

**FINAL INTERNATIONAL UNIVERSITY
REGULATION ON TAKING COURSES FROM HIGHER EDUCATION INSTITUTIONS
OTHER THAN FIU**

(Regulation under Article 5.2 of the Final International University Education, Examinations and Success Regulation)

The Rectorate of the International Final University hereby establishes the following regulation, with the approval of the Final International University Senate, in accordance with Article 5.2 of the **Final International University Education, Examinations and Success Regulation**.

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| Brief Name | 1. This regulation shall be referred to as the " Regulation on Taking Courses from Higher Education Institutions Other Than FIU. " |
| Aim and Scope | 2. This regulation aims to regulate the registration, fees, examinations, achievements, and evaluation of courses taken by Final International University (FIU) students from higher education institutions other than FIU. Through this regulation, it establishes the procedures for FIU students to take courses as Guest Students, Special Students, or Exchange Program Students from higher education institutions with which FIU has signed cooperation protocols or that have been approved by the University Board of Trustees within the framework of student exchange programs at Final International University. |
| Taking Courses from Higher Education Institutions Other Than FIU | 3. <ol style="list-style-type: none">(1) For students who wish to take courses from another higher education institution, it is necessary to submit an application to their relevant Department Head and/or Faculty Dean/School Directorate/Institute Directorate, by the end of the previous semester at the latest. The application should include an approved document specifying the courses, credits, and content of the courses to be taken, as well as the weekly course schedule if available.(2) The decision regarding whether the course(s) that the student intends to take from outside the university are equivalent in terms of content and credits to the course (s) in their own program, and whether they can take these course(s), is made by the Department and/or Faculty/School/Institute Council.(3) Duration of studies at another institution is included in the period of study specified in the Final International University Education, Examinations and Success Regulation, regardless of the difference of the institution and the number of courses to be taken.(4) The total credits of the courses taken from another higher education institution cannot exceed 25% of the total credits that the student is required to complete during their associate's/bachelor's/master's degree program.(5) The student's rights as a student at FIU continue to remain in effect.(6) Students who take courses from another higher education institution continue to be responsible for paying the full student fee or tuition for FIU. However, if there is a requirement to pay a fee for the courses taken at the higher education institution they will be attending, the fee to be paid by the student to FIU will be determined by the Rectorate. |

- (7) In order for a student to be able to take courses from another higher education institution, they must have actively attended their registered program for at least one academic year and have a minimum cumulative grade point average (CGPA) of 2.00.
- (8) Students who do not meet the conditions specified in Article 3(8) may be allowed to take courses from another higher education institution with the approval of the Faculty/School/Institute Council and the authorization of the Rectorate, provided they have special reasons.
- (9) With the decision of the Faculty/School/Institute Council and the approval of the Rectorate, the student who successfully completes a course taken from outside FIU will be assigned the grade of "E" (Exempt) or the letter grade specified in Article 18(1) of the Final International University Education, Examinations and Success Regulation.

For a student to be considered successful in the externally taken course, they must have earned a minimum grade of C or at least 60% or an equivalent grade in the relevant course. The equivalence of achievement grades for courses taken from other higher education institutions at FIU is determined by the decision of the Faculty/School/Institute Council to which the relevant program is affiliated, within the framework of applicable Senate decisions and regulations at FIU.

- (10) In the context of exchange programs, where the higher education credit system in a particular country/university differs from the credit system at FIU, specific regulations established by the faculty/school/institute are applicable for the transfer of courses taken by students for a semester duration to FIU. The relevant faculty/school/institute councils shall take necessary measures to prevent course repetitions that may occur as a result of the courses students have already taken or will take at their respective higher education institutions. These measures include aligning the courses to be taken at the host institution during the exchange period with the courses they would have taken at their home institution. The purpose is to ensure that students do not experience any loss of credits, courses, semesters, or academic years during their exchange program. In order to prevent course repetitions and ensure the completion of credits, courses from lower and upper years of the host higher education institution may be selected. The credits of the courses and their equivalencies to the courses at the home institution shall be predetermined in the Exchange Program Protocol. Equivalencies shall be approved by the faculty/school/institute councils of the relevant academic unit. The equivalencies of the achievement grades for courses taken at another higher education institution within the scope of exchange programs shall be determined at Final International University (FIU) in accordance with the relevant Senate decisions and regulations, based on the decisions of the faculty/school/institute council of the program to which they are affiliated. The equivalent courses for the courses in which exchange program participants have succeeded shall be indicated in the course schedules (transcript) of their registered higher education institutions. Within the framework of a shared credit system, the course loads based on the determined credits cannot be less than the course load that students should take in the same semester at their home institution. In the exchange program, the emphasis is placed on the credit values of the courses rather than the number of courses. With the agreement reached in the protocols signed by higher education institutions, the European Credit Transfer and Accumulation System (ECTS) can be adopted alongside the national credit

system during student exchanges. If the number of courses taken at the host university during one academic semester is fewer than the number of courses taken at FIU, but the credit value of the course at the host university is equivalent to the credit value of the corresponding course at FIU, then a course taken in the exchange program may be considered as multiple courses that have been individually approved by the respective faculty/school/institute at FIU, provided that the content of the course taken in the exchange program aligns with at least 60% of the content of each of the multiple approved courses at FIU.

(Addition; Senate No: ST-21-22/18, Date: 06/04/22)

Execution Authority: 4. This regulation shall be implemented by the FIU Rectorate.

Effective Date: 5. This regulation shall come into effect from the date approved by the Board of Trustees of the Final International University.