



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

REGULATION ON ENROLLMENT IN EXTERNAL COURSES

Short Name	1. This Regulation shall be referred to as the "External Course Enrolment Regulation" .
Purpose and Scope	2. This Regulation governs the taking of courses by Altınbaş Cyprus University students as Visiting Students, Special Students or Exchange Programme Students at higher education institutions with which Altınbaş Cyprus University has signed a cooperation protocol or which have been approved by the University Management Board during Summer School or Student Exchange Programmes.
Conditions for Taking Courses at Another Higher Education Institution	3. <ol style="list-style-type: none">a) The department and/or faculty/college council must decide whether the course(s) the student wishes to take outside the university are equivalent to the course(s) in their own programme in terms of content and credits, and whether they can take these course(s).b) The period of study at the higher education institution where the course is taken counts towards the student's study period as specified in the ALCU Examination, Assessment and Success Regulations, regardless of the type of higher education institution and the number of courses taken.c) The total credits of courses taken from another higher education institution cannot exceed 25% of the total credits that the student is required to take during their associate degree/bachelor's degree programme.d) The student's student rights at ALCU continue; however, they cannot benefit from the student rights of the institution and programme where they are taking courses in terms of diploma or status.e) Students wishing to take courses at another higher education institution must submit an application to their department chair, attaching an approved document specifying the courses, credits and content they will take, along with their weekly course schedule, no later than the registration renewal period for the relevant semester or Summer School.f) The ALCU equivalents of the grades achieved in courses taken at another higher education institution are determined by the decision of the faculty/college council to which the

relevant programme belongs, within the framework of the Senate decisions and regulations valid at ALCU in this context.

- g) Students taking courses at another higher education institution shall continue to pay the full student fee or course fee(s) at ALCU. However, if the student is required to pay fees for the courses, they will take at the higher education institution they are going to, the fee to be paid by the student to ALCU shall be determined by the University Management Board.
- h) In order to take courses at another higher education institution, the student must have been enrolled in their programme for at least one academic year and have a minimum cumulative grade point average (CGPA) of 2.00.
- i) Students who do not meet the conditions of Article 3(h) but have special reasons may be permitted to take courses at faculties/colleges with relevant departments, provided that the departmental board and the faculty/college board give their approval.
 - a. in faculties/colleges with departments, the positive opinion of the departmental board and the faculty/college board,
 - b. and in faculties/colleges without departments, the positive opinion of the faculty/college council
 - c. and the approval of the University Management Board, may take courses from another higher education institution.

**Implementation
Authority**

- 4. This Regulation shall be implemented by the Rectorate of Altınbaş Cyprus University.

**Entry into
Force**

- 5. This Regulation shall enter into force on the date of its approval by the Senate of Altınbaş Cyprus University.