.

As FIU students, you are expected to ensure that all submitted assignments are honestly produced and are your own work:

- Copied work (whether from the Internet, a fellow student, or elsewhere) will lead to automatic failure on tasks, and if repeated, to disciplinary action. This applies both to written work, and to oral work, such as presentations.
- Partially copied work will lead to non-grading of the copied sections and likely failure on tasks, and if repeated, to disciplinary action. This applies both to written work, and to oral work, such as presentations.

It is important in an academic environment that you learn:

- ✓ What exactly is plagiarism? See for example: <http://www.plagiarism.org/article/what-is-plagiarism>
- ✓ How to use an academic referencing system, such as APA. See, for example: <http://www.citethisforme.com/citation-generator/apa>
- ✓ How to avoid plagiarism by learning proper quoting, paraphrasing, and summarizing skills. See, for example: <http://en.writecheck.com/ways-to-avoid-plagiarism/>

Regardless of the reason, cheating or attempting to cheat on anything is considered to be a serious offense at IFU and will be evaluated according to relevant articles in the Disciplinary Regulations. As a result, it is the duty for all International Final University members to adopt and apply the principles of academic integrity. Please follow these rules to avoid any problems. Not knowing these principles is not an acceptable excuse!

## 27. Course Descriptions

For every course you take at FIU, you will be given a course description. The course description is an important reference document. Key information you will find here includes:

- ✓ The main aim of the course
- ✓ The **learning outcomes** for the course. Learning outcomes include the **knowledge, skills and competences** you should have achieved by the end of the course.
- ✓ A week-by-week schedule of course contents
- ✓ Details of how you will be assessed.
- ✓ Details of the credit value of the course, and also a second credit allocation according to the European Credit Transfer System (ECTS). The ECTS credit allocation tells you how much work approximately you should put into the course. The ECTS is a learner-centered system in which 1 credit counts for around 25 – 30 hours of study-time. At FIU, we calculate 1 ECTS credit to equal 25 hours of study. So if, for example, you are taking a 4 ECTS course, you would expect to do about 100 hours of study, including classes, homework, independent study, exams etc. If you divide these total hours by the number of weeks in the semester, you can then work out approximately how many hours work you should be doing outside class.

If you have any questions about the course description, make sure you ask your course instructor at the beginning of the semester.

Learn More at: [www.final.edu.tr](http://www.final.edu.tr)

## 28. Grading of Performance

Internal grading of student achievement is based on the local credit system, where 4.00 is the maximum achievable course credit. The grade descriptors of the original ECTS system (2003-2008) are used as a reference guide. See: [http://ec.europa.eu/education/ects/users-guide/grade-distribution\\_en.htm](http://ec.europa.eu/education/ects/users-guide/grade-distribution_en.htm)

| Letter Grade           | Coefficient | Description       | ECTS (2003-2008)   |
|------------------------|-------------|-------------------|--|
| A                      | 4.00        | Successful        | Outstanding performance with only minor errors             |
| A-                     | 3.70        |                   |  |
| B+                     | 3.30        |                   | Above the average standard but with some errors            |
| B                      | 3.00        |                   |  |
| B-                     | 2.70        |                   |  |
| C+                     | 2.30        |                   | Generally sound work with a number of notable errors       |
| C                      | 2.00        |                   |  |
| C-                     | 1.70        | Conditional Pass  | Fair but with significant shortcomings                     |
| D+                     | 1.30        | Conditional Pass  |  |
| D                      | 1.00        | Conditional Pass  | Fail – More work required before the credit can be awarded |
| D-                     | 0.70        | Fail              |  |
| F                      | 0.00        | Fail              |  |
| NG                     | 0.00        | Nil Grade (Fail)  |  |
| S (non-credit courses) |             | Satisfactory      |  |
| U (non-credit courses) |             | Unsatisfactory    |  |
| I                      |             | Incomplete        |  |
| W                      |             | Course Withdrawal |  |

**2.00 = This is the minimum CGPA a student needs to have in order to graduate from university.**

**3.00 - 3.49 = Honors**

**3.50 - 4.00 = High Honors**

## 29. Assessment Methods

Assessment methods are selected by course **instructors in line with the learning outcomes of the course.**

Final exams must be assigned a 30-50% percentage.

Assessment may include traditional methods (such as multiple choice) and more performance-based assessment, including presentations, essays, and projects.

See individual course descriptions for more detail.

When you receive results for assessment, make sure you visit your instructor to get **feedback** about your performance and what you need to improve for next time round.

Learn More at: [www.final.edu.tr](http://www.final.edu.tr).

### 30. Learning How to Learn

Success at University level requires you to be an independent and proactive learner, who thinks critically, asks questions, takes responsibility for personal learnings and manages time and study efficiently. In your first year, take some time to explore some of the many sites that provide advice and assistance in how to study and revise effectively.

#### Learn how to be a good learner

<https://www.educationcorner.com/study-skills.html>  
<https://www.skillsyouneed.com/learn/study-skills.html>

The learning philosophy at FIU is centered around making sure that whilst you are studying your academic program, you are also developing practical **employability skills**. Take some time to find out, what these skills are, for example from:

<https://www.thebalance.com/employability-skills-list-and-examples-4143571>

### 31. Appeals for Assessment Reconsideration

Students are advised to consult their course instructor and/or advisor and to familiarize themselves with the FIU By-Laws on Examinations and Success. In general, students have the right for work and grades to be re-assessed or recalculated *as long as there are reasonable grounds for such a process to be initiated*.

Students are further kindly requested not to plead with, or otherwise pressure course instructors to increase their grades, regardless of reason.

The FIU By-Laws on Examinations and Success also provide information concerning under what conditions both courses and examinations can be re-taken.

## Part F: More Academic Options

### 32. Transfer to Another Program

If you find that you feel you would benefit more from being in another program, you should contact your Advisor as soon as possible. You may find that you are able to transfer much of your credit into a new program.

### 33. Double Major and Major-Minor Options

Under certain conditions, you may be able to gain additional qualifications through extra credit leading to double major or major-minor awards. Your advisor will be able to give you more information once you have successfully completed the first part of your program.

Learn More at: [www.fiu.edu/tr](http://www.fiu.edu/tr).

### **34. Student Exchange Systems**

Like many universities in the TRNC, FIU cannot officially participate in the Erasmus Programs; however, FIU has already signed a number of protocols with universities in the TRNC and in countries like Turkey, Azerbaijan, Palestine, Libya, and China. This means that as of their second year of study, FIU students will be able to consider spending a semester or an entire academic year of their programs at a partner university. For more information on possible exchange options, please contact the International Office.

### **35. Summer Travel and Placement Options**

The International Office keeps a portfolio of options for summer travel, work, and short-course study. For details, please contact the International Office.

### **36. Internship and Work Placement**

Most programs of study incorporate a work experience component which will be implemented in your third or fourth year of study.

## **Part G: Extra-Curricular Activities**

### **37. Societies and Clubs**

Participation in clubs, activities and events not only helps our students make friends across our international community but helps in the development of valuable career skills, including:

- ✓ Interpersonal skills
- ✓ Intercultural skills
- ✓ Organizational skills
- ✓ Teamwork skills
- ✓ Leadership skills
- ✓ Communication skills



All FIU students are therefore encouraged to take an active role in our extra-curricular activities as they are announced. Current clubs include:

- Radio Club (Radio Final)
- Computer Society
- Photography Club
- Nature Walking and Nature Community
- Music Society
- English Speaking Club
- Model United Nations Society
- Social Solidarity and Charity Community
- Verbal Jousting Club
- Crafts and Painting Club
- Theater Society
- Chess Society
- Turkish Speaking Club
- Dance Community (Folk Dances/World Dances)
- Tourism and Culinary Arts Club

### **38. Sporting Activities**

Opportunities for sport both through the university and the local community are considerable, and range from classic sports such as football and basketball, to diving and water sports, and hiking, to indoor sports such as table-tennis, pool, and chess. As with other extra-curricular activities, students are encouraged to participate in such activities not just because they are fun but because they help with the development of the key knowledge, skills and competences that are part of the Mission and Vision of the University.

Learn More at: [www.final.edu.tr](http://www.final.edu.tr).



*Learning Camping Skills*

### **39. Other Activities and Events**

Throughout the academic year, many other events and activities are organised that have both social and educational purposes, including seminars from visiting speakers, concerts, exhibitions, parties, and celebrations of our multicultural character, through international nights of music, cuisine and dance.

## **Part H: Student Involvement and Participation**

### **40. A Student-Centered Philosophy**

FIU has incorporated a student-centered philosophy as a central element in its organization and development. Student-centered learning means that FIU students are encouraged to develop the knowledge, skills and competences that enable them to:

- ✓ **Reflect actively and critically on their own learning and take responsibility for their own learning.**
- ✓ **Relate their learning to the real world outside and the world of employment that they will enter.**
- ✓ **Work collaboratively with others inside and outside the classroom.**
- ✓ **Bring to the classroom their own learning and life experiences and share these with the class.**
- ✓ **Relate theory to practice and understand and respect different viewpoints.**

**In student-centered classes, students play an active role through questions, requests and suggestions in shaping and developing their learning, and the classes are based on an appreciation of individual differences.**

These are all reasons why attendance is taken very seriously at FIU.

Learn More at: [www.final.edu.tr](http://www.final.edu.tr).



The student-centered philosophy is not confined to the classroom. In addition to the clubs, and other extra-curricular activities, FIU has also established a system of student representation:

#### 41. Student Representation

Each year, FIU students elect their own **Student Council**. The student representatives from each faculty or school regularly attend meetings with their respective faculties or schools, and their elected President attends Senate meetings, as well as having access to the highest levels of FIU management. Students are encouraged through these means to express their concerns and make ongoing recommendations regarding all aspects of student life.



#### 42. Student Surveys

Learn More at: [www.final.edu.tr](http://www.final.edu.tr).

Each semester all students are asked to complete comprehensive surveys about their classes, courses, and all other aspects of University life through the Student Information System. These inputs are taken very seriously and used to continuously improve the services that FIU offers.

### **43. Grievances and Complaints**

Should a grievance or complaint need to be made, a formal system is in place to enable any such complaints to be addressed and resolved.

## **Part I: Student Services**

### **44. FIU International Office**

As international students, you will almost certainly have been in touch with the FIU International Office before your arrival. The staff of the International Office will be on hand to assist you immediately after your arrival, and help you with all your needs thereon.

### **45. Health Center**

FIU Health Center is located on campus and is available to all students for basic consultation and treatment.

### **46. Counseling Center**

Adapting to a new way of life in a new country, together with the demands and responsibilities of university life is not always easy. You may face some initial difficulties in adapting to a new culture, acquiring the self-discipline and study skills needed for success, homesickness, and other common issues. The Counseling Center offers help and guidance with all such issues so that students are never left alone with their problems. While all sessions at the Counseling Center are carried out on a voluntary basis, sessions are also kept confidential. Although walk-ins are welcomed, the Counseling Center works by appointment only.

E-mail: [counseling@final.edu.tr](mailto:counseling@final.edu.tr)

### **47. Registrar's Office**

One of the primary duties of the Registrar's Office is to provide guidance and accurate information to all students and families, including newly starting students, regarding their departments and faculties.

The Registrar's Office carries out these duties effectively in accordance with the academic calendar published by the Rectorate and the collaboration with associated departments.

Staff members in the Registrar's Office are here to aid you with formal student records, transcripts, immigration processes, and all other documentation that you will need throughout your University Life.

Learn More at: [www.final.edu.tr](http://www.final.edu.tr).

Our students can use their student name and passwords, obtained from the Information Technology office, to access their Student Portal where information regarding their records and progress will be available. In addition, with this Portal, students can follow up on their grades they obtained during and throughout the semester as well as access all announcements throughout the year. With the online student portal system, students will have the opportunity to choose their courses online at the beginning of the academic semester.

E-mail: [registrar@final.edu.tr](mailto:registrar@final.edu.tr)

#### **48. Library**

FIU library not only provides a varied selection of reading materials but free access to numerous international databases and research materials. It is fully equipped with computers, and is a comfortable, quiet and relaxing environment in which to pursue your studies.



#### **49. FIU MOODLE**

FIU MOODLE is the online learning platform / learning management system that we use at our University. You can access it from <https://lms.final.edu.tr>

Many instructors make use of this platform to allow students access to all course resources and materials, as well as making use of its capacity for uploading work, participating in online discussions, and more.

*Learn More at:* [www.final.edu.tr](http://www.final.edu.tr).

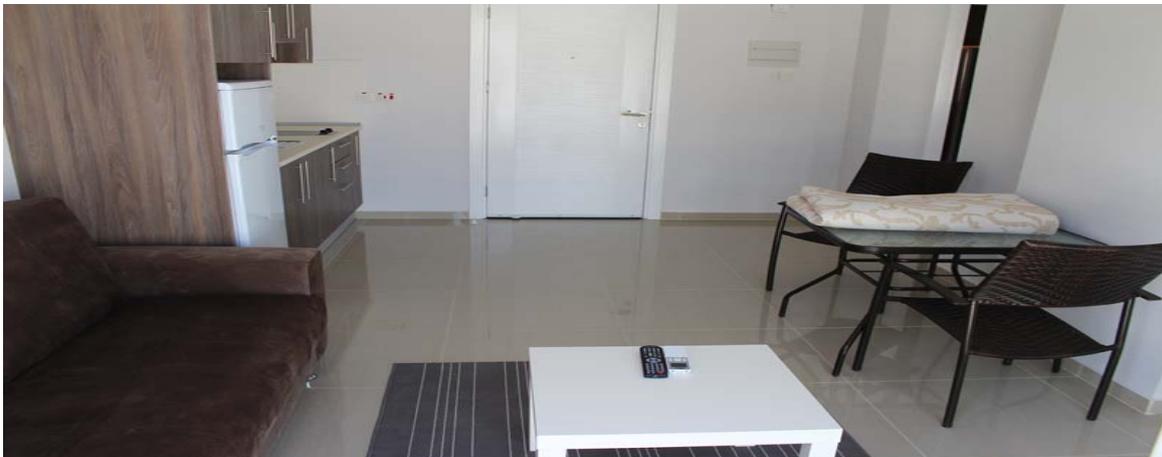


## Part J: Accommodation and Transportation

### 50. Accommodation

FIU has one dormitory (Zeytinlik) and three Housing Centers (Liman, Beylerbeyi, and Çatalköy) located near the vicinity of the University; the Beylerbeyi Housing Center is a female only center. The dormitories and housing centers are comfortably equipped with excellent facilities and make a good choice of accommodation for first year students.

Some students prefer to find their own accommodation, usually in shared apartments, and the University will provide as much assistance as it can in this regard.



Learn More at: [www.final.edu.tr](http://www.final.edu.tr).

## 51. Transportation

The University bus service provides regular services not only between the University and the dormitories but between our Çatalköy campus and central Kyrenia, Nicosia and Famagusta. All students are provided with a timetable for this service on arrival at the University.



## Part K: Learning More about FIU

### 52. FIU International Summer School

FIU International Summer School offers an excellent opportunity for students to spend a short period of time studying with us and experiencing life in North Cyprus, as well as providing new students with the chance to polish their English language skills before the beginning of the semester.

### 53. Web and E-mail

**Check out our main website:**

[www.final.edu.tr](http://www.final.edu.tr)

**Contact us with any questions you may have at:**

[info@final.edu.tr](mailto:info@final.edu.tr)



Learn More at: [www.final.edu.tr](http://www.final.edu.tr).