

FINAL INTERNATIONAL UNIVERSITY REGULATION FOR COURSE EXEMPTION And EQUIVALENCY

(Under Articles 43 of the Final International University Establishment and Operation By-law)

These regulations have been made by Final International University Rectorate with the approval of the Senate in accordance with Article 43 of “Final International University Establishment and Operation By-law

- Brief Title** 1. This Regulation is named as “**Final International University Regulations for Course Exemptions and Equivalency**”.
- Scope** 2. This Regulation covers the following students:
- a) Students who are enrolled in another program at FIU and have completed an internal transfer,
 - b) Students who have registered from another university to FIU through horizontal or vertical transfer,
 - c) Students who have attended an associate degree or undergraduate program of another university before becoming a student at FIU, but have not graduated,
 - d) Students who have completed part of their studies at another local/international higher education institution within the scope of exchange programs,
 - e) Students who take courses from another local/international higher education institution in the status of a special student or as part of a summer school.
- Aim** 3. The purpose of these regulations is to determine the principles to be adhered to in the application of exemptions and semester/academic year equivalencies granted to registered students of FIU who have successfully completed undergraduate or postgraduate courses at another local/international institution of higher education.
- Documents Required For Application** 4. The documents required for the application process are as follows:
- a) Transcript with signature and stamp,
 - b) Approved course outlines taken from their relevant departments for students who were previously attending a university in TRNC or Turkey (where the approved course outline cannot be provided, Faculties/Schools may consider the course outline taken from the related university’s web page.)
 - c) Application Form.
- Application and Evaluation Procedures** 5.
- (1) Applications are received by the Student Registrar's Office.
 - (2) The Student Registrar's forwards the application to the relevant Dean's Office /School Directorate. The evaluation is carried out by the Faculty/School boards. If necessary, opinions can also be obtained from other units. Exemption and equivalency commissions may also be established within the faculties and schools.
 - (3) The student can apply for a course exemption until the last day of the late registration period specified in the academic calendar. If there is a valid excuse for applications after this date, additional time may be granted by the decision of the Faculty Board / School Board.
 - (4) In the exemption process, course / courses are evaluated within the

framework of the following articles:

- a. Students continue their course/courses for which they have requested an exemption until the exemption request is decided by the relevant Faculty/School Boards.
- b. The credit amount of the exempt courses is as stated in Article 4(4) of the Regulation of Education, Examination and Success. (Article 4(4) of the Regulation of Education, Examination and Success: Regarding students admitted to the University by transfer, in order to graduate from Final International University, it is essential that they complete at least the last three semesters of the program's education period at Final International University and be successful in accordance with the provisions of this By-law. However, rules determined by the Council of Higher Education shall be applied for students who are citizens of the Republic of Turkey (TC). Matters related to the duration and dates of registration, courses, exams and similar activities covered during the academic year are indicated in the Academic Calendar approved by the University Senate. Students and others concerned are obliged to comply with this calendar.
- c. Credits for compulsory or elective courses that will be considered exempt must be at most one credit less than the credit of the course related to the exemption in the FIU curriculum. Credit equivalence is evaluated by the Faculty/School Boards of Directors.

(Amendment; Senate No:ST-20-21/01, Date: 16/09/20)

- d. Regardless of whether the course for which exemption is required is elective or compulsory, its content must be at least 60% compatible with the course to be considered equivalent.

(Amendment; Senate No:ST-20-21/01, Date: 16/09/20)

- e. A minimum grade of "C" or above grade must be obtained from the courses/courses for which exemption is requested.
For exemptions to be granted for courses from which the student has received conditional grades (C-, D+, D), the grade point average of all courses to be exempted, considering the semester of enrolment, must be at least within the limits specified below.

For undergraduate programs:

Exemptions from the first four semesters CGPA \geq 1.50

Exemptions from 5-6 semesters CGPA \geq 1.80

For Associate Degrees:

Exemptions from 1-2 semesters CGPA \geq 1.50

- f. If the credit of a course taken from a previous higher education institution is two or more credits lower than the credit of the course at FIU, an exemption may be granted for a single course at FIU in exchange for more than one related course, taking into account the credit and course content.

(Amendment; Senate No:ST-20-21/01, Date: 16/09/20)

- g. Regarding the exemption granted to successful courses by students from the universities of the Republic of Turkey and the TRNC who have graduated from a higher education program, who have enrolled in a higher education program but have not completed their education, who have registered through vertical or horizontal transfer, the letter grade they received from the relevant course at the previous higher education institution is indicated in the transcripts. In the case of the exemption of more than one course

against a single course, the letter grade is determined by taking *the weighted grade point averages* of the courses taken previously. Within this framework, the grades to be included in the transcription are determined by the Faculty / School Boards and notified to the Student Registrar's Office.

- h. Applications for exemption of third-country students from universities other than the TRNC and the Republic of Turkey are considered outside the scope of the above.
 - i. The letter grades of the courses in which students are successful are indicated as M (Muaf) or E (Exemption) and is evaluated according to Article 5, Clause 4(e) of this regulation. Conversion tables determined by the Higher Education Council are used to convert the success grades obtained according to the 4.0 point or 100-point scale system.
- (5) In cases where it is necessary to choose between the courses to be exempted, the evaluation priority is given to the Faculty / School boards.

Provisional Article

Regarding students who have newly enrolled in Final International University according to the results of horizontal transfer, vertical transfer or OSYS, the transfer and equivalence of the courses they have taken and achieved at the higher education institution where they have previously studied will be decided by the relevant unit board. For students who have been adjusted to year 2,3, and 4 due to the courses they have been deemed successful according to the adjustment process are required to graduate from the relevant department based on the required amount of credits for graduation, will be subject to the curriculum and credit regulations in force during the 2020-2021 academic year and for students who have been adjusted to year 1, will be subject to the new curriculum and credit arrangements that have entered into force since the 2021-2022 academic year.

(Addition of Temporary Article; Senate No:ST-21-22/ 002A, Date:15 /09/21)

Exemption Procedures

6. (1) The grades of the courses that are considered exempt are determined by Article 5 of this regulation. it is applied as specified in subparagraph 4 (g) of Article 4 and is included in the evaluation in the calculation of the General Grade Point Average (GPA/CGPA). The courses of third-country students (except those coming from the universities of the Republic of Turkey and the TRNC) that are considered exempt are processed as Exempt on the transcript. (In English programs are marked with 'E' and in Turkish programs with 'M'). The grades of the courses that are considered exempt do not participate in the evaluation of the calculation of the GPA (GPA/CGPA) and the Semester GPA (DNO/GPA).
- (2) Regarding students who transfer between the programs of our University, the courses that are considered exempt are processed as letter grades in the transcript and included in the calculation of CGPA.

Other Provisions

7. The Senate may take a decision on the issue in cases that are not specified in this Regulation or that may occur during the implementation of the Regulation and are not clearly stated in the regulation.

Executive Authority

8. This Regulation is executed by the Rectorate of FIU.

Entry Into Force

9. This Regulation enters into force from the date approved by the Board of Trustees of Final International University.