2025-2026 SARUCAD STUDENT HANDBOOK



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WELCOME TO ARKIN UNIVERSITY OF CREATIVE ARTS AND DESIGN

REGISTRATION PROCESS FOR NEW STUDENTS

Procedures that newly registered students are required follow when they first arrive at the University:

STAGE ONE

- 1. Submit the originals of all registration documents to the Student Affairs Office.
- 2. Take your Student Identity Card and the envelope which has been issued and prepared for you from the Student Affairs Office.
- 3. Obtain your student e-mail address from the Student Affairs Office. All details about your e-mail address are provided in the envelope given to you. We recommend that you install this e-mail account on your phone. Since all announcements will be sent to this e-mail, you are highly recommended to check your account frequently. The student is responsible for keeping the e-mail address active and following it. Announcements sent to this e-mail address are deemed to have been notified to the student. Please use the student e-mail address given to you for all applications and requests made to our university. Applications made with your private e-mail address will not be processed. With your user name and password, you can access the Student Information System https://sis.arucad.edu.tr and all computers in the University.
- 4. Students who will accommodate in the dormitory are required to complete the registration process at the Student Accounting Office.

STAGE TWO

- 1. If you have been admitted to a programme where the medium of instruction is English, please obtain detailed information about the English Language Placement Examination from the Student Affairs Office or the English Preparatory School and be present at the exam venue to sit the exam on the specified dates.
- 2. If you have been placed in the Preparatory Class in consideration with the results you obtained from the English Language Placement Examination, you are required to complete your registration process at the English Preparatory School and get a copy of your course registration form from your advisor.

In order to complete the course registration, you are required to pay the book fee determined for the level in which you are placed.

- 3. If you have gained the right to register and commence your studies at the department directly in consideration with the grades you have achieved in the English language Placement Examination, please contact the Student Affairs Office or your Faculty Secretariat for the information concerning the academic Advisor assigned to you.
- 4. To complete the course registration, visit your academic advisor.

PROCEDURES FOR REGISTRATION RENEWAL

You can obtain information about the amount you are required to pay for the present semester from the Student Information System (SIS) or Student Accounting Office, and make your payment by depositing the specified amount to the bank accounts indicated on the University's website or to the Student Accounting Office by credit card. Only after your payment is completed, you will be able to access and choose your courses online. Even if you have chosen a course online, you must complete the course registration process with your Academic Advisor during the course registration period specified in the Academic Calendar. Your course registration will be valid and deemed complete once you have completed your registration with your Advisor.

PROCEDURES TO OBTAIN STUDENT RESIDENCY PERMIT (VISA)

Immigration procedures must be completed online via the TRNC Ministry of Interior's website (www.icisleri.gov.ct.tr).

All students are required to complete their immigration procedures by **1st December 2025** at the latest. Once completed, a copy of the student residency permit must be submitted to the Student Affairs Office by **1st December 2025**.

STUDENTS WHO ARE REGISTERING FOR THE FIRST TIME:

After clicking the "Register Now" button and filling in the necessary information, you can log in with your username and password that will be sent to you via e-mail and/or SMS.

PREVIOUSLY REGISTERED STUDENTS:

- 1. You can log in by clicking the "Login" button with your username and password you have previously received.
- 2. After logging into the system, you need to complete the procedures by following the steps and instructions that will appear.
- 3. Do not forget to get the Foreigner Registration Number (YKN) from the immigration system and do not loose this number. It is very important that you keep this number, as all transactions in government offices will be made with a YKN number.

Students are fully responsible for tracking the complition of their Student Residency Permit.

HEALTH INSURANCE

Students admitted to TRNC Universities are required to obtain the compulsory health insurance of the TRNC Ministry of Health to be able to benefit from health services free of charge in the TRNC. The insurance fee is 10% of the minimum wage and this fee must be paid during immigration procedures. No separate payment will be made to the university. In return for this insurance, students can benefit from the services of TRNC official government health institutions free of charge in case of emergency or non-urgent health problems.

PHARMACIES AND MEDICINES

The pharmacies in Northern Cyprus are of high standard. There is a pharmacy on duty during holidays or outside working hours (you can access the list of pharmacies on duty at **www.kteb.org**).

BANKING OPERATIONS

The official currency in TRNC is Turkish Lira, however, Euro, Dollar and Great British Pounds are also widely used. Turkish banks such as Garanti, Halkbank, TEB, Şekerbank, İşbank, Vakıf Bank and Ziraat Bank are some of the banks where you can open an account in the TRNC. If you have accounts in these banks, the debit cards you have used in Turkey are also valid and can be used here. Banks are generally open between 08:30-12:30 and 13:30-16:30. There are also ATMs in close proximity to our university where you can make transactions. There are also many exchange offices.

DRIVING IN TRNC

The following conditions/rules apply to driving in the TRNC: When you arrive in Northern Cyprus as a visitor or tourist, your driving license is still valid in TRNC and you are eligble to drive in this country. However, when you officially register as a student, you automatically loose your visitor/tourist status and become a resident. Therefore, you must apply for a TRNC Driving License as of your registration as a student due to this regulation.

Students who are Turkish citizens can get their TRNC driving license by having their Turkish driver's license approved at the Turkish Embassy in Nicosia, going to the TRNC Tax Office and completing the necessary procedures. International students, on the other hand, must apply to the Driving License Examination Office of the TRNC Ministry of Public Works and Transport with their driver's license. After the necessary procedures are completed, you will be able to obtain a TRNC driving license.

If you do not have a TRNC driving license, you will be penalized for driving without a license. If you're driving without a license, any damage or injury reports will automatically be deemed void in the event of an accident, even if you have full insurance.

Therefore, students who intend to drive in Northern Cyprus should complete all these procedures and obtain a TRNC driving license if you intend to drive. It is also possible to use your vehicle in Turkey in the TRNC if the necessary procedures are completed.

Please also be aware that when you set off as a pedestrian or as a driver, you should be attentive to the fact that **the traffic flows on the left side** in Northern Cyprus!

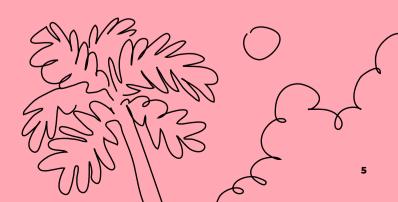
ORIENTATION AND ADAPTATION PERIOD

Before your classes commence, our University organizes an Orientation Programme for new students. The aim of this orientation programme is to provide you with some basic information when starting university and to facilitate your integration process in your first year as a university student. Orientation is organized to introduce you to the university, to explain how the academic and administrative Offices function, to convey how the academic, administrative and support teams support you, and, most importantly, to integrate you with other new students.

It is most likely, when you start university, you have many things to do and need to become familiar with your new environment. For this reason, we offer the following recommendations to our students at ARUCAD:

- Follow the academic orientation programme before you come to Northern Cyprus and the semester starts and make your travel plans to Northern Cyprus accordingly.
- Before you arrive to Northern Cyprus, ensure you gather all the necessary documents and give yourself enough time to complete the immigration procedures don't leave it to the last minute.
- To avoid being overloaded, arrive in Northern Cyprus a few days earlier and complete your required procedures such as settling into your accommodation and familiarize yourself with government office procedures.
- Be sure to attend the orientation programme on the dates specified in the Academic Calendar.

If you complete all these procedures on time, you will be able to concentrate on your lessons and be more successful instead of rushing to understand the procedures.



ENGLISH PREPARATORY SCHOOL PROGRAMME

AIMS OF THE ENGLISH PREPARATORY SCHOOL PROGRAMME

In line with ARUCAD's vision, English Preparatory School aims to continuously improve in order to provide a high quality English education parallel with international foreign language teaching standards, which will help our students be successful in their academic, professional and social lives, and equip you with the English language proficiency you need.

English Preparatory School offers English language programmes to help you develop English language knowledge and skills you need to be successful in your academic studies at the faculty of your choice.

Our aim is to take advantage of and promote multilingualism and multiculturalism in language teaching and learning.

ARUCAD ENGLISH LANGUAGE PLACEMENT EXAM

English language education at the English Preparatory School is based on the Common European Framework of Reference for Languages (CEFR), and in this context, it is aimed that undergraduate students who have successfully completed the English Preparatory Programme will have at least CEFR B1 and Master's and Doctoral students' CEFR B2 levels English Language proficiency (independent user).

EXEMPTION, CLASSIFICATION AND ENGLISH LANGUAGE PROFICIENCY LEVELS

- The medium of instruction at our university is English. The English language proficiency level required for admission to undergraduate education is CEFR B1 and CEFR B2 for Masters/PhD.
- New ARUCAD students who are not able to certify their English language level with an internationally accepted English language certificate (specified in the table on the next page) are obliged to take English Preparatory School, English Language Placement Exam (ELPE) to be administered by the University.
- Before the approval of the external exam results which are submitted, an investigation about these results may be possible if needed.

ARUCAD THE ENGLISH PREPARATORY SCHOOL PROGRAMME EXEMPTION CRITERIA

Name of the Test	Minimum Grades Required for Undergraduate Studies B1 CEFR	Minimum Grades Required for MA/ MSc Studies B2 CEFR	Validity of the Exam Results
ELPE (ARUCAD's English Language Placement Examination)	60/100	80/100	N/A
KPDS/ÜDS/YDS/YÖKDİL (Kamu Personeli Yabancı Dil Bilgisi Seviye Tespit Sınavı, Üniversitelerarası Kurul Yabancı Dil Sınavı ve Yabancı Dil Bilgisi Seviye Tespit Sınavı/ Yükseköğre- tim Kurumları Yabancı Dİl Sınavı)	50	70	5 Years
IELTS (International English Language Testing System)	5.0	6.0	2 Years
TOEFL IBT (Internet-based Test of English as a Foreign Language)	60	70	2 Years
TOEFL CBT (Computer-based Test of English as a Foreign Language)	170	197	2 Years
TOEFL PBT (Paper-based Test of English as a Foreign Language)	497	530	2 Years
English Language CCE/IGCSE (General Certificate of Education/ International General Certificate of Secondary Education)	С	В	Valid indefinitely
FCE (First Certificate in English)	С	В	Valid indefinitely
CPE/CAE (Certificate of Proficiency in English)	С	В	Valid indefinitely
SAT (The SAT Reasoning Test)	Reading & Writing: 420	Reading & Writing: 440	5 Years
PTE (Pearson Test of English)	45	71	2 Years
English Language WAEC/ WASSCE (West African Examinations Council)	C6	C5	2 Years

THE ENGLISH PREPARATORY SCHOOL PROGRAMME EXEMPTION CRITERIA

Name of the Test	Minimum Grades Required for Undergraduate Studies B1 CEFR	Minimum Grades Required for MA/ MSc Studies B2 CEFR	Validity of the Exam Results
NECO (National Examination Council of Nigerial)	C6	C5	2 Years
ZIMSEC (Zimbabwe School Examinations Council)	C6	C5	2 Years
City and Guilds International English Exam	B1 First Class Pass	B2 Pass	2 Years
NSC (National Senior Certificate - South Africa)	50% or 4	60% or 5	2 Years
KNEC (Kenya National Examination Council)	С	C+	2 Years
NECTA (CSEE) (The National Examination Council of Tanzania)	С	В	2 Years
ECZ (Examination Council of Zambia)	6	5	2 Years

SCHEDULE YOUR REGISTERED PROGRAMME

SUPERVISION SYSTEM

After the completion of the registration process in ARUCAD, an Academic Advisor will be assigned to each student.

Your advisor:

- Helps you with your course registration each semester and checks that the courses specified in your curriculum are chosen correctly,
- Monitors your performance throughout your academic programme, advising and guiding you when necessary,
- Assists and supports you with other academic issues or concerns. Therefore, we recommend that you stay in close contact with your Academic Advisor throughout your education period.

OFFICE HOURS AND OPEN DOOR POLICY

It is ARUCAD's policy to provide the highest level of individual support to its students. Therefore, each Faculty member, instructing your courses will officially indicate an 'Office Hour' in the course syllabus. The purpose of these hours is to allow you to visit the faculty member in their office; ask questions about the course; get advice on how you can improve your success in the course and get feedback on your homework and exams. We recommend that you get the utmost benefit from the allocated support hours. In addition to office hours, an "open door policy" is implemented. Depending on the lecturers availability, you can also visit the lecturer of your course in their office.

CLASS ATTENDANCE AND ABSENTEEISM POLICIES

Academic success requires regular and active class participation. It is important to be well-informed about the following details regarding our course attendance policies:

- Students must attend at least 70% of the theoretical courses. Participation and success criteria in laboratories, studios and other applications are determined by the relevant faculty and college board, but not less than this rate.
- •Students whose absenteeism rate reaches over 30% will be considered as unsuccessful in the relevant course and will receive an NG grade. Up to a maximum of 30% of absenteeism related to your health challenges are included. You will not be required to obtain and submit a health report. The total absenteeism rate you can accrue in a semester cannot exceed 30%. In the case that it does, you will fail that course. Students who receive an NG grade do not have the right to take the Final Exam and/or Resit Exam, even if they are successful in other exams and/or projects of the course.
- · If, for whatever reason, you need to be absent, please inform the instructor of the course as much as possible in advance, either in person or by e-mail. However, even if you give notice, the days you are absent will be recorded and it will still be processed as absent.



REPORTS RECEIVED DUE TO HEALTH CHALLENGES

- In case of not being able to attend the exam (only midterm and final exam), students are obliged to submit their reports to the relevant Faculty Secretariat within 3 (three) business days following the exam at the latest.
- The reports submitted by the student are distributed to the relevant academic staff(s) by the Faculty Secretary with the approval of the relevant Department Head, and the originals are forwarded to the Student Affairs Office to be placed in the student's file.
- Reports submitted other than the conditions stated above are not taken into consideration.

ATTENDANCE AND ABSENTEEISM OF STUDENTS WITH LATE REGISTRATION

The attendance records of students who register to our university for the first time as well as the students with late registration are valid as of the first day they register for their courses only for that semester. It is the responsibility of the student with late registration to inform the lecturer of the sessions they have missed and ask for a make up for the topics that has been missed. As of the following semester, the students' attendance records will be valid from the start date of the course specified in the Academic Calendar, not from the date of registration, even if they do register late or with a penalty.

PUNCTUALITY AND BEING LATE FOR CLASS

You are required to attend the class on time and cannot leave before the lesson is over. If you are late for your class or leaving early, you must have a valid reason to state in advance. In such cases, the course instructor will ask you for clarification. Since repeated delays can distract both students and course instructor, the course instructor is likely to record you as absent or refuse you admittance to the lesson.

COURSE ATTENDANCE IN SITUATIONS SUCH AS FIRST WEEK AND LAST WEEK OF THE SEMESTER, TRAVELLING PERIODS ETC.

Attendance is taken in all classes. You must make your travel and holiday arrangements taking into account the Academic Calendar and your course schedule so that you do not experience any problems with absenteeism.

LESSONS AND CLASSROOMS, STUDIO, WORKSHOP AND LABORATORY RULES

ARUCAD classroom rules are designed for each student to get the highest benefit out of their lessons. The specific rules/requirements of a course arranged for you will be specified in the course contents by the course lecturer. In general, we ask all our students to be sensitive about the following issues:

- Being ready to attend classes on time; so that lessons can start and end on time.
- Have all the materials required for the lesson with you books, notebooks, pens. etc.
- Taking into account the instructions of the lecturer about mobile technologies that should be used only for educational purposes (mobile phones and tablets on mute).
- Use of the official language of instruction in the classroom effectively (For example, speaking English in programs that provide education in English, and Turkish in programs that provide education in Turkish),
- · Maintain the cleanliness of the classroom.
- Not to distract or interrupt other students by talking to others during the lesson. In short, we ask all our students to attach importance to the very simple principle of mutual respect.

COURSE DESCRIPTIONS

A course syllabus will be provided for each course you register for at ARUCAD. The course syllabus is an important reference document. The information contained in this document is as follows:

- The aim of the course.
- Learning outcomes of the course (Learning outcomes indicate the competencies, knowledge and skills you need to acquire in relation to that course at the end of the course).
- · Topics to be followed on a weekly basis.
- · Course evaluation principles.
- Credit details of the course and its credit value based on a second crediting system, the European Credit Transfer System (ECTS). If you have any questions concerning course contents/descriptions, please do not hesitate to contact your course instructor at the beginning of the semester.



GRADING SYSTEM

The course success grade is assigned as a single grade, taking into account the scores to be obtained from midterm exams, homework, projects, presentations and similar assignments, and the final exam/Resit exam scores. At the beginning of the semester, the course instructor informs the students about how the course success grade will be calculated by taking into account the percentages of each assignment and exam.

The success of the students in the courses is determined in consideration with the results of the exams, homework and other assignments they have completed throughout the semester as clearly indicated in the course syllabus within the framework specified below, by the course instructor. There are numerical coefficients between 0.00 and 4.00 equivalent to letter grades to be used in GPA calculations.

EXAMINATIONS AND EVALUATIONS TECHNIQUES

A minimum of 1 and up to a maximum 2 Midterm Exams and a Final Exam can be administered each semester. Short-term exams (quizzes) that do not exceed half an hour are excluded from this limitation. At the commencement of each semester in which the course is offered, the course content, number and weight of the exams to be administered, including the project, as well as the content of the laboratory/workshops, if any, and the number and weights of the exams are documented by the Academic Staff. The Department Chair and the registered students are notified in writing or the information is announced on the course website. A student who fails to complete these type of requirements is considered unsuccessful in that course. Final Exams are administered at least 3 days after the end of the course, on the dates and times determined by the Rectorate. A Midterm Exam cannot be scheduled during the week before the end of the course. The exam for each course is prepared and evaluated by the Academic staff member in charge. Coordination is essential in lessons with more than one group. The weight of the final exam must be minimum 30 percent and maximum 60 percent.



The coefficients of the course success grades in the quadruple system and their equivalents out of one hundred points are indicated in the chart below:

Letter	Grade Range	Coefficient	Description
А	90 - 100	4.00	Successful
A-	85 - 89	3.70	Successful
B+	80 - 84	3.30	Successful
В	75 - 79	3.00	Successful
B-	70 - 74	2.70	Successful
C+	65 - 69	2.30	Successful
С	60 - 64	2.00	Successful
C-	55 - 59	1.70	Conditional Pass
D+	51 - 54	1.30	Conditional Pass
D	46 - 50	1.00	Conditional Pass
D-	41 - 45	0.70	Unsuccessful
F	0 - 40	0	Unsuccessful
NG	Not Attended	0	Fail due to absenteeism
S	Satisfactory		Successful
U	Unsatisfactory		Unsuccessful
1	Incomplete		
W	Course Withdra	awal	
EX	Exempted		

2.00 = The students are required to achieve a minimum GPA average of 2.00 in the last academic semester in order to fulfill the university graduation requirement. The students are required to obtain one of the letter grades A, A-, B+, B, B-, C+, C, C-, D+, D, S as the semester success grade in order to be considered successful in the course they are registered for. D, D+, and C- grades are conditional pass grades, and as long as the GPA of the student who obtains these grades is 2.00, they are considered successful in the courses from which they have received this grade. If the GPA is below 2.00, whether the student is considered successful or not is determined in consideration with the regulations in the Education, Exam and Success By-law. Since D-, F, NG, U, and W grades are letter grades indicating failure, students who obtain these grades are required to repeat the courses and get a passing grade. Students with GPA average 3.00 and 3.49 receive "Honors"; Students between 3.50 and 4.00 receive a "High Honor" certificate. Except for the English Preparatory School students. Students, who have completed the first two semesters in the program they are enrolled in and achieved the semester course load specified in the program and are among the top 3 students in the program they are enrolled in, are awarded scholarships provided that they have a GPA of at least 3.50 and a CGPA of at least 3.00. That is, the top student is awarded a scholarship of 40%; the second top student a scholarship of 30% and the top third student a scholarship of 20%. Success scholarships are given per semester and are re-evaluated at the end of each semester. Upon the student's request and the approval of the Advisor, students with a CGPA or final semester average of at least 3.00 can take a maximum of one more course after completing one academic year at ARUCAD, excluding the English Preparatory School classes.

OTHER ACADEMIC ISSUES

COURSE WITHDRAWAL

During the education cycle, a student is eligible to withdraw from a maximum of four courses in undergraduate programmes and a maximum of two courses in associate degree programmes. Application for withdrawal from the course is made on the dates announced in the Academic Calendar. When calculating the academic average of the student who withdraws from a course registered in order to increase the C-, D+ and D grades in a previous semester, the previous grade is considered valid. A student is not eligible to withdraw from a course that s/he has withdrawn before, has to repeat or does not participate in the average calculations. Provided that the minimum course and credit conditions are met, a student is eligible to withdraw from a maximum of 2 courses in a semester. If the student withdraws from the course with a written application, a W grade is given. W grade is not taken into account in the calculation of the academic average, but is indicated in the transcript.

TRANSFERS BETWEEN DIFFERENT PROGRAMMES

If you are planning to transfer from the programme you are registered to another programme, please apply to the Student Affairs Office as soon as possible. You may be able to transfer some of your credits in the department you are registered to the programme you have applied for and be exempted from these courses.

DOUBLE MAJOR AND MINOR OPTIONS

Within the framework of the criteria specified in the regulations of our university, it is possible to offer double major and minor programmes. For detailed information regarding these programmes, please contact the Student Affairs Office and refer to the Double Major and Minor Programme Regulations.

INTERNSHIP AND JOB PLACEMENTS

In many academic programmes, work experience is integrated into the programme during the third and/or fourth academic year. The internship obligations in our programmes aim to ensure that the knowledge and skills you acquire are not only theoretical, but also prepare you for business life.

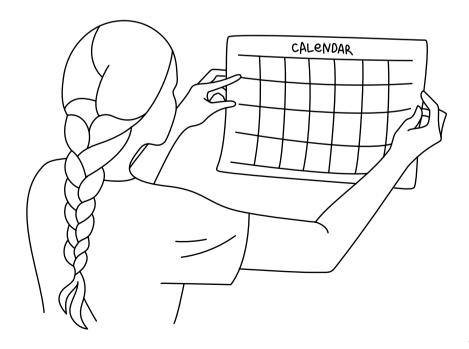
STUDENT SURVEYS

Students are expected to complete the "Course and Academic Staff Evaluation Questionnaire" in each semester and the "Student Satisfaction Questionnaire" at the end of each academic year. Feedback which is obtained from these surveys are considered very seriously and used to improve the services offered at ARUCAD and improve the quality of education.

	FALL SEMESTER				
September- October	29-03	2025	Online Course Registration for Fall Semester 2025-2026 Academic Year		
			Course Registration Period (with Advisor)		
October	06-17	2025	Course Confirmation Days		
			Last Day for Department Changes		
October	06-17	2025	English Language Placement and Proficiency Tests		
October	15-16-17	2025	Orientation		
October	20	2025	Classes Commence		
October	20	2025	First Day of Late Registration (With Penalty)		
October	29	2025	National Holiday		
October	31	2025	Last Day for Late Registration (With Penalty)		
November	7	2025	Last Day for Add/Drop		
November	/	2025	Last Day for Exemption Applications		
November	10	2025	Atatürk Commemoration Day		
November	15	2025	Public Holiday (TRNC Republic Day)		
December	26	2025	Planning Lessons for the 2025 – 2026 Spring Semester		
January	1	2026	New Year's Day		
7		2026	Last Day for Course Withdrawal		
January	16	2026	Last Day for Freeze Registration		
January	19	2026	Last Day for Entering Courses to be Offered in Spring Semester 2025 – 2026		
January	27	2026	Last Day of Courses		
January- February	29-05	2026	Fall Semester Final Exams		
January- February	29-05	2026	End of Semester English Language Proficieny Exams		
February	10	2026	Last Day for the Submission of Grades		
February	11-12	2026	Application Period for Resit Exams		
February	16-17	2026	Fall Semester Resit Exams		

			SPRING SEMESTER
February	16-20	2026	Online Course Registration for Spring Semester 2025 – 2026 Academic Year
			Course Registration Period (With Advisor)
February	23-27	2026	Course Confirmation Days
			Last Day for Department Changes
February	23-27	2026	English Language Placement and Proficiency Tests
Manuala	2	2026	Classes Commence
March	2	2026	First Day of Late Registration (With Penalty)
March	13	2026	Last Day for Late Registration (With Penalty)
March	19	2026	Ramadan Bairam Eve
March	20-22	2026	Religious Holiday (Ramadan Bairam)
March	24	2026	Last Day for Add/Drop
March	24	2026	Last Day for Exemption Applications
April	23	2026	National Holiday (National Sovereignty and Children's Day)
May	1	2026	National Holiday (Labour Day)
May	19	2026	National Holiday (Atatürk Commemoration, Youth and Sports Day)
May	22	2026	Last Day for Planning Lessons to be Offered in the Summer School 2025 – 2026
		2025	Last Day for Course Withdrawal
May	25	2026	Last Day for Freeze Registration
May	26	2026	Kurban Bairam Eve
May	27-30	2026	Kurban Bairam
June	10	2026	Last Day for Entering Courses to be Offered in the Summer School 2025 – 2026
June	16	2026	Last Day of Courses
June	18-25	2026	Final Examinations Period
June	18-25	2026	End of Term English Language Proficiency Test

June	30	2026	Last Day for the Submission of Grades
July	1-3	2026	Application Period for the Resit Exams
July	7-8	2026	Spring Semester Resit Exams
		Last Day for the Submission of Resit Exam Grades	
July	10	2026	Last Day for Changing Spring Semester 2025-2024 'Incomplete' (I) Grades, Letter Grade Changes Submission to the Student Affairs
July	15	2026	Last Day for Submission of the Graduation Decision to the Student Affairs



			FALL SEMESTER
September- October	29-03	2025	Start of 2025–2026 Academic Year Fall Semester Online Course Registrations
			Course Registration Period (with Advisor)
October	06-17	2025	Course Confirmation Days
			Final day for Department/Programme change applications
October	06-17	2025	English Placement and Proficiency Exam
October	15-16-17	2025	Orientation
October	20	2025	Classes Commence
Octobel	20	2023	Late Registration Start (with Penalty)
October	29	2025	Turkish Republic Day
October	31	2025	Deadline for Late Registrations (with Penalty)
			Course Add-Drop Deadline
November	07	2025	Final Day for Exemption Applications
			First day of thesis defense for students who do not register for a course/seminar
November	10	2025	Atatürk Remembrance Day
November	15	2025	TRNC Republic Day
	10		Deadline for submitting the 'Thesis Monitoring Committee Appointment Forms' to the Graduate School for PhD students who will defend their thesis proposals.
December	10	2025	Deadline for submitting the 'PhD proficiency exam application forms' to the Graduate School for PhD students who will participate in the Proficiency Exam
December	26	2025	Deadline for submitting 2025 – 2026 Spring Semester Courses to the Graduate School
January	1	2026	New Year
January	6	2026	Final day for submitting thesis defense forms of PhD students to the institute
			PhD Qualifying Exam Period
January 12-23	2026	Thesis Monitoring Committee period for students whose thesis topics are approved	

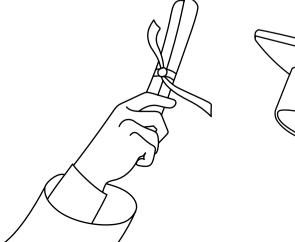
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February 10 2026 Deadline for Submission of Grades	_	29-05	2026	End of Term English Proficiency Exam
	February	6	2026	Final day for thesis defense
February 11-12 2026 Application Period for Re- Sit Exams	February	10	2026	Deadline for Submission of Grades
	February	11-12	2026	Application Period for Re- Sit Exams

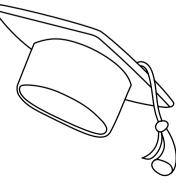
February	16-17	2026	Fall Semester Re -Sit Exams
			Deadline for Submission of Fall Semester Re- Sit Exams Grades
February	19	2026	2023-2024 Deadline for Submission of Incomplete Grades (I) Letter Grade Changes to the Registrar's Office
February	23	2026	Deadline for Submission of Graduation Decisions to the Registrar's Office

			SPRING SEMESTER
February	16-20	2026	Start of 2025 – 2026 Academic Year Spring Semester Online Course Registrations
			Course Registration Period (with Advisor)
February	23-27	2026	Course Confirmation Days
			Final day for Department/Programme change applications
February	23-27	2026	English Placement and Proficiency Exam
March	2	2026	Classes Commence
March	2		Late Registration Start (with Penalty)
March	13	2026	Deadline for Late Registrations (with Penalty)
March	19	2026	Eve of Ramadan Bairam
March	20-22	2026	Ramadan Bairam
		2026	Deadline for Adding / Dropping Courses
March	March 24		Final Day for Exemption Applications
		First day of thesis defense for students who do not register for a course/seminar	
April	23	2026	National Sovereignty and Children's Day

			PhD Qualifying Exam Period
May	11-25	2026	Thesis Monitoring Committee period for students whose thesis topics are approved
May	19	2026	Commemoration of Atatürk, Youth and Sports Day
May	22	2026	Deadline for submitting 2024 – 2025 Summer School Courses to the Graduate School
			Final Day to Withdraw
			Last Day for Freeze Registration
May	25	2026	Final day for postgraduate students who are at the end of the II. semester to submit their thesis proposal forms to the Ethics Committee
			Last Day for Doctoral Students to Apply for Thesis Defense
	26	2026	Kurban Bairam Eve
May	27-30	2026	Kurban Bairam
			Final day for the Ethics Committee to announce the results of the evaluation of thesis proposals
June	1	2026	Deadline for the submission of thesis advisor assignment forms for graduate students who are at the end of the I. Semester
			Deadline for submission of thesis advisor assignment forms for doctoral students who are at the end of the II. Semester
		2026	Deadline for 2025 – 2026 Summer School Courses to be Entered into the System
June	10		Final day for submitting thesis defense forms of master students to the institute
			Final Lecture Day
			Deadline for submitting thesis proposal forms of graduate students who are at the end of the II. semester to the institute
June 1	16	2026	Deadline for submitting thesis proposal forms of doctoral students who are at the end of the III.semester to the Graduate School
			Final day of submission of PhD Proficiency reports to the Graduate School
		Final Day for Submission of Doctoral Thesis Monitoring Reports to the Graduate School	

June	18-25	2026	Spring Term Final Exams
June	18-25	2026	End of Term English Proficiency Exam
June	25	2026	Final Day for Thesis Defense
June	30	2026	Deadline for Submission of Grades
July	1-3	2026	Application Period for Re-Sit Exams
July	7-8	2026	Spring Semester Re- Sit Exams
July	10	10 2026	Deadline for Submission of Spring Semester Re-Sit Exams Grades
July	10		2025-2026 Deadline for Submission of Spring Term Incomplete Grades (I) Letter Grade Changes to Registrar's Office
July	15	2026	Deadline for Submission of Graduation Decisions to the Registrar's Office





EXTRA CURRICULAR ACTIVITIES

CLUBS AND SOCIETIES

Social activities, clubs, events, societies and excursions at our university provide our students with various value-added benefits and invaluable gains.

These benefits and gains are as follows:

- · To be included in a multicultural environment and to benefit from diversity.
- · Developing interpersonal and intercultural relations.
- Developing leadership skills and adapting to the team by taking part in organizations.
- · Discovering and learning about the local culture.
- · Representing and promoting their own country and culture.
- · Making new friends and having a rich and full university experience.
- · Learning to see the place they belong to through different eyes.
- · Learning to evaluate social relations in the context of culture, space and society.

In addition to the academic identities of the universities, the social activities offered to the students and the opportunities to participate in these activities are also very important. To this end, our University has **10** student clubs. In these clubs, students with similar interests and abilities can come together, have a social sharing together, and at the same time produce with the same enthusiasm in an environment where they meet with a common goal. Student clubs, which play an important role in ARUCAD's social life, grow, become stronger and more productive every year with the participation of students. Our students can take part in any club they wish, contribute to activities with different responsibilities, and also start new clubs with their friends with whom they have common ideas and shared interests. Therefore, all ARUCAD students are strongly encouraged to actively participate in our extracurricular, social activities.

STUDENT CLUBS CURRENTLY AVAILABLE

Nature Sports Club
 Drama Club
 Cinema Club
 Cinema Club
 Dance Club
 Ouality Club
 Music Club
 Ouality Club

ARUCAD INFORMATION CENTRE

The Arkın University of Creative Arts and Design (ARUCAD) Library was established in 2017 to support the educational and research activities of universities and regional researchers, providing information and document services throughout the academic period. Our library collection features a wealth of resources on Art, Communication, Design, Philosophy, Cinema, Architecture, Ceramics, and Photography. The library aims to enhance the national and international knowledge base of academics, students, and researchers.

In January 2022, ARUCAD Library relocated to a new building, offering study areas, modern soundproof glass study rooms, and a digital library lab. Our resources are classified and organized according to the Library of Congress Classification (LCC) system and are made available to readers through an openshelf system.

We currently have 10,000 printed resources, and this number is continually growing. The library houses rare and valuable works, including a special edition of Don Quixote by Cervantes, illustrated by renowned artist Gustave Doré, dating back to the 1860s. Additionally, we hold a unique collection donated by Prof. Dr. Latife Summerer, containing publications in various languages and subjects.

Our Digital Library Lab, equipped with 34 computers, offers access to active supplementary databases through ULAKBİM-TUBİTAK (EKUAL) agreements. These databases provide access to millions of electronic resources such as books, articles, journals, and theses, supporting your research. Since its establishment, our library has continued to grow through book acquisitions, donations, and exchange programs, while expanding its collection to meet the needs of new programmes at the university, ensuring the best service for its users.

DISTANCE EDUCATION SYSTEM

Our university uses Microsoft Teams as an online teaching and learning platform. Throughout our face-to-face teaching process, our faculty members provide online materials such as lecture notes and presentations to our students through Microsoft Teams. In addition, our students have the opportunity to submit their assignments such as homework delivery and project presentation via Microsoft Teams.

You can download Microsoft Teams as an application to your phone, and access your classes by entering teams.microsoft.com from your computer. You can log in to Microsoft Teams from any environment with the e-mail address that the university will provide you. Microsoft Teams User Guide about how to use Microsoft Teams can be obtained from the Student Affairs Office. Since the communication between the student and the Faculty members will be carried out through Microsoft Teams, our students are expected to use their Microsoft Teams accounts actively.

THE ARKIN RODIN COLLECTION GALLERY

The Arkın Rodin Collection Gallery, where 31 pieces of the most important works of the world-famous French sculptor Auguste Rodin, which ARUCAD's Founder Erbil Arkın has kept privately for years, are exhibited, has been opened to visitors. In addition to the Rodin Museum, one of the landmarks of Paris, Auguste Rodin, the master of modern sculpture, whose works are exhibited in many important museums of the world, is now in the special showcase of the Tate Gallery in London, contains 33 priceless pieces. You can visit the sculpture collection at The Clock Tower in Kyrenia between 10:00 and 19:00 on weekdays and weekends.

ATELIER ARKIN

Atelier Arkın, ARUCAD's Lifelong Education Center, was established with the aim of providing art and design-oriented education opportunities in the individual and corporate fields. By linking corporate training and business competency training to art programs, it aims to provide participants with different artistic and philosophical perspectives even in business life, and to maximize their performance in their fields by triggering creativity in their private/business lives. It has a program covering glass, ceramics, sculpture, painting, photography, philosophy, creative writing, graphic design, music, language and business competencies. Leadership, Marketing Fundamentals, Communication, Digital Marketing and Creative Writing, as a foreign language; In the field of software with English, Greek, Chinese, Russian; Trainings such as operating systems, web design, network and security as well as international exam preparation courses such as TOEFL, IELTS, GMAT, etc. are also available.

ART SPACE

Art Space, the event venue of ARUCAD, started to operate in August 2018 with modern and contemporary events amidst the unique historical structure of Nicosia Surlariçi. The venue, which has been hosting Cypriot and international artists with a different exhibition every month since its opening, along with the exhibitions also hosts well-known names in the field of art, design and visual communication each month in Voices, which is a series of academic speeches. Art Space, which was established with the aim of increasing the interest in art, design and architecture in the society and contributing to the culture and art of the Island of Cyprus, was founded by ARUCAD Culture and Art Coordination Office.

ART ROOMS GALLERY

Art Rooms Gallery started to function actively in 2012, when the ground floor of The House Restaurant, located in the center of Kyrenia, was converted to an exhibition hall. It aims to give momentum and contribute to the art scene in Northern Cyprus.

It also hosts the exhibitions of many local and international artists.

CRAFT CREATED

The art store named 'Craft Created', where print, glass, ceramic works produced in ARUCAD Workshops and promotional products belonging to the University are offered for sale, serves in ARUCAD Main Campus, ARUCAD Ateliers Building and The Arkın İskele Hotel.

'Craft Created', includes the works of ARUCAD students and provides designers and artists who perform their professions individually in Northern Cyprus with the opportunities of exhibiting their works and finding buyers. It exhibits and sells works produced in the printing, glass, ceramics, painting and sculpture workshops at the university.

STUDENT SHOWCASE

ARUCAD organizes two student exhibitions for the public in an academic year; the first one during Fall Semester and the second one in Spring Semester. These exhibitions are the ARUCAD students' group exhibitions in the fields of painting, sculpture, glass, ceramics, photography, graphic design, illustration, architecture, industrial design, interior architecture and environmental design, and their works in related courses selected by their lecturers. Thanks to these exhibitions ARUCAD students have the opportunity to present their works to the commentary of the society as well as their friends and teachers starting from the first year of their education and receive various constructive feedbacks to improve their performance.

STUDENT SERVICES

ARUCAD PSYCHOLOGICAL COUNSELING AND GUIDANCE CENTRE (PDRM)

The ARUCAD Psychological Counseling and Guidance Centre (PDRM) was established to help students understand themselves, solve their problems, address emotional, social, academic, or career-related issues, make realistic and effective decisions, adapt to university life, and thus fully utilize their potential. The center provides individual and group counseling services to all students, facilitated by a qualified psychologist.

In addition to supporting new students in adjusting to the country, city, and university life, the center offers guidance on personal discipline, academic success, and managing common personal and interpersonal issues. One of the core aims of PDRM is to ensure that students do not feel alone when dealing with their problems. Throughout their time at university, students can participate in short-term courses, seminars, conferences, and training programmes aimed at contributing to their personal development.

All sessions at PDRM are based on voluntary participation and confidentiality, and the center operates by appointment. To schedule an appointment, you can visit the PDRM office, call +90 (392) 650 65 55-1125, or email pdr@arucad.edu.tr.

STUDENT AFFAIRS OFFICE

The Student Affairs Office is in charge of implementing all kinds of transactions related to the education processes of ARUCAD students, responding to student inquiries and challenges. It ensures the regular execution of the planned education-training process by coordinating the cooperation and collaboration with the Faculty and Departments. It provides information/documentation services to students, graduates, faculty members and institutions we are in contact with. Our Student Affairs Office also helps our students to adapt to higher education life as well as their academic problems throughout their education career. All student services are provided by the Student Affairs Office from the time the students register to our University until their graduation.

Our students can log in to the Student Information System (SIS) by using their username and password which they obtain from the Student Affairs Office. Our students have the opportunity to choose courses online at the beginning of the semester, access the timetable and the course syllabus for the courses they register, access the attendance/absence rates, grades and all announcements via SIS.

E-mail: admissions@arucad.edu.tr Ext. Number: +90 392 650 6555 - 1111 / 1112 WhatsApp Number: +90 533 820 5279

STUDENT ACCOUNTS OFFICE

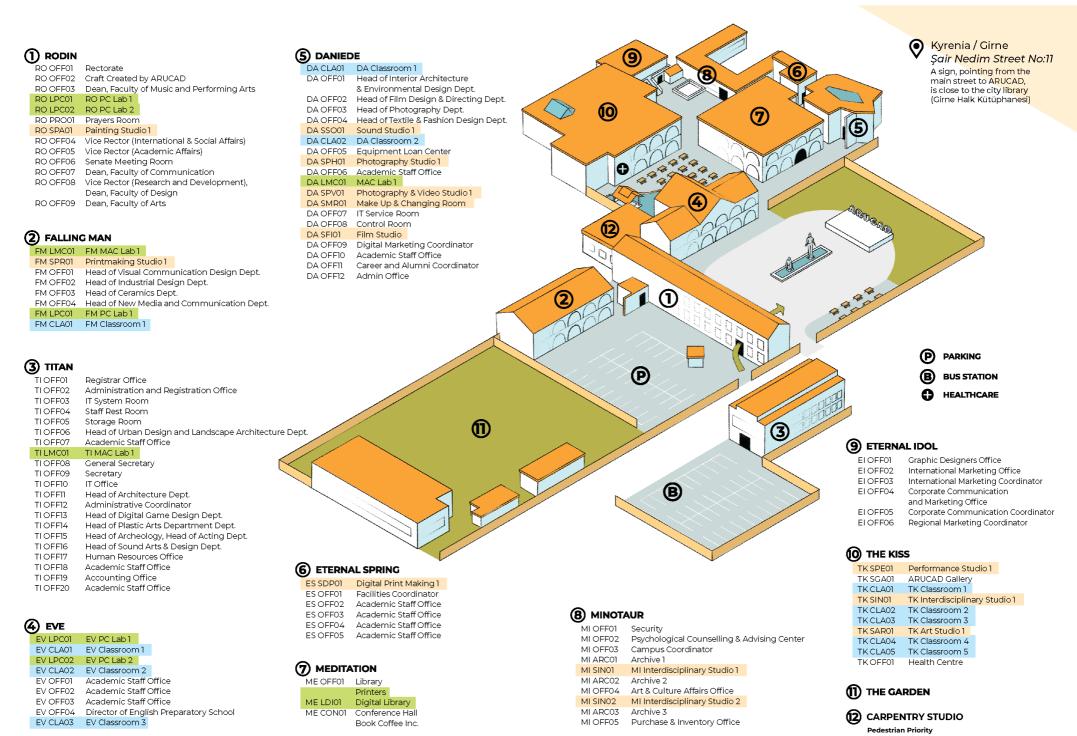
As stated in the Academic Calendar, our university offers courses in the Fall, Spring and Summer Semesters. Students can complete their course registrations for the relevant semester by depositing the semester fee they are obliged to pay at the beginning of each academic semester to the Student Accounting Office or to their bank accounts, indicated on our website. All students are required to register for each semester except the summer semester. Summer Semester is not compulsory. The students, preferring to attend summer courses can register for the Summer Semester within the framework of the "Regulation on Registering for Courses in Summer School and Outside the University".

Students staying in Dormitory can deposit their accommodation fees to the Student Accounts Office by credit card or to our bank account.

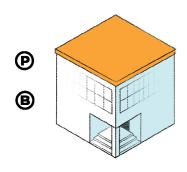
E-mail: muhasebe@arucad.edu.tr

STUDENT ID CARD

Students who complete their final registration to the University are given a student ID card with a photo confirming that s/he is a student of the University by the Student Affairs Office. Money can be deposited on the students' ID cards in the Student Accounts Office and the Garden Cafeteria (to be used for meals). In case of purchasing products at the Cafeteria with student ID cards, a certain discount is applied. Student ID cards of those who left the university, were dismissed, cancel their registration, or graduated are taken back and kept in their files. In the case of a lost student identity card, the student can purchase a new identity card in accordance with the principles determined by the Board of Trustees upon application.

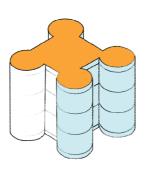


The ARUCAD campus is a car-free environment. All internal circulation is organized with pedestrian priority, ensuring a safe and accessible campus experience.



(13) IRIS (ATELIER BUILDING)

IR OFF01	Academic Staff Office
IR SCE01	Ceramic Studio 1
IR LCE01	Ceramic Labs 1
IR SSC01	Kiln Studio 1
IR OFF02	Academic Staff Office
IR SGL01	Glass Blowing Studio 1
IR SGL02	Cold Working Studio 1
IR SGL03	Kiln Casting & Fusing Studio 1
IR OFF03	IT Service Room
IR SDE01	IR Design Studio 1
IR SGL04	Flame Working Studio
IR SDE02	IR Design Studio 2
IR SDE03	IR Design Studio 3
IR STE01	Textile Design Studio 1
	Printer



(4) AGE OF BRONZE

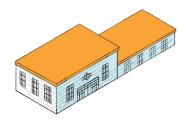
AB SSC01	Sculpture Studio 1
AB SIN01	AB Interdisciplinary Studio 1
AB SIN02	AB Interdisciplinary Studio 2
AB STE01	Textile Design Studio 1
AB SAR01	AB Art Studio 1
AB SAR02	AB Art Studio 2
AB SIN03	AB Interdisciplinary Studio 3
AB SIN04	AB Interdisciplinary Studio 4

♠ Kyrenia / Girne İskenderun Street and Semih Sancar Street intersection





Transportation services at our university provide regular and free shuttle rides departing from the Main Campus to Bandabuliya Campus (Lefkoşa/Nicosia), Workshop Buildings (Iris and Age of



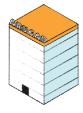
Archive

(15) BANDABULIYA

IR ARC01

Blackbox Stage Bandabuliya Cafe Common Space BA SSO 01 Sound Studio 1 BA SIN 01 Interdisciplinary Studio 1 BA SIN 02 Interdisciplinary Studio 2 BA SIN 03 Interdisciplinary Studio 3 BA SPE 01 Performance Studio 1 Performance Studio 2 BA SPE 02 BA SPE 03 Performance Studio 3 BA SPE 04 Performance Studio 4 Academic Staff Offices

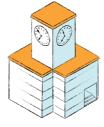
Nicosia / Lefkoşa Uray Street No:14



(6) ARUCAD DORMITORY

Sancar Street intersection

Kyrenia / Girne Şht. Nahit Hasan Street No:3



THE ARKIN RODIN GALLERY

Kyrenia/Girne İskenderun Street and Semih Sancar Street intersection

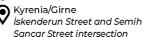
Service hours are rearranged at the beginning of each academic term, taking into account class hours and social activities.

Bronze), Alsancak and Çatalköy.

arucad.edu.tr/en/campus-life-2/transportation/



(18) ART SPACE (19) ART ROOMS Nicosia / Lefkoşa ⑥ Kyrenia/Girne İskenderun Street and Semih









Pedestrian Access / Accessibility

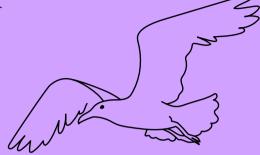
The campus is located in the city centre, allowing easy access to nearby museums, cultural sites, and social spaces on foot. This central location supports both sustainable mobility and close interaction with the cultural fabric of the city.

CONTACTS

If you have a query, you can send an email to **info@arucad.edu.tr** or **visit arucad.edu.tr** and reach us via the Live Support Line.

CONTACT INFORMATION IN CASE OF EMERGENCY

Police 155
Coast Guard 158
Emergency Service 112
Electrical Fault 188
Fire Brigade 199
Meteorology 166
Forest Fire 177
Civil Defense 101



AIR AND SEA TRANSPORTATION

Gazimağusa Harbor (Immigration) +90 392 366 5310 Girne Harbor (Immigration) +90 392 815 1799 Karpaz Gate Marina (Immigration) +90 392 371 2333 Ercan Airport (Immigration) +90 392 231 4611 Akgünler Marine +90 392 815 6002

PUBLIC HOSPITALS IN TRNC

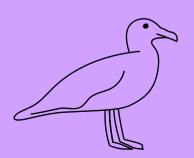
Girne Dr. Akçiçek Hospital **+90 392 815 2266** Lefkoşa Dr. Burhan Nalbantoğlu State Hospital **+90 392 228 5441** Gazimağusa State Hospital **+90 392 366 5328** Güzelyurt Cengiz Topel Hospital **+90 392 723 6329**

PRIVATE HEALTH INSTITUTIONS

Girne Kolan British Sağlık Merkezi - 20% discount **+90 392 815 5900** Lefkoşa Kıbrıs Kolan British Hospital - 20% discount **+90 392 680 8080** Medical Center - 20% discount **+90 542 888 0060** Memorial Sağlık Hastanesi - 20% discount **+90 548 856 7888**

STUDENT ADVANTAGES AND DISCOUNTS

Cafe Pascucci - 20% discount Mpower Spor Salonu - 20% discount Elephant Café - 10% discount Avenue Restaurant - 15% discount



FOR FURTHER INFORMATION

+90 (392) 650 65 55

@ arkinuniversity

arucad.edu.tr