

EASTERN MEDITERRANEAN UNIVERSITY Application Form for Taking Courses from Another Institution

- (1) Department and/or Faculty/School board determines whether the student can take courses outside the university or not and/or whether the courses to be taken outside the University are the equivalents of courses in the student's own programme in terms of content and credits.
- (2) Duration of studies at another institution is included in the period of study specified in the Eastern Mediterranean University Education, Examinations and Success By-law, regardless of the difference of the institution and the number of courses to be taken.
- (3) Total credits of courses taken from another institution of higher education cannot exceed 25% of the course credits the student has to take during the school/undergraduate specified program period.
- (4) The student keeps his/her student rights in EMU, however, s/he cannot benefit from the student rights regarding diploma or student status in the higher education institution s/he takes course from.
- (5) A student who wishes to take courses from another higher education institution should apply to the relevant department head in writing and attach a formal and certified document summarizing the titles, credits and content of the courses to be taken as well as the weekly course timetable no later than the relevant semester or summer school registration renewal period
- (6) Equivalency of the grades obtained at another higher education institution is determined by the faculty/school board decisions based on the Senate decisions and relevant by-laws.
- (7) Students who take courses at another higher education institution continue to pay full tuition fee or the course(s) fees in EMU. However, if the student needs to pay for the courses to be taken at another institution of higher education, fees to be paid in EMU are determined by the University Executive Board.
- (8) In order to be eligible to take courses from another higher education institution, a student should attend the registered program in EMU for at least one academic year and should have a minimum CGPA of 2.00.
- (9) Those who do not meet the requirements of article 3(8) can take courses from another institution of higher education with the approval of the University Executive Board and
 - (a) positive views of the department and faculty/school boards in faculties/schools which have departments,

Student No			ted by the St Student's Name								
			Department								
Academic Year		Semeste	Semester		GPA CG		SPA	Status in the Previous Semester			
/	Fall	Spring	Summer					Full T	ime	Part Tim	
			Courses Se	elected for Reg	gistration						
Course Code			Course Name			Course Type					
1							Numb	er of Credit(s)		
2							Numb	er of Credit(s)		
3								Number of Credit(s)			
4								Number of Credit(s)			
5							Numb	er of Credit(s)		
6								Number of Credit(s)			
Reasons for Application Courses from Another Ir		•									
Name of the Univer	sity										
have read the regulations s	state in EMU Ed	lucation and Ex	am Regulations,	Article 26. I ag	ree and acce	ot all the cor	ditions.				
Student's Signature			Date of Application			Da	Day Month Year				
Part II. Consent of the	Academic A	dvisor and	the Departme	ent Chair							
Academic Advisor			•		Recommended S						
Title and Name					Not Recommended Date						
Department Chair Title and Name							ignature ate				
art III. Approval of the			atar baa aiyan tha								
o need for the Faculty/School Board meeting		ii the Dean/Direc	Meeting					Evaluation		☐ Approved	
Board Meeting Date		Decision N		,			Resu			Approved	
Dean / Director Title and Name			Signature				Date			7.6610104	
Part IV. To be filled by											
Total Number of		otal Number		Price o	of Per		1	otal Price			
Course(s) Name of the	Of	f Credit(s)		Credit							
Officer	· · · · · ·			Signat	ure		L	Date			
Part V. Approval of the			nt Affairs								
☐The application has I	oeen rejected	d		∐Ih	e applicatio	n has bee	n appro	ved			
	Academic Year & Semester		Condition(s)								
Academic Year & Semes											
Academic Year & Semes		1									
Academic Year & Semes / Fall Spring		2									