



**ALTINBAŞ CYPRUS UNIVERSITY
(WORLD PEACE UNIVERSITY)**

REGULATION ON COURSE EXEMPTION AND TRANSFER PROCEDURES

(Name change: Senate No: 34, Date: 16 October 2025)

Short Name	1	This regulation shall be referred to as the "Course Exemption and Equivalence Procedures Regulation".
Scope	2	The course exemption and transfer credit procedures regulation applies to students admitted to the University under the "Altınbaş Cyprus University Entrance Examinations and Student Admission Principles," students returning to the University under "amnesty laws," students who have graduated from another higher education institution and enrolled at Altınbaş Cyprus University, and students taking courses from another higher education institution under the "External Course Taking Regulation." and students who take courses from another higher education institution under the "External Course Taking Regulation". It also covers exemptions granted for equivalent courses in the programme in which the student is enrolled based on international examinations used as a basis for student admission to the University, and procedures related to student equivalency.
Application	3	For programmes where the language of instruction is English, it is a prerequisite that the courses for which exemption and/or transfer credit applications are made have been taken in English. a) Course exemption applications must be submitted to the Student Affairs Office through official channels (with a wet signature or obtained through e-government) along with exemption documents by the end of the "Course Addition or Course Removal" process specified in the Academic Calendar for the programme to which the student has been admitted, or within 15 working days following the date of registration. Requests for exemptions to be made in subsequent semesters or years, or requests for the cancellation of exemptions or equivalency procedures that have been made, will not be

**General Provisions
Regarding Exemptions
and Equivalence**

- accepted.
 - b) Applications must be made in person or by official representatives.
 - c) Students must clearly indicate in their applications which courses they wish to be exempted from. Programmes may grant exemptions for courses requested by students or other courses deemed appropriate. The course exemption process is completed upon the student's acceptance of the exempted courses.
 - d) For courses taken more than five semesters ago, exemptions may be granted by the faculty council, based on the recommendation of the department council.
 - e) The five-semester requirement does not apply to course exemptions for students admitted and enrolled through "Vertical Transfer" as specified in the "ALCU Entrance Examinations and Student Admission Principles".
 - f) The application form must be accompanied by course contents and academic transcripts (transcripts) approved (stamped, sealed and signed) by the higher education institution where the student previously studied. In this regard, if photocopies, faxes, unapproved documents or incomplete documents are submitted, the application will be processed conditionally and the student will be given until the end of the term to submit the documents. Applications that fail to meet the conditions at the end of this process will be deemed rejected.
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- a) The manager of the unit to which the application is made conducts the necessary reviews regarding the courses for which the student is requesting exemption and makes a decision for all courses previously taken and passed for which exemption is requested.
 - b) In exemption applications, regardless of whether the course is compulsory or optional, the compatibility and adequacy of the course content is evaluated. During this evaluation, the Course Agreement Form is completed and reviewed by the relevant unit's committee, which then makes a decision. The student's transfer is made to the relevant semester or year.
 - c) Until the exemption request is finalised by the relevant committee, students continue to attend courses other than those recommended by their advisors and for which they have requested exemption.
 - d) After the "Course Add or Drop" period specified in the academic calendar has ended, exemption documents submitted are taken into consideration, and the course(s) for which exemption is granted are removed from the course registration in a manner that does not cause the student to fall into "part-time" status. However, in this case, no new courses are added.
 - e) Exemption documents not submitted by the final course date specified in the academic calendar will not be processed. Students cannot apply for exemption or credit transfer for the same course(s) in subsequent semesters.

**Course Exemptions and
Grade Equivalences for
Newly Enrolled
Students**

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- f) If a student applying for exemption has both a letter grade and a numerical grade on their transcript, the letter grade will be taken as the basis.
- g) The name of a course requested to be considered equivalent does not have to be exactly the same as the course to be considered equivalent. In the course evaluation, the course content must be at least 60% equivalent.
- h) In equivalency procedures, the conversion of grades obtained by students from other higher education institutions using other systems to the four-point system is based on the "Correspondence of Grades in the Four-Point System to Other Systems" table approved by the Altınbaş Cyprus University Senate.
- a) Course exemptions and grade equivalencies for students admitted to the University under the "ALCU Entrance Examinations and Student Admission Principles" are determined by considering the following points.
 - b) For students who have transferred horizontally, studied at another higher education institution, or graduated from a different programme at a higher education institution and newly enrolled at Altınbaş Cyprus University, the number of courses exempted cannot exceed the number of courses in the relevant programme's curriculum (first 5 semesters).
 - i. If there are more courses for which exemption is requested, the courses to be exempted are determined by considering the prerequisites, starting with the highest grade obtained by the student.
 - ii. If more than one course is considered equivalent to a single course, the credit transfer is made by considering the average grade of these courses.
 - iii. If one course is considered equivalent to more than one course, the credits and content of the course are taken into account and a passing grade may be given to the equivalent courses.
 - c) Students who have graduated from a higher education institution and enrolled in a programme at Altınbaş Cyprus University that is equivalent to a programme granting the same bachelor's degree may be exempted from all courses that can be considered equivalent to the courses they have taken. However, students in this situation must have studied "full-time" for at least three semesters in the programme they have enrolled in.
 - d) Students enrolling through "Vertical Transfer" may be granted exemption for at least the number of courses taken in the first four semesters, provided this does not conflict with general principles.

- e) Courses taken at other higher education institutions by students newly enrolled at the university, with a corresponding letter grade of 'C' or higher at ALCU, are exempted if the content is appropriate and are included in the General Grade Point Average (GPA/CGPA) on the transcript.
- f) Exemption may be granted for courses with a 'C-', 'D' or equivalent grade, provided that the grade point average of all exempted courses is 2.00 or above.
- g) Students who have previously studied at different universities and wish to be exempted from courses for which they have been granted exemption by the university where they last studied shall be considered in accordance with the provisions of this regulation regarding time limits, taking into account the relevant courses, the year they were taken, and the course content at that university. Exemption procedures carried out by another university without examining these contents and credit equivalencies shall not be considered.
- h) For students studying at Altınbaş Cyprus University, the grades of courses for which exemptions have been accepted by the relevant committees in inter-programme transfers are processed as the letter grades, they previously received and are included in the calculation of their GPA/CGPA.

**Exemptions and Grade
Equivalencies for
Courses Taken Outside
the University**

- 6** Students registered at ALCU as "Exchange Students" or "Special Students" who, under the "Principles of Taking Courses from Outside the University," in the "Summer School" or "Exchange Programmes" framework, from another higher education institution and whose exemptions have been accepted by the relevant committees, the letter grades of 'C' and above on the ALCU scale are recorded as 'F' grades for the courses they failed and are included in the GNO/CGPA calculation.

**Objections to
Exemptions and
Equivalencies**

- 7** Appeals against exemption or credit transfer decisions must be submitted to the relevant department head within three (3) working days of the date on which the exemption decision is finalised and communicated to the student. The relevant department head will inform the student of the outcome within five (5) working days.

**Procedures Related to
Exemptions**

- 8** Exemption procedures are conducted by the relevant department/faculty/institute committees. The committee submits its report to the relevant unit's council. The council informs students of the decision results via electronically. The council's decision specifies the semester to which the student is transferred, the code, name, credit, and grade of the course previously taken by the student, and the name, code, and credit of the course for which exemption is granted.

For Students Coming from Countries Experiencing Extraordinary Circumstances Exemption	9	The Rectorate is authorised to handle exemption procedures for students admitted to the University from countries experiencing extraordinary circumstances.
Application of Unregulated Matters	10	In matters not covered by these Regulations, the decisions of the University Senate shall apply, provided that they do not conflict with the provisions of the main regulations of Altınbaş Cyprus University.
Entry into Force	11	This Regulation shall enter into force on the date of its approval by the Senate of Altınbaş Cyprus University.
Implementation Authority	12	This Regulation shall be implemented by the Rectorate of Altınbaş Cyprus University.