

**GIRNE AMERICAN UNIVERSITY**  
**TEACHING AND EXAMINATION BY-LAW FOR ASSOCIATE AND BACHELOR'S DEGREES**

- Name**                    1.    This by-law is referred to as the **“Girne American University Teaching and Examination By-law for Associate and Bachelor’s Degrees”**.
- Definitions**            2.    Unless otherwise indicated, the terms “Department Chair”, “Department Board”, “Dean”, “Faculty Board”, “Director of Preparatory School”, “Rector”, “Senate”, “Board of Trustees”, “Vocational School Director” mentioned in this by-law are equivalent in meaning to those definitions in the Higher Education Law of the Turkish Republic of Northern Cyprus dated September 26, 2006 and the law numbered 65/2005.  
“University Fees” refers to tuition, examination, activity, library, the Internet, transportation and other similar fees to be paid by students.
- Aim**                        3.    The aim of this by-law is to determine the principles of registration, education, examination, success and graduation requirements and graduation titles of the faculties and vocational schools of Girne American University.
- Types of Education**    4.    Faculties and vocational schools can provide formal, secondary, extensive, external, open and distant learning programs by the decision of the authorized boards and the approval of the University Senate.
- Conditions for Student Admission**    5.    (1) Each year, the number of students to be admitted to the English Preparatory School and the first-year of the University is determined by the Board of Trustees by considering the University’s capacity and evaluating the proposal made by the University Senate.  
(2) 1, 4 and the 5th paragraphs of Article 37 of YÖDAK Higher Education Law No. 65/2005 specify the minimum requirements.  
(3) Each year, the Rector’s Office determines and announces the application date, duration and conditions for final registration for entering the University. Applications outside the specified date are not taken into consideration.  
(4) All applications for entering the University are made to the Student Admission and Registration Office.  
(5) Each year, the number of non-TRNC citizens to be admitted to the University is determined by the Board of Trustees by considering the views of the University Senate.

- Duration of Study and the Academic Calendar**
6. (1) (a) Each academic year comprises two semesters as fall and spring. Each semester covers the period between the date the classes begin and the date the classes begin the next semester. No fewer than 70 workdays can be allocated per semester.
- (b) Courses can be opened during the summer semester upon the decision of the University Senate and by the approval of the Board of Trustees. The duration of the summer semester cannot be less than 35 workdays. Issues related to courses to be given in the summer semester are organized by “Girne American University Regulations for Education in the Summer Semester”.
- (2) Duration of Education given in the different departments of the University are as follows:
- (a) Undergraduate Programs: 7 academic semesters
- (b) Vocational School Programs: 4 academic semesters
- (c) English Preparatory School Program: 1 academic semester
- (d) Graduate Programs: the duration of these programs are determined by the Senate in line with the “Girne American University Regulations for Graduate School”.
- (3) Academic Calendar is prepared and decided by the University Senate in March. The approved academic calendar must be announced by the Rector’s Office no later than the end of April.
- (4) Students admitted to GAU as transfer students must complete at least one year at GAU and must be successful in accordance with the provisions of these Regulations. The registration, duration of courses, exams and other academic activities approved by the University Senate, are indicated on the academic calendar. Students and other university affiliated parties are obliged to comply with the content of this calendar.
- Language of Instruction**
7. Language of instruction for all departments at GAU is English except the Turkish Language and Literature Teaching. Language of instruction for academic programs such as “Media”, “Public Relations”, “Radio-Television” is English for foreign students and mainly in Turkish and supported by English for Turkish students. For any other programs in Turkish, YÖDAK’s law paragraph 3 of Article 36 is applied. Principles of education in GAU’s English or English-supported educational programs, including Foundation English School, and Turkish programs are organized by Girne American University Regulations.
- Tuition Fees**
8. (1) Girne American University is a private university. The annual tuition and other expenses for different educational programs are determined by the President of the Board of Trustees in January of each year and announced by the Rector’s Office.
- (2) The student must pay the tuition fees and expenses for each semester during the specified registration period. Students are allowed to register during the late registration period set by the

University Administrative Board if only they have a valid excuse and pay the late registration fee. Students who do not pay their tuition or educational fees are not allowed to attend courses, laboratories, studios or take exams and no formal documents are given to students by the university.

- (3) If the student's documents submitted to the university during the entrance are found to be fake and not true, s/he is immediately dismissed from the university and any fees and other charges paid are not refunded.
- (4) Upon leaving the university paid fees and expenses are not refunded.

**Education and Training Programs, Mandatory, Common-Compulsory, Elective and Prerequisite Courses**

9. The education and training programs comprise theoretical courses, laboratory, studio, workshop, practice sessions, projects, seminars, and other courses through distance education methods and similar studies which must be successfully completed in order to graduate.

The academic staff to give courses with course and practice timetables of each faculty and vocational school are organized by related boards of faculties and vocational schools one month prior to the beginning of each semester and announced by the Rector's Office.

Credit-hour system is applied in the programs. Determining the credit-hour value of a course is based on total hours per week prescribed for that course. Courses and their credit-hour values in a program are proposed by the department chair in the faculties and by the director in the vocational to faculty or the school board. Once the program is accepted by the related board, it is finalized by the approval of the University Senate. The same procedures are applied in changing the contents of the programs, adding or canceling courses.

However, if the course has weekly laboratory, studio and practical work hours, then each two-hour period is considered equal to one credit-hour. In this procedure, fractions that are equal to or above the half are rounded off.

The courses in the educational programs are into two groups as compulsory and elective courses. Students are obliged to take all the compulsory courses of the program they enrolled in. Common-compulsory courses Turkish History and Turkish are taken by TRNC and Turkish students during their four-year program. Other nationalities can take these courses on a voluntary basis.

Elective courses are the courses that are offered either individually or in groups, complete professional formation, general culture or any

other courses in different areas of interest in each educational program. The elective and departmental courses that a student must take per semester are prepared by the chair of the department. The student selects the elective courses that s/he is interested in by the help his/her academic advisor.

“Girne American University Instructions for Education in a Foreign Language” specifies which foreign language courses are to be taken as compulsory and elective and in which semesters.

Courses that cannot be taken without successfully completing a prior course are called prerequisite courses. Prerequisite courses are proposed to the related faculty board and can only be finalized after the approval of the faculty board.

**Academic  
Advisors to  
Students**

- 10.** Every student has an academic advisor assigned by the chair of the department that s/he enrolled in. Advisors to students are the academic personnel who guide students through their curriculum, academic, administrative, and social issues. The courses that a student should take are determined upon the proposal of the academic advisor at the beginning of each semester. When necessary, the approval of the department chair and the decision of the related administrative board are sought.

Coordination between the academic advisors is provided by the Vice-Rector for Academic Affairs.

The responsibilities and duties of staff members to be appointed as academic advisors are specified in the 'Instructions for Academic Advisors to Students'.

**Course Load,  
Course  
registration  
and Semester  
Fees**

- 11.** For each semester, the courses shown on the related educational program are the normal load of the semester. However, upon the academic advisor advice and the department head decision a student may increase their normal course load by 2 courses or reduce it by one for one semester. In increased course load situations, the student must pay for the extra course regardless of the student having a scholarship. Whereas, in reduced load situations, the student must take the dropped course in the next semester, and the paid fee is not refundable. Students who are in their final semester may change their course loads with the approval of their advisor and head of department. Students must renew their registrations during the periods allocated and announced by the Rectors Office throughout the duration of their education.

The courses that a student must take at the beginning of each semester, and their academic standing is calculated with regard to

these regulations by the academic advisor. The number of credit-hours per semester must not be less than 15 hours. Successful students (CGPA of at least 2.50/4.00) who want to take additional courses must get approval from their advisors than the approval of the head of department. For semester registrations to occur, the student must pay the semester fee. Each student must take at least 15 credit-hours per semester.

**Late  
Registration**

- 12.** Based on the excuse accepted by the Commission for Petition and Appeals, a student can do late registration. Late registration period is the first two weeks of the starting date of the classes. The penalty fee which will be applied for the late registration is decided by the Office of the Board of Trustees and implemented by the Rectorate.
- (a)** Paying the required fees and getting approval for the courses being taken, students must renew their registration in the beginning of every semester and during the period announced by the academic calendar. Students are responsible with the whole process of their registration renewal. Any student who did not renew his/her registration, for one time only -with the decision of Board of Directors, can renew his/her registration in the beginning of the following semester. Otherwise he will be dismissed from the university.

**Add and Drop,  
Withdrawal**

- 13.** Certain time is allowed for a student to attend and observe a course. This is to say:
- (1)** Under the condition that student load is considered during the period stated on the academic calendar (starting from the first day of the classes within the first three weeks), with their own will and the recommendation of their academic advisor, they can drop some of the courses they registered during the registration period and/or add new courses.
- (2)** Starting from the first day of the courses commerce, a student within the 4th and 12th week, for any reason, with the knowledge of the course instructor, the recommendation of the academic advisor and the approval of the head of the department or the school director can withdraw from a course.
- (a)** In each semester a student can withdrawal from maximum two courses.
- (b)** A student cannot withdraw from a course which he/she has withdrawn before, the course that he has to repeat or a course which is not included in the calculation of the grade point average.
- (c)** A student who withdraws from a course gets “W” grade for that course and this grade is not removed from the transcript. However, “W” grade is not taken into consideration in the calculations of the grade point average.

- (d) Students with scholarships must not fall below the number of courses required in their department curriculum for each semester. Otherwise they will not be able to take advantage of the scholarship or receive any discount in the following semesters.

**Canceling Registration** 14. A student can cancel registration from the University by applying in writing to the Registrar's Office (Student Admissions Office) and completing the required process.

**Attendance in Courses and Practice** 15. According to the principles of the faculties and higher or vocational schools, students are obliged to attend all kinds of the examinations during the semester also attend other work required by their instructors. Student attendance is observed by the instructor.

A student receives grade "F" from a course if he/she does not attend a course or any other related work 25% or more during the semester without any valid excuse.

**Part-time Students** 16. Students who are not Turkish and Turkish Cypriot citizens desiring to study outside the specified time period in Article 5 (2), and take less than 15 credit-hours of course load can be accepted as "part-time status" with the permission of the faculty committee and approval of the Rectorate. Tuition and educational fees of these students will be in accordance with their course load.

**Student with Special Status** 17. A student with special status is a student who is not registered to any of the programs of the university and is permitted only to attend some of the courses. A student with this status is not awarded a diploma or a title; military service for these students cannot be postponed; an identification card or a student certificate indicating that he/she is a special status student cannot be given. However, a certificate prepared by the Student Admissions Office showing that he/she completed the courses successfully can be awarded. Those students' petitions who wish to be accepted as special status students are evaluated and decided by the head of the related department, the director and the Student Admissions Office. The registration process of these students is done according to the regulations by the Student Admissions Office. At least high school diploma submission is required from those students who apply as a special status student. These students can take maximum three courses in each semester and pay their tuition fee for per course.

**Scholarship and Discounts** 18. (a) A student in English Preparatory School (Foundation School) cannot take advantage of any scholarship or discount.

- (b) Freshman students (first year students) can take advantage of scholarship and discounts under the condition that they complete all the first and second semester courses in their related department curriculum and maintain their CGPA as 2.00 or above. Otherwise, in the case that they cannot obtain CGPA 2.00 or above, cannot take advantage of any scholarship and discount opportunities.

**Meaning and Value of Semester Grade in Courses**

- 19. Grades in courses are evaluated according to Girne American University Examination and Evaluation Regulation Article 3.

**English Preparatory School (Foundation English School)**

- 20. (1) The aims of English Preparatory School programs are to bring those students who obtained the right for admission to Girne American University to the level in which they can follow their courses in English. The programs are prepared and administered by the English Preparatory School Administration (Directorate).
- (2) A student is responsible with following the program which is determined according to his/her performance on the written and/or oral placement exam.

**Examinations in English Preparatory School, Achievement and Entering Department Program**

- 21. (1) Those students who successfully pass the English Proficiency Exam prepared by the English Preparatory School obtain the right to continue their education in their related department or programs.
- (2) English Proficiency Exam is carried out on the dates decided by the Rectorate under the following conditions:
  - (a) English Proficiency Exam given in the beginning of the Fall Semester is offered to newly registered students and those students who have studied at least two semesters in the English Preparatory School.
  - (b) English Proficiency Exam is given at the beginning of the Spring Semester and is only offered to students who registered to the university the first time in the Spring Semester.
  - (c) In order to take the English Proficiency Exam given at the end of the Spring Semester, it is necessary to meet the requirements of the English Proficiency Exam Participation Conditions announced by English Preparatory School administration in the beginning of every academic year (English Preparatory School Educational Regulations).
  - (d) Students who have registered as an English Preparatory School student and participated in English Preparatory School Programs at least one semester and those students who have participated in the Summer School Programs and

obtained adequate success and attendance, can take the English Proficiency Exam offered at the end of the Program.

(e) Students who submit documents which prove the performance level accepted by the English Preparatory School on TOEFL or IELTS examinations are exempted from taking the English Proficiency Exam.

(3) Students are dismissed from the university if they fail the English Proficiency Exam after studying two consecutive academic years in English Preparatory School Programs.

**Examinations** 22. Examination related matters are determined according to Girne American Examination and Assessment Regulations.

23. (5) The criteria stated in Article 23(6), 23(7) and 23(9) are applied to students registered to 2-year programs and whose Cumulative Grade Point Average (CGPA) is below the following limits:

At the end of the Second Academic Year 1.00

At the end of the Third Academic Year 1.60

(1) “Academic Warning” is given to students registered to 4 year programs whose grade point average is below the limits specified in Article 23(4), and to those who are registered for 2-year programs with a grade point average below the limits specified in Article 23(5).

(2) One of the following is options is offered to students with academic warning, taking the student’s sequence of preferences and the advisor’s suggestions:

(a) With the relevant faculty or institute’s decision the student is transferred to another program, subject to the contingencies. In such cases, the student cannot transfer to a 4 year program from a 2 year program.

(b) Continuing in the currently registered program. Following an academic warning, students who choose this option should primarily take the courses they have previously taken and failed. These students can register up to 2 new courses providing that they do not exceed the regular amount of course load. However, students with academic warning who complete their period of education and are in the graduation period can take more courses in accordance with the Faculty regulations.

(c) A student who opts to remain in the currently registered program but fails to score above the specified limits and receives “Academic Warning” for 2 consecutive semesters cannot register to a new course. Until they reach the CGPA limits specified in 23(4) and 23(5), these students can only register to the courses they have previously taken. Students must initially register to courses from which they scored F, NG, C-, D+, D or D-.

(3) Article 23(4) or 23(5) applies to transfer students starting from the semester they have transferred.



**(4)** Students to whom the provision of regulations stated in Article 23(7) is applied are on “Probation” until their Grade Point Average (CGPA) reaches the required limits. If students on “Probation” and with academic warning receive “NG” from two or more courses due to not attending and absence in the following semester, are dismissed from the Girne American University.

<b>Regulations for Examination and Success</b>	<b>24.</b> Acceptance to the Postgraduate programs, regulations of examination and success are determined by the Senate under “The Regulations of Girne American University Social Sciences and Institute of Science Education and Instruction”.
<b>General Regulations for Examinations</b>	<b>25.</b> General rules and other principles to be followed in examinations are determined under “Girne American University Examination and Evaluation Regulations”.
<b>Repetition of a Course</b>	<b>26.</b> <b>(1)</b> If the course to be repeated is optional or has been excluded from the program, the student can take another course with the approval of the department. <b>(2)</b> Students who want to increase their grades can repeat their courses within the semester in which these courses are available. The grade received from the course repeated replaces the previously received grade, but the grade taken initially remains on the transcript. If the student receives F from the repeated course, then that course should be repeated again. Course repetition is carried out taking the potential distributions of program or the additional course fees into consideration, and with the recommendations of the student advisor and the head of the department.
<b>Appeals against Grades</b>	<b>27.</b> Appeals against grades are implemented under “Examination and Evaluation Regulations” Article 9.
<b>Internships</b>	<b>28.</b> Students are responsible for completing their internships specified in their own department programs. Students who fail to fulfill their internships will not be given their diplomas and graduation certificates. Internships and relevant reports are evaluated by the Internship Commissions of each department.
<b>Student Transfers</b>	<b>29.</b> <b>(1) TRANSFERS TO THE UNIVERSITY FROM OTHER UNIVERSITIES</b> Except for English Foundation School, a student who attended a university or an equivalent higher education institution for at least one semester can apply to transfer to the Girne American University. For such an application to be accepted, the student;

- (a) Should have a satisfactory level of English language proficiency.
- (b) Should have not been dismissed from a university or higher education institution or received disciplinary punishment
- (c) Should have applied for transfer in accordance with these regulations Article 32(1) in the academic semester 2, 3, 4, 5, 6, or 7.
- (d) Have succeeded in all courses taken in previous institution
- (e) Should have at least a grade point average of 2.00 out of 4.00 or equivalent.

Eligible candidates' applications are sent to the relevant department for evaluation and are finalized according to the contingents determined by the department faculty, and submitted for the approval of the Rectorate.

The courses that will be accepted as transfer courses taken from previous institution by successful candidates with a grade C and above will be identified by the relevant department board and are registered to the program.

## **(2) HORIZONTAL TRANSFERS WITHIN UNIVERSITY**

Except for English Foundation School, students who received education at Girne American University for at least one semester are given the chance to change their departments only once during their study period at the university, pursuant to the regulations and contingents determined by the departments. Applications are sent to the relevant departments for evaluation and submitted for the approval of the Rectorate by the faculty for a final decision.

## **(3) VERTICAL TRANSFERS WITHIN UNIVERSITY**

Students who have the right to continue their undergraduate program can transfer to the vocational school program by the decision of the Administrative Board of the School.

## **(4) TRANSFER STUDENTS' EXEMPTIONS**

Transfer students exemptions and timetables are arranged by the relevant department board.

30. (1) Students may request a leave of absence on the understanding that they will return to Girne American University. English Foundation School students and/or first year students may leave, providing that they have paid for their tuition fees, registration and transaction expenses, and students in middle classes may leave providing that they have paid the fee determined by the board of trustees every year. Except for the transaction fee, the payments made are transferred to the semester they arrive.

- (2) Requests for leave of absence are submitted to the Department Heads of faculties, to the Institutes for postgraduate programs, to the relevant headship for English Foundation School and institutes with official documentation certifying the reason for request together with the application form obtained from Student Admissions. Applications are reviewed by the relevant commissions of departments, evaluated by the Faculty Board of Directors and submitted for the approval of the Rectorate.
- (3) Students can apply for leave of absence providing that they submit an official Medical Board Report or a documentation certifying the compelling circumstance within the first 7 weeks of the commencement of classes. The date of official certification is taken into consideration for overseas applications.
- (4) The Student Admissions notify the students in writing. A copy of the decision is kept in the Students Admissions Office and added to the students file.
- (5) A student can be granted at most 4 semesters of leave of absence for the duration of their study. Under compelling circumstances, this period can be extended with the approval of the board of directors.
- (6) The duration of leave is excluded from the study period. Students who are arrested, taken in custody, sentenced (except for conviction for negligence), sought by official authorities, are not granted a leave of absence. Students whose custody ends with a decision of acquittal can be regarded as on leave.

**Returning  
from Leave of  
Absence**

- 31. At the end of the leave of absence period, students continue their education providing that they follow the routine registration procedure. Students whose leave of absence was granted on health grounds must provide a Medical Board Report certifying their fitness for continuing studies. Students who are granted absence of leave for two semester and who wish to return from leave of absence at the end of the first semester, they should apply in writing to the Student Admissions.

**Graduation**

- 32. (1) The total amount of credit-hour required for graduation is determined by the education program approved by the Girne American University Senate.
- (2) Students who fulfill all the requirements of their registered associate or bachelor's degree and whose cumulative grade point average (CGPA) is 2.00 and above become entitled to obtain an associate or bachelor's degree. This procedure is finalized upon the proposal of the students' department and faculty (approval of the head of department and dean) and the approval of the Rectorate.

- (3) Diplomas and/or graduation certificates carry the signature of the Registrar, Faculty Dean or Director of the Institute and the Rector, and the official stamp of the university. The date stated on the diploma or the graduation certificate is the date in which the student has completed the education program.
- (4) The following degrees and titles are given by the Faculties and Institutes of the university:
  - (a) Departments of Engineering – Architecture:
  - (b) B.Sc., B-Arch, B.A. – Bachelor of Engineering, Architecture
  - (c) Departments of Management and Economy: B.Sc. – Bachelor of Social Sciences
  - (d) Departments of the Faculty of Education: B.A., B.Sc. – Bachelor of Teaching / M.A. Post Graduate
  - (e) Departments of the Faculty of Communication: B.Sc. – Bachelor of Communication
  - (f) Departments of Human Sciences: B.Sc. – Bachelor of Human Sciences
  - (g) Departments of the Faculty of Law: LLB – Bachelor of Law
  - (h) Departments of the School of Sports: B.Sc. – Bachelor of Sports
  - (i) Departments of the Vocational Schools: A.Sc., A.A. – 2 year Vocational School diploma
  - (j) Degrees and titles can be added to or removed from the list with the decision of the Senate.
- (5) “High Honors degree” is awarded to students with a grade point average of 3.50-4.00 and “Honors degree” is awarded to those with a grade point average of 3.00-3.49.
- (6) Graduate students must pay for their document and diploma fees determined by the Senate.
- (7) Graduation Make up: Determined in Girne American University Examination and Evaluation Regulations Article 8.

#### **Double Major Programs**

- (8) Regulations regarding double major programs are determined by the Girne American University ‘Double Major Regulations’.

#### **Minor Programs**

- (9) Regulations regarding the minor programs are determined by the Girne American University ‘Minor Programs Regulations’.

#### **Conditions for Dismissal**

33. Students are dismissed from the university in the following circumstances:
  - (1) Students who fail to graduate within the specified periods stated in this regulation (Article 6),
  - (2) Students who do not re-register for two consecutive semesters,
  - (3) Students who consecutively receive academic warning,

- (4) Students who receive 'NG' from the same course for two consecutive semesters,
- (5) According to Girne American University Student Disciplinary Regulations, students are dismissed from the university with the decision of the Faculty Administrative Board and the approval of the University Administrative Board.

**Disciplinary Matters**

34. Provisions of the "Girne American University Disciplinary Regulations" are applicable in the events of disciplinary matters.

**Regulations and Instructions**

35. The University Senate can make regulations and instructions for the implementation of this by-law.

**Coming into Force**

36. This by-law comes into force in the 2007-2008 academic year upon the approval of the University Senate. This by-law is executed by the Rector of Girne American University.