

**FINAL INTERNATIONAL UNIVERSITY
BY-LAW FOR TAKING COURSES FROM ANOTHER INSTITUTION**

(Final International University Education, Examinations and Success By-Law under article 5.2)

Final International University Rector's Office prepared the following By-law according to Article 5.2 of '**Final International University Education, Examinations and Success By-Law**' with the Senate's approval.

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| Brief Name | 1. This by-law is briefly named as " FIU By-law for Taking Courses from Another Institution ". |
| Aim and Scope | 2. This by-law aims to regulate the principles regarding the registration, fees, examinations, success and evaluation of courses taken from Higher Education Institutions other than UFU to the International Final University (UFU). This by-law regulates that FIU students take courses as Guest Students or Special Status Students or Exchange Program Students from higher education institutions that Final International University has signed a cooperation protocol under student exchange programs or that the University's Board of Trustees has approved. |
| Taking Courses from Another Institution other than FIU | 3. <ol style="list-style-type: none">(1) A student who wishes to take courses from another higher education institution should apply to the relevant department head / or Dean of Faculty / Director of School / Director of Institute in writing and attach a formal and certified document summarising the titles, credits and content of the courses to be taken as well as the weekly course timetable (if available) no later than the end of the previous semester.(2) Department and/or Faculty/School board determines whether the student can take courses outside the university or not and/or whether the courses to be taken outside the University are the equivalents of courses in the student's own programme in terms of content and credits.(3) Duration of studies at another institution is included in the period of study specified in the Final International University Education, Examinations and Success By-law, regardless of the difference of the institution and the number of courses to be taken.(4) Total credits of courses taken from another institution of higher education cannot exceed 25% of the course credits the student has to take during the school/undergraduate/graduate specified program period.(5) The student keeps his/her student rights in FIU.(6) Students who take courses at another higher education institution continue to pay full tuition fee or the course(s) fees in FIU. However, if the student needs to pay for the courses to be taken at another institution of higher education, fees to be paid in FIU are determined by the Rectorate. |

- (7) In order to be eligible to take courses from another higher education institution, a student should attend the registered program in FIU for at least one academic year and should have a minimum CGPA of 2.00.
- (8) Those who do not meet the requirements of article 3(8) can take courses from another institution of higher education with the positive views of the Faculty / School / Institute Board and the approval of the Rectorate..
- (9) With the decision of the Faculty / School / Institute Board and the approval of the Rectorate:
"E (Exemption)" or the letter grade in Article 18 (1) of Final International University Education, Examinations and Success By-Law is given for the course that the student has taken from another institution and succeeded. In order for a student to be considered successful from a course taken from another institution, he / she should have a grade of at least C or at least 60% or equivalent from the relevant course. Equivalency of the grades obtained at another higher education institution is determined by the faculty/school/Institute board decisions based on the Senate decisions and relevant by-laws.

Executive Power

4. This By-law is executed by the Rector.

Coming into Force

5. This By-law comes into force following its approval by the FIU Board of Trustees.