



## **REGULATION ON SUMMER SCHOOL AND TAKING COURSES OUTSIDE THE UNIVERSITY**

**(Issued under Articles 10(2)(3) and 16(2) of the Arkin University of Creative Arts and Design Establishment and Operational Bylaws, and Articles 13(2) and 57 of the Arkin University of Creative Arts and Design Associate and Undergraduate Registration, Education, Examination, and Achievement Bylaws)**

### **PART ONE**

#### **Purpose, Scope, Basis, and Definitions**

##### **1. Purpose and Scope**

- (1) To enable successful students whose cumulative grade point average (CGPA) is above 3.00 (on a 4.00 scale) at the end of at least one academic year to graduate in a shorter period of time, provided that they do not exceed the minimum duration of study.
- (2) To provide opportunities for students who have failed courses taken during the Fall and Spring semesters by offering such courses, as far as resources permit, also during the summer term; and to enhance the efficiency of education by alleviating student congestion in compulsory departmental courses.
- (3) To enable irregular students to attain regular student status through the courses they can take during the summer school.
- (4) To regulate the procedures and principles regarding the process by which students of Arkin University of Creative Arts and Design (ARUCAD) may take courses from other higher education institutions.
- (5) To enable students from other higher education institutions to benefit from the educational opportunities of Arkin University of Creative Arts and Design (ARUCAD) under the status of special students.
- (6) This regulation aims to set forth the principles governing the registration, tuition fees, examinations, achievement, and evaluation of courses taken during the Summer School at ARUCAD and from other higher education institutions outside ARUCAD.

##### **2. Basis**

This regulation shall be referred to as the “Arkin University of Creative Arts and Design Summer School and Course Enrollment from External Institutions Regulation” and is enacted by the Senate of the University.

## **SECTION TWO**

### **Principles Regarding Summer School**

#### **3. Duration**

- (1) The Summer Term is offered during the period between the Spring and Fall Semesters. The duration of study in this term shall not exceed eight weeks. The starting and ending dates of the Summer Term, along with the related academic calendar, are specified in the University's academic calendar for the relevant year.
- (2) In the summer term, every course offered shall be delivered with an equivalent number of instructional hours as those conducted during a regular term.
- (3) Procedures regarding the offering of courses, student registration, the beginning and end of classes, examinations, and other relevant matters during the summer term shall be implemented in accordance with the academic calendar established by the Senate.

#### **4. Minimum Number of Students Required for Course To Be Offered**

The minimum number of students required for a course and/or its sections to be offered during the summer term shall be determined by the Office of the Rector. In cases where the number of registered students falls below the specified minimum, the offering of such courses shall be subject to the approval of the Rectorate.

#### **5. Determination of the Courses to be Offered**

- (1) Courses included in the university's regular curriculum are offered during the semesters in which they are scheduled to be offered, and these courses cannot be postponed during the summer term.
- (2) Courses to be offered during the summer term are determined by the Rectorate upon the recommendation of the relevant Faculty Dean or School Director.
- (3) The Rectorate will announce the courses likely to be offered during the summer term at least two weeks before the start of the summer term.
- (4) Students wishing to take these courses must pre-register within the period determined by the Rectorate.
- (5) Students may also request the opening of courses other than those listed.
- (6) Full-time faculty members must offer a minimum of two courses during the Summer Schools. If a different arrangement is made, the "Service Agreement" signed between the faculty member and Arkin University of Creative Arts and Design will clearly specify how the faculty member will and will not teach during the summer term.

#### **6. Summer Term Course Taking Requirements**

- (1) A maximum of two or three courses may be taken during the summer term, as determined by the Faculty/College Board, provided that the maximum number of local credit hours does not exceed 12.
- (2) Students who have successfully completed the English Preparatory School and are eligible to become first-year students may enroll in a maximum of three new courses (up to 12 local credits) during the summer term, provided that there are no scheduling conflicts in the weekly course timetable.
- (3) Provided that the courses are offered during the summer term, students are required to register primarily for the courses in which they have received a grade of (D-), (F), (NG), or (U). However, students who have failed in no more than three courses and have remaining courses that can be taken during the summer term for graduation purposes are not obliged to register for the failed

courses, provided that such courses are offered in the summer term. Instead, they may exercise their right to take the Graduation Make-up Examinations for those failed courses.

- (4) Students who are in a failing status may not enroll in courses that they have not previously taken during the summer term.
- (5) The deadlines for adding, dropping, or withdrawing from courses during the summer term shall be applied as specified in the academic calendar.
- (6) No make-up examinations shall be conducted for courses offered during the summer term.
- (7) Attendance in courses is mandatory for students during the summer term.
- (8) Students who are unable to attend examinations due to a valid reason shall be provided with a make-up examination.
- (9) Upon the student's request, the student's summer term registration may be canceled by the decision of the relevant Faculty Executive Board. In the event that a course registration is deleted during the summer term, no tuition or fee refund shall be granted to the student.
- (10) The conditions for taking courses during the summer term while undertaking an internship shall be applied in accordance with the internship regulations of the relevant faculty.

## **7. Evaluation**

- (1) Academic performance during the summer term shall be included in the calculation of the student's cumulative grade point average; however, the summer term shall not be considered as a "regular term."
- (2) Courses taken during the summer term shall be recorded separately on the student's transcript under the heading "Summer Term."

## **8. Fee**

The tuition fee for the summer term shall be announced by the Rectorate on a per-credit basis at least two weeks prior to the start of the summer term.

# **SECTION THREE**

## **Enrolling in Courses at Other Higher Education Institutions**

## **9. Enrolling in Courses at Other Higher Education Institutions**

- (1) A course offered at ARUCAD during the summer term may not be taken at another university.
- (2) A student may propose a course to be offered at ARUCAD during the summer term. Accordingly, enrolling in courses from other universities in the TRNC is not permitted.
- (3) The conditions for enrolling in courses at universities outside the TRNC are as follows:
  - (a) The language of instruction for a course taken outside ARUCAD must be compatible with the language of the program at ARUCAD.
  - (b) Courses taken online from other universities during the summer term shall not be accepted.
  - (c) Practice- and laboratory-intensive courses may not be taken at other universities.
  - (d) A student wishing to enroll in a course at another higher education institution must submit, together with their petition, an official document specifying the courses to be taken, their credits, and content, as well as the weekly course schedule if available, to the Head of their Department and/or the Dean of the Faculty / Director of the School / Director of the Institute no later than the end of the preceding term.

- (e) The decision on whether the course(s) a student wishes to take at an external university are equivalent in content and credits to the course(s) in their program, and whether the student may enroll in such course(s), shall be made by the Department and/or the Faculty/School/Institute Board.
- (f) The period of enrollment at the higher education institution where the course is taken shall, regardless of the differences of the institution or the number of courses taken, be counted toward the duration of study specified in the ARUCAD Registration, Instruction, Examination, and Academic Achievement Regulation applicable to the student.
- (g) The total credits of courses taken from another higher education institution shall not exceed 25% of the total credits required for the student's associate, undergraduate, or graduate program.
- (h) The student's enrollment rights at ARUCAD shall remain in effect.
- (i) Students taking courses at another higher education institution shall continue to pay their student fees or course fees at ARUCAD in full. However, if the institution they attend requires payment for the courses, the fee to be paid to ARUCAD shall be determined by the Rectorate.
- (j) In order to take courses at another higher education institution, a student must have been actively enrolled in their program for at least one academic year and have a cumulative grade point average (CGPA) of at least 2.00. Students who do not meet these requirements but have valid reasons may be allowed to take courses at another higher education institution with the favorable recommendation of the Faculty/School/Institute Board and the approval of the Rectorate.
- (k) With the decision of the Faculty/School/Institute Board and the approval of the Rectorate, courses successfully completed by the student at an institution outside ARUCAD shall be recorded on the student's transcript using the equivalent letter grades applied at ARUCAD and shall be included in the calculation of the cumulative grade point average (CGPA).
- (l) To be considered successful in an external course, a student must have received a grade of at least C or at least 60% or equivalent in the relevant course. The ARUCAD equivalents of grades taken from courses at another higher education institution are determined by the decision of the Faculty/College/Institute Board to which the relevant program is affiliated, in accordance with the Senate decisions and legislation applicable in this regard at ARUCAD.

## **SECTION FOUR**

### **Other Provisions**

#### **10. Other Provisions**

In cases not specified in this regulation, or in situations arising during its implementation that are not explicitly addressed herein, the relevant provisions of other ARUCAD regulations shall apply. For matters not mentioned anywhere, the Board of Trustees shall have the authority.

#### **11. Entry into Force**

This regulation shall enter into force as of the date it is approved by the Senate of Arkin University of Creative Arts and Design.

## **12. Executive Authority**

The provisions of this regulation shall be executed by the Rector of Arkin University of Creative Arts and Design.