



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

**REGULATION ON EXAMINATIONS, ASSESSMENT AND ACADEMIC
ACHIEVEMENT**

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

Short Name	1	This Regulation shall be referred to as the " Regulation on Examinations, Assessment and Academic Achievement".
Purpose	2	This regulation aims to regulate the principles and assessment methods to be followed in mid-term and end-of-term examinations at Altınbaş Cyprus University.
Term Grade	3	<ul style="list-style-type: none">a) The term grade indicates the level of achievement attained by a student in a course in which they are enrolled at the end of the term.b) Mid-term examinations, end-of-term examinations, laboratory/workshop reports and/or examinations (if applicable), tests (quizzes), projects and/or assignments are taken into account when calculating the term grade.c) The principles applied in calculating the term grade are as follows:<ul style="list-style-type: none">i. The number and weightings of exams to be given and, if applicable, the weightings of laboratory/workshop reports and exams and tests (quizzes) are updated by the academic staff teaching the course at the beginning of the term via the information package.ii. In courses taught by more than one academic staff member, a "Course Coordinator" is appointed by the Department Chair to which the course belongs. In such courses, the weights are determined by the course coordinator, taking into account the opinions of the relevant academic staff.iii. The weight of the end-of-term examination cannot exceed 50%.iv. The student's term letter grade is determined by the academic staff within the framework of Table-1.v. Other letter grades and their meanings are as follows:

- **'I' "Incomplete grade"**; given by the course instructor to students who have been successful during the semester/year but have been unable to fulfil some of the requirements for the course due to "illness" or "valid reason". A student who has received an ' I ' grade must complete the missing requirements and obtain a grade within fifteen days after the grades are submitted to the Student Affairs Office. If the student fails to complete the missing requirements within this period, their grade will be changed to an 'F'. Students whose excuse is accepted by the Faculty Council as long-term may have their 'I' grade extended until the next registration period at most. As long as the 'I' letter grade remains on record, it is treated as an 'F' letter grade.
- **The 'NA' grade**, meaning 'Absent', is given to students who have failed to meet the attendance or practical requirements for the course. Students who receive an 'NA' grade are not permitted to take the final examination. This grade is treated as an 'F' grade when calculating the semester and overall academic grade point average.
- **'P' "Passing"**; awarded to students who are successfully continuing with local non-credit courses and assignments. It does not affect the student's average.
- **'S' "Passing grade"**; awarded to students who are successful in local non-credit courses. It does not affect the student's average.
- **'U' "Fail"**; awarded to students who fail local non-credit courses. Does not affect the student's average.
- **'W' "Withdrawal grade"**; awarded to courses from which the student withdraws within the specified timeframe. This grade is awarded if the student voluntarily withdraws from a course added to their programme after the normal course addition and withdrawal period has ended, with the approval of the instructor responsible for the course, within the first seven weeks from the start of the semester.

**Mid-Term
Examinations**

- 4** For each course, mid-term examinations are conducted at least once and up to three times per semester, in the number announced at the beginning of the semester. A mid-term examination cannot be held within the week preceding the course break.

**Final
Examinations**

- 5**
- a) Final examinations are held on the dates specified in the Academic Calendar.
 - b) There is no requirement to pass mid-term examinations in order to take the final examination.
 - c) Final examinations are evaluated within five days following the examination date, and the results are submitted to the Department Chair of the relevant course for announcement.

**General Rules
Applicable to
Examinations**

6

- d) Term results, including letter grades, are announced by the Student Affairs Office on a date determined by the Rectorate.
- a) Students are subject to mid-term work and end-of-term examinations during the term in which they are enrolled. End-of-term examinations are held on the date determined by the Rectorate and announced in the academic calendar.
- b) Examination questions are prepared by the academic staff teaching the course. In courses taught by more than one academic staff member, the examination questions are prepared by the Course Coordinator with the contributions of all academic staff teaching the course. In such multi-group courses, the examination questions are applied in the same manner for each group.
- c) The examination answer sheets are assessed by the academic staff teaching the course.
- d) In courses taught by more than one academic staff member, the exam answer sheets are assessed by the academic staff teaching the course under the coordination of the Course Coordinator.
- e) Practical and group-based courses (projects, etc.) are assessed by a "jury" consisting of all teaching staff participating in the course, which may be open or closed to students.
- f) Students must present their ALCU "Student ID Card" in order to take the exam.
- g) The examination answer sheets are kept by the relevant academic staff for at least one year. If the examination answer sheet is in the form of a project and is three-dimensional, and if it is difficult to store in the archive, the relevant department ensures that digital images of these are archived. If the academic staff leaves the University during this period, the answer sheets are transferred in writing to the Department Chair to which the course belongs.
- h) Disabled students are provided with an appropriate examination environment according to their disability and level, including additional examination time, breaks, writing assistance, physical assistance in practical examinations, and/or reader/writer support.
- i) Each question on the examination paper must have a specified point value.
- j) Students who are unable to take an examination for a valid and justified reason may be granted a make-up examination by decision of the faculty board if they can prove their excuse.

Assessments and

7

- a) The student's success status is determined at the end of

**Success in
Undergraduate
Programmes**

each term by calculating the grade point averages (GPA).

- b) The credit earned by a student in a course is calculated by multiplying the credit-hour value of that course by the grade point assigned to the student.
- c) The semester grade point average (GPA) is calculated by dividing the total credits earned by the student in the courses taken that semester by the total credit-hour values of the courses taken.
- d) It is obtained by taking into account all the courses taken since the student's admission to the university. If the student has repeated any courses, the most recent grade obtained in those courses is included in the overall grade point average instead of the previously obtained grade.
- e) In calculating the term and overall grade point averages, the letter grades and their corresponding coefficients defined in Table-1 are used, and averages are calculated to two decimal places.
- f) For a student to be considered successful in a term, their term-end grade point average (GPA) must be at least 2.00 out of a maximum of 4.00.
- g) The calculation of the student's cumulative grade point average (CGPA) is determined by the relevant Department Chair or Preparatory School Director, taking into account the progress made in the education and training programme the student is required to follow and the courses taken during that semester.

Grade Appeal

- 8 All documents related to any examinations and assignments included in the semester grade evaluation shall be shown to the student by the relevant academic staff within one week following the date of announcement of the results, upon the student's request.
- 9 Appeals against term exam grades or grades given for other work must be made in writing (by petition) to the relevant academic staff within one week of the announcement of the grade. Academic staff are obliged to evaluate this appeal within one week. Students who are not satisfied with the academic staff's evaluation may submit their appeal in writing to the Department Chair of the relevant course within a maximum of 3 days. The Department Chair shall resolve the student's appeal within one week at the latest, with a committee composed of academic staff deemed appropriate. The decision of this committee shall be final.
- 10 Appeals against final term grades, evaluations, and final decisions must be completed by the end of the term at the latest.
- 11 In the event of incorrect letter grades being given and/or administrative/calculation errors (material errors), provided that the error is documented, the relevant teaching staff member's proposed grade change will be taken into consideration. Following the announcement of the end-of-term letter grades, and provided that one calendar year has not passed and the student

**Academic
Warning in
Undergraduate
Programmes**

12

has not graduated, the necessary letter grade corrections are made by the Department Board, Faculty Board, and University Management Board decisions.

- d) Students enrolled in 4-year programmes whose overall grade point average (GPA) falls below the specified limits are issued an "Academic Warning" to improve their academic standing.
- e) In 4-year programmes, academic warnings are issued at the end of the 2nd, 4th, and 6th semesters, while in 2-year programmes, they are issued at the end of the 2nd semester and/or the 1st year.
- c) For students enrolled in undergraduate programmes, academic warnings are issued according to the following semester and grade point average (GPA) thresholds:
 - i. At the end of the 1st year (2nd academic semester): Students with a General Grade Point Average (GPA) below 1.00 receive an academic warning.
 - ii. At the end of the second year (fourth academic term): Students with a GPA below 1.50 receive an academic warning.
 - iii. 3. At the end of the Spring Term of the 3rd Year (6th Academic Term): Students with a GPA below 1.80 are subject to academic warning.
- d) In two-year associate degree programmes, students with a cumulative grade point average (CGPA) below 1.00 are placed on academic probation.
- e) These students remain on probation until they raise their GPA (CGPA) above the specified limits.
- f) Students receiving an "Academic Warning" will be subject to one of the following actions, taking into account the student's preference ranking and the advisor's recommendations:
 - i. Transfer to another programme with the decision of the relevant Faculty Council and within the specified quotas.
 - ii. Continue in their current departmental programme. (In the semesters following the Academic Warning, students who choose this option must prioritise re-taking courses they previously failed. These students may register for new courses (up to a maximum of 2) provided they do not exceed the normal course load for their programme. However, if the student has previously taken and failed a course for which they can register in that term and received an 'F' or 'NA', they will not be allowed to take a new course.)
 - iii. (Students may also repeat courses for which they previously received a 'D', 'D+', or 'C-' grade, if necessary.)
- g) Students who use the option to continue in their registered

programme but receive two consecutive terms of 'Academic Warning' by falling below the prescribed overall average limits (GNO/CGPA) cannot register for a new course. (Students who have received a "Final Academic Warning" shall register for courses selected from among the courses they have previously taken until they reach the semester average (GPA) limits. All provisions in Article 3/b shall apply to these students as well.)

h) Students who have received a "Final Academic Warning" may transfer to another programme in the following term, subject to the decision of the relevant Faculty or Preparatory School Board and within the specified quotas, if they fail to raise their cumulative grade point average (CGPA) above the prescribed limits. Students who are unable to make such a transfer will have their relationship with the University terminated.

i) For postgraduate programmes, a CGPA of 3.00 or above is considered successful, while a CGPA of 2.99 or below is considered unsuccessful.

**Other Factors
Considered in the
Evaluation**

- 13**
- a) Short-term "quizzes" / "sketch" exams may be conducted during the term without the requirement of prior announcement of dates. "Quizzes" / "sketch" exams are prepared and evaluated by the academic staff teaching the course.
 - b) In practical courses, assessment may be based on project submissions, sketch exams, workshop activities, laboratory reports and/or examinations. Examinations may be oral/defence-based (with an open or closed jury) or written. Workshop/laboratory assessments are conducted by academic staff teaching the course or by a member or members appointed by the course coordinator.
 - c) Assignments completed by students during the term may be included in the assessment. Assignments are assessed by academic staff or a person appointed by them.

**Final
Examinations**

- 14**
- a) At the end of the autumn and spring semesters (excluding the summer semester), make-up examinations are held on the dates specified in the Academic Calendar for all courses (except for applied courses offered during that semester, such as architectural design studio courses, graduation projects, internship courses, etc.) for students who are eligible to take the final examination.
 - b) Students who have received a warning or an 'F' grade in the courses they have taken by the end of that term may take the make-up exams.
 - c) Students who are absent (NA) from the term course cannot take the make-up exam for that course.
 - d) The "Make-up Exam grade" is considered the "Final Exam grade". The "passing grade" for the relevant course is determined by evaluating the total weight of the term letter grade and other work grades obtained during the term.
 - e) Term letter grades calculated after make-up exams are transferred to the computer system via the portal by the

		end of the day specified in the "Academic Calendar," and the make-up exam grade and updated grade are displayed on the student's transcript.
		f) f) There is no make-up for make-up exams. Students who apply for the make-up exam but do not attend are considered to have received a '0/F' for that exam.
		g) g) No fee is charged for make-up examinations.
		h) h) Make-up examinations are not held for English Preparatory School courses.
Make-up Exams	15	<p>a) Make-up examinations are offered to students who are unable to attend an examination for a valid reason.</p> <p>b) Students requesting the right to take a make-up exam are obliged to submit their reasons and supporting documents, such as a medical certificate, to the relevant academic staff or course coordinator within three working days following the exam.</p> <p>c) Make-up examinations for mid-term examinations may be held either during the term or at the end of the term.</p> <p>d) Make-up examinations are completed before the start date of the final examinations for that term.</p> <p>e) If the student's excuse continues on the announced make-up exam date, a new make-up exam will be held. However, if the make-up exam is not held within 10 days of the start of student registration for the semester following the semester in which the course was taught, the student's situation will be discussed and decided upon by the Faculty Board of Directors/Preparatory School Board of Directors.</p>
Graduation Period Supplementary Exam	16	<p>To enable students who are in the "graduation period" and have taken all the courses in their curriculum but have not completed the programme's requirements for graduation to graduate;</p> <p>i. If it is understood that the student can graduate by using the "Supplementary Examination" right granted for a maximum of (2 courses) taken during the Summer Term and/or at most (2 terms/2 semesters) prior, this student may be granted the Graduation Period "Supplementary Examination" right by the relevant department/college council decision.</p> <p>ii. Students who have received a maximum of 2 'F' and/or 'D' grades in the last (2 semesters/2 academic years) (excluding architectural design studio courses, graduation projects, and internship courses)</p> <p>iii. Students who cannot graduate because their Cumulative Grade Point Average (CGPA) is below 2.00 are granted the right to take an exam for a maximum of two courses in which they received a 'D', 'D+' or 'C-' grade.</p> <p>iv. Students who fail the additional examination are required to re-enrol in that course. However, courses graded 'NA' are excluded from the additional examination right and no additional examination right is granted for these courses.</p>

General Rules Applicable to Examinations	17	<p>v. Grades obtained in supplementary examinations are considered as term letter grades.</p> <p>a) Examination questions are prepared by the academic staff teaching the course. In courses taught by more than one academic staff member, the examination questions are prepared by the Course Coordinator with the contributions of all academic staff teaching the course. In such multi-group courses, the examination questions are applied in the same manner for each group.</p> <p>b) Examination answer sheets are assessed by the academic staff teaching the course. In courses taught by multiple academic staff members, the examination answer sheets are assessed by the academic staff teaching the course under the coordination of the Course Coordinator.</p> <p>c) The student must present their ALCU Identity Card in order to take the examination.</p> <p>d) The exam answer sheets are kept by the relevant academic staff for at least one year. If the academic staff leaves the University during this period, the answer sheets are transferred to the Department Chair of the relevant course.</p> <p>e) Disabled students are provided with an appropriate examination environment based on their disability and level, including additional examination time, listening breaks, writing support, physical assistance in practical examinations and/or reader/writer support.</p>
Enforcement	18	This Regulation shall enter into force on the date of its approval by the Senate of Altınbaş Cyprus University.
Implementation Authority	19	This Regulation shall be implemented by the Rectorate of Altınbaş Cyprus University.

Table-1 Grade Scale

POINTS	LETTER GRADE	WEIGHTING FACTOR	EXPLANATION
90-100	A	4.00	Pass
85-89	A-	3.70	
80-84	B+	3.30	
75-79	B	3.00	
70-74	B-	2.70	
65-69	C+	2.30	
60-64	C	2.00	
55-59	C-	1.70	
50-54	D+	1.30	
45-49	D	1.00	
0-44	F	0.00	Conditionally Successful
	I		Fail
	W		Incomplete
			Withdrawal from Course
	S		Satisfactory
	U		Unsatisfactory
	P		Pending/ Ongoing
	NA		Not Attended/ Failed due to absenteeism