

**FINAL INTERNATIONAL UNIVERSITY
REGULATION FOR UNDERGRADUATE AND ASSOCIATE DEGREE EDUCATION, EXAMINATIONS
AND SUCCESS**

- Brief Title** 1. This regulation is termed as “**Final International University Undergraduate And Associate Degree (FIU) Education, Examination and Success Regulation**”.
- Definitions** 2. Unless otherwise indicated, the meanings of the terms “Departmental Chair”, “Departmental Board”, “Dean”, “Faculty Board”, “Director of the School of Foreign Languages”, “Rector”, “University Executive Board”, “Senate”, “The Board of Trustees”, “Director of School” are equivalent to their meanings defined in the By-Laws the Regulation is based on.
- “University Fees” are the payments made by students to receive educational services and to sit examinations.
- Scope** 3. This By-Law covers the provisions related to Final International University associate degree and undergraduate student education, examinations, success and graduation conditions besides the provisions concerning graduation titles.
- Academic Calendar, Academic Programs and Duration of Studies** 4. (1) The Academic Calendar is to be prepared and approved by the Senate before April and announced by the Rector’s Office by the end of May.
- (2) An academic program consists of theoretical courses, laboratory, studio, workshops, tutorials and other similar studies. Academic programs, their content, number of courses and total credit hours are prepared by the Departments or Schools, finalized by Faculty Boards or School Councils and approved by the Senate.
- (3)The duration of educational programs offered by different units of the University are as follows:
- (a) Undergraduate Programs : 4 -5 academic years.
- (b) Associate Degree Programs: 2 - 3 academic years.
- (c) Postgraduate Programs: The duration of these programs are set by the Senate according to the “ Final International University Postgraduate Education By-Law”.
- (d) School of Foreign Languages – Intensive English Division: at least 1 academic semester.
- (4) A student being admitted to the University through transfer from other universities must complete at least three semesters of education at Final International University and be successful as laid out in these By-Law provisions. However, for students of the Turkish Republic, the rules determined by YÖK are enforced. Matters related to the duration and dates of the registration, course, examination and similar activities covered by the academic year are specified in the Academic Calendar approved by the University Senate. Students and all those concerned must comply.
- Summer School** 5. (1) In order to enable unsuccessful students to be more regular or, with the aim of allowing successful students to complete their graduation before the specified time, summer school may be opened in the summer months, provided that it does not exceed 8 weeks.
- (2) Summer school enrollment, achievement and evaluation criteria are determined by the Summer School By-Law.
- Medium of Instruction** 6. The languages of instruction at Final International University are either English or Turkish. However, in the case of YÖDAK approval, program/programs and/or course/courses determined by the Board of Trustees can also be conducted in other languages.

Tuition Fees

7. (1) Education at Final International University has to be paid for. The annual fee to be paid for programs and any other charges are determined by the Board of Trustees and announced by the Rector's Office.
(2) Students have to pay the university fee and charges at the beginning of each semester, within the determined registration period. Students may register during the late registration period determined by the University Executive Council and provided that they have a valid excuse and make a penalty payment. Failure to pay either the fees or charges leads to the withdrawal of rights to attend classes and laboratories, to sit examinations or be in receipt of any official document from the University.

Credit System

8. A credit-hours system is applied. The total weekly lecture hours are taken into account when calculating the credit-hour value of a course. However, if any, the credit hours are determined by taking into account the sum of weekly laboratory and other practical working hours.

The Student Advisor

9. Each student has an Advisor who is assigned by the Faculty Dean / School Director. Student counselling is conducted by academic staff to guide the student in all academic and social issues. At the beginning of each semester, the courses that the student will follow are determined on the recommendation of the Advisor. If required, the approval of the Faculty Dean / School Director and the decision of the related directorate are requested.

Course Load, Course Enrollment, Course Pre-conditions, Add-drop, Withdrawal, Course Repetition

10. Students are expected to renew their registration during the registration period announced by the Rector's Office at the beginning of each semester:
 - (1) The normal course load of a program is the number of credited courses in the semester as included in the program's curriculum.
 - (2) The course load of the students in a semester is limited to the normal course load. With the approval of the student's advisor, a maximum of one additional course can be taken by students with an overall grade average or final average of at least 3.00.
 - (3) The minimum course load for one semester is three credit-bearing courses, comprising not less than nine credits in total. In case of need, this load can be reduced with the approval of Advisor and the relevant Faculty Dean / School Director.
 - (4) For students who can fulfill graduation requirements at the end of the semester:
 - (a) A minimum course load condition is not required,
 - (b) The course load can be increased by up to 3 courses.
 - (5) The student is obliged to enrol in those courses registered on the program for the first and second semesters if those courses are open.
 - (6) Students failing to renew their registration for two consecutive semesters are dismissed from the university.
 - (7) The student is given a specific period of time to choose the courses he/she will follow:
 - (a) Students may withdraw from registered courses and / or register for new courses within the periods specified in the academic calendar and through the recommendation of their Advisors,
 - (b) Between the 4th and 12th weeks, starting from the first day of the semester, students may withdraw from a course for any reason with the knowledge of the academic staff, the advice of the advisor and the approval of the Faculty Dean or the School Director.
 - (i) The student may withdraw from up to 2 courses a semester on condition that the rules related with the minimum course and course load conditions are satisfied.
 - (ii) The student cannot withdraw from a course he/she has withdrawn from before or that he/she has to re-take, or from a course not included in the average calculations.

(iii) A student who withdraws from a course receives a "W" grade for that course, which is not removed from the transcript. However, the "W" grade is not taken into consideration in calculating the term and grade average.

(8) If the course to be repeated is an elective or has been removed from the program, the student will take the course that is appropriate to the department in question.

(9) Students who want to upgrade their course grades may repeat these courses in the period they are given. The grade taken from the repeated course replaces the previously awarded grade, but the first grade is not removed from the transcript. If the student gets D- or F from the repeated course, that course should be taken again. The course can be re-taken by consulting the Advisor and with the approval of the Faculty Dean / School Director, taking into consideration any possible problems, disruptions or course overloads.

Late Enrollment

11. (1) A student may make a late registration based on a reason accepted by the Rector's Office. The late registration period for a student who renews his / her registration is 2 weeks following the start date of the classes. Additional fees to be applied for late registrations are determined by the Board of Trustees and applied by the Rector's Office.
- (2) Students are required to renew their registration at the beginning of each semester, paying the required fees and having course schedules approved within the periods announced on the academic calendar. Students are responsible for all registration renewals.
- (3) The fact that the student has paid the registration fee does not mean that he / she has registered.

Authorised Leave, Disenrollment and Fee Refund

12. (1) A student can leave with permission or cancel his/her registration from the University by applying in writing to the Registrar's Office and completing the required process and paying the following tuition fees (excluding registration, social activity, health, and other additional fees).
- (2) Those who were enrolled in the previous period, or for the first time and for the concerned period:
- (a) Those who applied before the normal registration period and,
- i- The students enrolled in the previous semester.....% 10
 - ii- First time enrolled students.....%20
- (b) Those making an application in the course add-drop period. %20
- (c) Those making an application after the course add-drop period:
- i- Within the 1st week..... %25
 - ii- Within the 2nd week..... %40
 - iii- Within the 3rd week %60
 - iv- Within the 4th week..... %80
 - v- Within the 5th week or after..... %100

Compulsory Course Attendance

13. Students must attend at least 75% of theoretical courses. The participation and success criteria of laboratories, studios and other applications are decided by the relevant Faculty Board and School Council.
- A student who does not attend 25% or more of a course without any valid reason within a semester will be considered as " failed" and will get the mark "NG".

Student Status

14. Students can be categorized in four different statuses as *full-time*, *part-time*, *special* and *visiting*.
- (1) Students have full-time status provided that they take 3/5 or more of the total credit hours per semester on an undergraduate or school program.
- (2) Students who take less than 3/5 of the total credit hours per semester upon the recommendation of the Advisor and with the consent of the Faculty Dean / School Director are considered as part-time on an undergraduate or school program.

(3) A student who is not registered to any program, but who is permitted to attend the lectures of some courses, is given the status of “special student”. A diploma or degree is conferred upon such students, but a certificate showing the courses completed and student performance is prepared by the Registrar's Office. Applications for Special Student status are evaluated and decided on by the Departmental Chair or the School Director. Registration of accepted special students is carried out by the Registrar's Office according to the rules stated in these regulations. Such students are required to possess at least a secondary school diploma.

(4) Students who receive undergraduate or postgraduate education at an institution within the country or abroad and, upon their institution's consent, who take courses at Final International University with the aim of credit transfer are considered as “visiting students”. No diploma or degree is conferred upon such students, but a transcript summarizing the courses taken and credits earned is issued.

Double Major Undergraduate Programs

15. The terms and conditions for Double Major Undergraduate Programs are determined by a regulation approved by the University Senate. If they meet certain conditions, students registered in a program may be admitted to an additional educational program in order to allow them to take a second bachelor's degree diploma in another program within or outside the same faculty/school. This is called “Double Major Undergraduate Program”. (Amendment; Senate No: 17-18-01-09, Date: 21/06/18)

Minor Programs

16. A minor program is not defined as a separate undergraduate program. The terms and conditions of Minor Programs are determined by a regulation approved by the University Senate. If a student pursuing a bachelor's degree program fulfills certain conditions, a curriculum called the "Minor Program" may also be followed to allow for study of an additional specific field in another department within or outside the same faculty. (Amendment; Senate No: 17-18-01-09, Date: 21/06/18).

High Honor Scholarship

17. Students registered in undergraduate and associate degree programs with high honours degree performance and have a normal course load in the programs they are enrolled in may receive a "High Honor Scholarship" for the following semester if their GPA is at least 3.50 and CGPA is at least 3.00 thereby meeting the conditions stated in the "Scholarship and Discount Regulation". (Amendment; Senate No: 18-19-01-04, Date: 20/09/18).

Course Grades and Grade Points

18. (1) The performance of a student for each course registered is evaluated by the Course Instructor according to letter grades, as given below:

Letter Grade	Grade Point
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	0.70
F	0.00
NG	0.00
I = Incomplete	-
W =Withdrawal	-
S = Satisfactory	-

U = Unsatisfactory -
NG = Nil Grade due to absenteeism -

A student receiving A, A-, B+, B, B-, C+, C, C-, D+, D or S from a course is considered to have succeeded in that course.

(2) A student receiving D-, F, NG or U from a course is required to take that course again in the next semester that it is offered.

(3) "I" Incomplete:

"I" grade is given to students who have not sat the end of semester exam *and/or* have not completed some of the project/laboratory work which contributes to the end-of-semester grade because of a valid reason that can officially be proved if required. Such students are obliged to sit for the missed exam *and/or* complete the project/laboratory work at least one week before the registration period of the following semester. Failure to comply with this will result in an automatic F grade being given for the concerned course. However, students whose reason for absenteeism continues at the end of the above indicated deadline, must apply to the Faculty / School with official certification indicating the continuation of the reason for absenteeism. A decision will then be taken on the period for the completion of the "I" grade. The period of completion requirement mentioned above is not valid for graduating students. Faculty Boards determine these students' situations. An "I" grade is not taken into account in the computation of the Grade Point Average (GPA) or Cumulative Grade Point Average (CGPA). A student who thinks s/he is eligible for an "I" grade, must apply to the Course Instructor together with official documentation supporting the case, at most 3 working days following the final examination date of the course.

(4) "W" Withdrawal:

The grade "W" is given to students who were allowed to withdraw from a registered course between the 4th and 12th weeks of the semester, calculated from the starting date for the courses. The "W" grade is shown on the transcript of the student. (Amendment; Senate No: 17-18-01-04, Date: 28/09/17).

(5) "S"- "U" Satisfactory - Unsatisfactory:

The grades "S" or "U" are given to students who registered on certain courses or training. "S" indicates satisfactory and "U" indicates unsatisfactory completion of the course.

(6) The letter grade equivalent of marks given out of 100 is determined by the University Senate.

(7) "NG" Nil Grade/ Failing from Absenteesim:

Students who do not comply with the required level attendance *and/or* not fulfilling the requirements for the evaluation of the course are given the "NG" grade by the Instructor of the Course based on the criteria determined by the Faculty/School Academic Council. Students are informed about the criteria for receiving the "NG" grade by the related course instructor at the beginning of the semester. "NG" grade is included in the computation of GPA and CGPA.

**Intensive English 19.
Division Program**

(1) The Intensive English courses are organized by the Intensive English Division of the FIU School of Foreign Languages with the aim of raising the English language level of students to the level where they can follow their studies in the University and otherwise communicate effectively in English for social and professional purposes.

(2) Intensive English Division students are obliged to follow the program determined by the School of Foreign Languages according to the results of the English

Proficiency Examination.

(3) The duration of each program at different levels to be followed in the Intensive English Division cannot be less than one semester.

Examinations and Success at the Intensive English Division and Moving to the Freshman Year

20. (1) Students who have successfully passed the English Proficiency Examination obtain the right to enter the freshman year of their chosen program at a Faculty or School.
- (2) The English Proficiency Examination takes place at the beginning and the end of the Spring and Fall Semesters. The Proficiency Examination which is held at the end of the Fall Semester and at the beginning of the Spring Semester may be administered on the same date. The English Proficiency Examination is held according to the dates specified in the Intensive English Division Academic calendar approved by the Senate and under the conditions stated below:
- (a) New students who have registered in the University at the beginning of the Fall semester and/or students who have already attended the Intensive English Division programs are allowed to take the Proficiency Examination at the beginning of the Fall Semester.
- (b) Students who have successfully completed either the Intermediate or Upper-Intermediate courses are eligible to take the English Proficiency Examination at the end of the Fall Semester.
- (c) Students registering for the first time to the University at the beginning of the Spring Semester are allowed to take the English Proficiency Examination at the beginning of the Spring Semester.
- (d) Students who have successfully completed either the Intermediate or Upper-Intermediate courses can sit for the English Proficiency Examination administered at the end of the Spring Semester.
- (e) Students who are on leave of absence are not allowed to take the English Proficiency Examination administered at the end of the Fall Semester, or the beginning and end of the Spring Semester
- (f) Students who have studied in the Intensive English Division but have not successfully completed the Intermediate Level are allowed to take the English Proficiency Examination which is administered at the end of the Summer Semester subject to attending and successfully completing the Intermediate level during the summer school.
- (g) Success in the Intermediate or Upper Intermediate programs is necessary but not sufficient for the completion of the program in the Intensive English Division. Success in the English Proficiency Examination is also necessary for successful completion of the program in the Intensive English Division.
- (h) Criteria for the content and administration of the English Proficiency Examination are set by the School of Foreign Languages in consultation with The Rector's Office, and considering the needs of both students and departments, as well as the framework of The Common European Framework of Reference for Languages.
- (i) Students who succeed in the Intermediate course, but fail in the English Proficiency Examination continue to the Upper-Intermediate course.
- (j) Those students who can provide certification that they are successful at the level accepted by the School of Foreign Languages in international language examinations such as TOEFL and IELTS are exempted from the English Proficiency Examination. The School of Foreign Languages reserves the right to assess the validity of documents exceeding two years' duration.
- (3) Students who have studied in the Intensive English Division for 2 years and have failed the English Proficiency Examination are dismissed.
- (4) TRNC students receiving education at the Intensive English Division have the right to transfer to Turkish-medium departments, regardless of their performance in the Intensive English program, if requested.

Examinations and Assessments in the Undergraduate and Two-year Degree Programs

21. (1) One or two mid-term examinations and one final exam are held in each semester. Short exams called quizzes are not included under this definition. The Faculty Boards and School Councils decide on the number of midterm examinations.
- (2) At the beginning of each semester, the number and weight of the examinations to be given with a detailed breakdown of the course content and the project, laboratory / workshop topics will be prepared by the academic staff and provided to the Faculty Dean / School Director and students in writing and on the course web page.
- (3) It is imperative that the project, laboratory / workshop work foreseen for a course is fulfilled. A student who has not completed these studies is considered to be unsuccessful.
- (4) Final examinations are held on the dates specified in the academic calendar.
- (5) The exams are prepared and evaluated by the relevant academic staff. Coordination is required in courses with more than one group.
- (6) Assessment of the final grade of a course is made according to Article 18.
- (7) The weight of the final exam must be at least 30 percent and at most 50 percent. (Amendment; Senate No: 17-18-01-04, Date: 28/09/17)

Success for the Registered Students in Undergraduate and Two-year High School Programs

22. The performance of a student in a semester is computed according to the following principles.
- (1) Performance is based on a Grade Point Average (GPA) calculation method for each semester. Credit received from a course is found by multiplying the credit hours by the coefficient corresponding to the grade received. The GPA is then found by dividing the sum of the credits received from all courses registered during the semester by the total credit hours of the same courses. Cumulative Grade Point Average (CGPA) is computed by dividing the total credits received from all courses the student has completed since joining the program by the sum of the credit hours of these courses. In cases when a course is repeated, the last grade is included in the GPA and CGPA computations. In all average computations the letter grades given under Article 18(1) are used. Averages should be computed up to 2 decimals after the decimal point.
- (2) A student is considered successful at the end of a semester, if the GPA is at least 2.00 out of 4.00. If a student registered to the normal course load of a program in a department scores a GPA between 3.00 and 3.49, she/he is designated as 'Honor' student, if the GPA is between 3.50 and 4.00 she/he is designated a 'High Honor' student.
- (3) "Academic term" refers to the actual registered position of a student in semesters within the department's published program of study. The academic term determines the relevant CGPA limit listed in the next paragraph. The academic term of a student is determined by the Department or School taking into account all courses registered and the academic records of the student.
- (4) "Actual term" refers to each Fall and Spring semester (excluding periods when enrolled in Intensive English Division programs) in which the student is in the program on which he or she is enrolled. Students enrolled in undergraduate programs with a CGPA of the following limits are considered "Successful", "On Probation" or "Unsuccessful". The criteria set out in Article 22 (6), 22 (7), 22 (9), 22 (10) and 22 (11) apply to students enrolled in 4-year or 5-year programs whose CGPA is below the following limits for students who are deemed unsuccessful.

Student's Actual Final Term (AFT/FDS)	Successful Student	Student on Probation	Unsuccessful Student
1.AFT			
2.AFT	CGPA ≥ 1.50	1.00 ≤ CGPA < 1.50	CGPA < 1.00
3.AFT	CGPA ≥ 1.50	1.00 ≤ CGPA < 1.50	CGPA < 1.00

4.AFT	CGPA \geq 1.50	$1.00 \leq$ CGPA < 1.50	***
5.AFT	CGPA \geq 1.80	$1.50 \leq$ CGPA < 1.80	CGPA < 1.50
6.AFT	CGPA \geq 1.80	$1.50 \leq$ CGPA < 1.80	CGPA < 1.50
7.AFT	CGPA \geq 1.80	$1.50 \leq$ CGPA < 1.80	CGPA < 1.50
8.AFT	CGPA \geq 2.00	$1.80 \leq$ CGPA < 2.00	CGPA < 1.80

and above

*** Students who have completed at least the fourth semester of the university (at the end of the summer school if the fourth semester is the spring semester) and students whose CGPA is less than 1.00 will be dismissed from the program they are enrolled in.

(5) Students who are enrolled in associate degree programs whose overall grade average is below the limit are considered as "Successful", "On Probation" or "Unsuccessful" students.

The criteria set out in Article 22 (6), 22 (7), 22 (9), 22 (10) and 22 (11) apply to students enrolled in 2-year programs whose CGPA is below the following limits for students who are deemed unsuccessful:

Student's Actual Final Term (AFT/FDS)	Successful Student	Student on Probation	Unsuccessful Student
1.AFT			
2.AFT	CGPA \geq 1.50	$1.00 \leq$ CGPA < 1.50	CGPA < 1.00
3.AFT	CGPA \geq 1.80	$1.50 \leq$ CGPA < 1.80	CGPA < 1.50
4.AFT	CGPA \geq 2.00	$1.80 \leq$ CGPA < 2.00	CGPA < 1.80

and above

(6) Academic Warnings are issued to students who fall beneath the limits specified in Articles 22(4), and 22 (5).

(7) Taking into consideration the preference order of the student and the recommendation of the advisor, one of the following procedures is applied to students receiving Academic Warnings:

(a) Horizontal transfer to another program with the decision of the relevant faculty or school board and within the framework of the determined quotas. In such cases, a 4 year program cannot be transferred to from a 2 year program.

(b) Course Registrations of Students on first Academic Warning or On Probation.

- i. Students who have received the first academic warning or who are on probation are obliged to repeat the courses they have taken earlier and failed but without exceeding the normal course load.
- ii. Students enrolled in the Faculty of Law may take three (3) such courses. For other Faculties / Schools the maximum number of courses allowed is two (2). Students enrolled in summer school or on part-time status may only enroll in one (1) new course.
- iii. A student is not given a new course when he / she has already taken a first academic warning and has failed with (D-), (F) or (NG).
- iv. Courses that have already been enrolled on and graded (W) are treated as new courses.

(2) Second, Third and "Last Academic Warnings" or Failed Students' Course Registrations

For students in these categories:

- i. Students enrolled in the undergraduate program of the Faculty of Law can register for at most one (1) new course.
- ii. The student is obliged to enroll first in the (F), (NG) or (D-) graded courses. However, if the student does not have a grade of (F), (NG) or (D-), or fails to

complete the regular course load, the student repeats any or all of the courses in which he / she has taken grades (D), (D +) or (C-) in the number required to complete the normal course load.

iii. (W) graded courses cannot be registered on since they are treated as new courses.

(8) Transfer students are accommodated according to Article 22 (4) or 22(5).

(9) Students treated in accordance with the rules defined by Article 22 (6) and Article 22 (7) are "on probation" status until their CGPA exceeds the specified minimum requirement.

(a) They may transfer to another program by the decision of the relevant Faculty Board or School Council and within the quotas specified. In such cases, students cannot transfer from a 2-year program to a 4-year program. Students who cannot make such a transfer will be dismissed from the University.

(b) In the case of transfer, fees paid for the original program are transferred to the new program. Students using this preference will receive a "2. Academic Warning".

Regulations for Success and Examinations in Postgraduate Programs

24. Examinations and success requirements are determined by the related 'Postgraduate Education Regulations'

Re-evaluation of Grades

25. The student may request re-evaluation of the grades(s) obtained from any course or on any type of assessed work.

(a) The documents related to any components contributing to the semester grade must be made available on student request by the relevant course instructor within one week following the announcement of the result.

(b) Students dissatisfied with an interim evaluation can appeal in writing to the Faculty Dean / School Director within one week of the announcement of the grade. The Dean / Director will appoint a committee, including the relevant course instructor, to conclude a re-evaluation of the grade within maximum one week. Their decision will be final.

(c) Objection to the semester grade and / or achievement grade is made in writing to the relevant Faculty Dean / School Director within a week after the final grade is announced. The Dean / Director will appoint a committee, including the relevant course instructor, to conclude a re-evaluation of the grade within one week. The evaluation is to be approved by the Faculty Board / School Council and the student is notified in writing within one week. If any changes are made in the end-of-term grade, this is presented with relevant reasons / justifications to the relevant Faculty Board / School Council, along with the "Grade Change Form".

General Rules to be used in Examinations

26. (1) Exam questions are prepared by the academic staff who teach the course. In the courses given by more than one academic staff, the examinations are held jointly and prepared through the common contributions of the academic staff under the responsibility of the Course Coordinator.

(2) The exam is assessed by the academic staff who teach the course. In courses given by more than one academic staff, the exam answer papers are evaluated by the academic staff who teach in coordination with the Course Coordinator.

(3) Exam questions and answer sheets and student answer papers will be delivered by the relevant academic staff to the related department head at the end of the semester. If the academic staff leaves the University within a period of two months, the answer sheets will be submitted to the Departmental Chair at that time

The rules concerning Examinations

27. 1. Students will come to the exams on time with official ID (including recent photo). Students arriving half an hour after the start of the exam are not admitted to the exam; Students in the exam cannot leave the exam room within the first half hour.
2. After half an hour has elapsed since the start of the exam, the student who has already finished the exam can leave the exam room without return. Students are not otherwise allowed to leave the examination room except in emergencies.
3. The principles to be applied during the exams are determined by the Rector's Office and notified to the academic units.
4. Students with disabilities will be provided with the appropriate examination environment according to their disability status, with additional test duration, inter-listening, writing support, practical help in practical exams, and / or reader / printer support.

Internships

28. The student is obliged to fulfill the internship studies indicated in the curriculum related to his / her department. Student diplomas and graduation certificates cannot be awarded if internship components have not been completed. Internships and related reports are assessed by the Internship Committees, as set up by the relevant department.

Make-up Examinations

29. (1) Make-up examinations are given in the event for students who cannot attend due to a valid and documented reason, submitted to the relevant academic staff or course coordinator at the latest within three working days following the examination.
- (2) If the excuse of the student remains valid at the date of the announced make-up examination, another exam is administered.
- (3) The principles to be applied for the make-up exam are determined by the Senate.

- Resit Examinations** 30. (1) Re-sit examinations for all courses are administered at the end of the Fall Semester and Spring Semester (not the Summer Semester), for students who are entitled to take the final exam, and excluding applied work (graduation projects, teaching practice, internship courses etc.) and are conducted on the days specified in the Academic Calendar. For the re-sit exams, students in the following categories may take the re-sit examinations:
- (a) Students who have taken "D-" or "F" from course taken in the relevant semester.
 - (b) Students who have received a warning or who are on unsatisfactory or probational status can take part in the re-sit exams for D, D + and C- courses taken in the relevant semester.
 - (c) Students who have received a grade of "NG" cannot take a re-sit exam from those courses.
- (2) Re-sit exams are treated as final exams. In determining the results for the re-sit exams, semester grades of the relevant course, in-term assessment, and all other assessed work as well as the re-sit exam result are taken into consideration.
- (3) The letter grades calculated after the re-sit exams are transferred to the portal by the end of the day indicated in the Academic Calendar, and displayed on the student transcript under the heading "Re-sit Examination Results".
- (4) In order to participate in the re-sit examinations, it is necessary to indicate in writing to the relevant department head within 3 working days following the announcement of the semester grades, and to indicate in which courses the re-sit examinations will be taken. Students who are not included in the application cannot take the re-sit exam. Students who apply for re-sit examinations can withdraw their applications within 3 working days following their application date.
- (5) The letter grade that the students take as a result of the re-sit exams replaces the letter grade previously taken.
- (6) There is no chance to re-take re-sit exams. Students who apply for the re-sit examination but do not participate in the examination are considered to have received "0" from that examination.
- (7) Students who take re-sit exams must pay the fees determined by FIU Rector's Office.
- (8) The Intensive English Division courses are not given re-sit exams.

- Graduation Make-Ups** 31. Students on Undergraduate and Associate Degree programs who cannot graduate because they do not fulfill all the conditions stipulated in the graduation period, but who are able to meet graduation requirements include:
- (1) Students who cannot graduate because of courses graded "F" and / or "D-" or
 - (2) Students who cannot graduate because of a CGPA below 2.00 are entitled to a maximum of 3 make-ups for "D", "D +" and "C-" courses.

- Horizontal and Vertical Student Transfers** 32. (1) **In-University Horizontal Transfers:**
- (a) The Turkish Republic of Northern Cyprus and foreign students may be allowed to change programs. Transfers are accepted on the basis of the quota and principles set by the Faculty Board or School Council.
 - (b) The internal transfers of students from the Republic of Turkey are carried out in accordance with the legislation of the Turkish Higher Education Council.
- (2) **Transfers from Outside the University:**
- (a) Turkish Republic of Northern Cyprus and foreign students enrolled in any university or an equivalent higher education institution may apply for transfer to Final International University. Transfer admissions are made within the quota and principles set by the Faculty Board or School Council. In order for such an application to be accepted, the student must not have been excluded from the university or higher education institution and must not have been subject to disciplinary action.

(b) Transfer procedures for students from the Republic of Turkey registered in any university or at an equivalent higher education institution shall be carried out in accordance with the legislation of the Turkish Higher Education Council.

(3) In-University Vertical Transfers:

(a) Turkish Republic of Northern Cyprus and foreign students who have the right to continue to the undergraduate program can transfer to the Associate Degree Program of a School with the decision of the School Council in question.

(b) Turkish Republic of Northern Cyprus and foreign students who graduated from Final International University associate degree programs can be admitted to 4 year programs with the decision of the relevant Faculty or School Council.

(c) Vertical transfer procedures for Turkish nationals are made in accordance with the legislation of the Turkish Higher Education Council.

(4) Vertical Transfers from Outside the University:

(a) Turkish Republic of Northern Cyprus and foreign students who have graduated from associate degree programs of a Higher Education Institution can be admitted to the 4 year programs with the decision of the related Faculty or School Board within the determined quotas.

(b) Vertical transfer procedures for Turkish nationals are made in accordance with the legislation of the Turkish Higher Education Council.

(5) Exemptions for Horizontal or Vertical Transferring Students:

The exemptions recognized and the curriculum to be followed by horizontal or vertical transfer students are determined by the relevant Faculty Board or School Council.

**Taking Courses
from other Tertiary
Institutions**

33. Students can also take courses from other Higher Education Institutions in Summer School or through Student Exchange Programs. Regulations related to this are regulated by the Senate's "Principles of Taking Courses Outside the University".

Leave of Absence

34. (1) Students may take a break from their studies under the following conditions:
(2) Permission applications are made in writing and submitted to the Registrar's Office with documents, if any. When applying from abroad, the applicant is required to make a notarized application.
(3) Valid and justified reasons must be supplied with the application.
(a) The application requires the recommendation of the Faculty Dean / School Director and the approval of the Rector.
(4) The student is obliged to fulfill the conditions stipulated in Article 12 of this Regulation for leave of absence (freezing of registration).
(5) The decision regarding the application is communicated in writing to the Registrar's Office. A copy of the decision is put in the student's file.
(6) Appeals concerning the application for authorization or applications shall be submitted to the Rector's office at the latest within one week from the date of notification of the decision and shall be examined by the University Executive Board. The decision of the University Executive Board is final.
(7) A maximum of 4 (four) semesters absence may be allowed during a student study period. In case of necessity, this period can be extended by decision of the University Executive Board.

**Returning from
Leave of Absence**

35. At the end of the leave period, the student continues his/her education by taking the normal term registration.

**Graduation,
Diplomas and Fees**

- 36.** (1) The credit-hours required for graduation are determined in the educational programs as approved by Final International University Senate.
- (2) A CGPA of at least 2.00 is finalized by the decision of the Senate and the proposal of the Department and Faculty Boards to which it is attached, regardless of the duration of the education, and indicates fulfillment of all the requirements stipulated for graduation at any department or college of the university.
- (3) The diploma and / or graduation documents will be prepared by the Registrar's Office and the completed program name, graduation date, earned title and grades will be included. The diploma and / or graduation documents also include the seal of the Registrar, the Dean of the Faculty or School Director, the signature of the Rector and the seal and / or cold stamp of the University.
- (4) Academic degrees and titles to be awarded are determined by the Senate:
- (a) Students with a general grade average of between 3.50-4.00 are awarded "High Honor" status and this is indicated on their diploma.
- (b) Students with a general grade average of between 3.00-3.49 are awarded "Honor" status and this is indicated on their diploma.
- (c) Graduating students are subject for the payment of document and diploma fees as determined by the Board of Trustees.

**By-Laws
Executive Power**

- 37.** The Senate may make regulations for the purposes of implementing this Regulation.
- 38.** These regulations are executed by the FIU's Rectors' office.

Coming into Force

- 39.** This Regulation is effective from the date of approval by the Board of Trustees of Final International University (Amendment; Senate No: 18-19-01-05, Date: 20/09/18).