

**REPUBLIC OF TURKEY**  
**NIĞDE ÖMER HALİSDEMİR UNIVERSITY**  
**DIRECTIVE FOR SPECIAL STUDENTS**  
**FOR ASSOCIATE AND UNDERGRADUATE PROGRAMMES**

**PART ONE**

**Aim, Scope, Basis and Definitions of Terms**

**Aim and scope**

**ARTICLE 1-** (1) This directive regulates the provisions concerning the special student status of Niğde Ömer Halisdemir University associate and undergraduate degree students at other higher education institutions and the special student status of the students of other higher education institutions at Niğde Ömer Halisdemir University. However, participating in courses as a special student at the university, which is regulated in the Law no 42 of “Niğde Ömer Halisdemir University Associate and Undergraduate Degree Education and Examination Regulation”, published in the Official Gazette No.28037, dated 26/09/2011, is out of the scope of this directive.

**Basis**

**ARTICLE 2-** (1) This directive is based on “The Regulation for Student Transfer Between Associate Degree and Bachelor’s Degree Programs, Double Major and Minor Programs and Course Credit Transfers Between Institutions of Higher Education” published in the Official Gazette No.27561, dated 24/04/2010.

**Definitions of Terms**

**ARTICLE 3-** (1) Wherever in this directive the below terms appear, they shall be taken to refer to the following:

- a) Unit: Concerned faculty/conservatory/school/vocational school,
- b) Rector: Rector of Niğde Ömer Halisdemir Üniversitesi,
- c) Rectorate: Rectorate of Niğde Ömer Halisdemir Üniversitesi,
- ç) Senate: Senate of Niğde Ömer Halisdemir Üniversitesi,
- d) University: Niğde Ömer Halisdemir University,
- e) Regulation: Niğde Ömer Halisdemir University Associate and Undergraduate Degree Education and Examination Regulation.

**PART TWO**

**General Provisions**

**ARTICLE 4-** (1) The following common provisions are applied on condition that the students of Niğde Ömer Halisdemir University require to continue their education at another higher education institution or the students from other higher education institutions require to continue their education at Niğde Ömer Halisdemir University:

- a) Special students are not accepted to foreign language preparatory program classes.
- b) Special students cannot take courses with the purpose of increasing their grade.
- c) The ones who will apply for the special student status must make a written application to the head of the concerned department/program until at least one month before the first day of re-registration dates specified in the academic calendar of the concerned year.
- ç) Students of departments/programs whose medium of instruction is partially or totally a foreign language cannot apply to the special student status at the departments/programs whose medium of instruction is Turkish.
- d) The students at the departments/programs whose medium of instruction is Turkish must document their foreign language proficiency in order to participate in courses at the departments/programs whose medium of instruction is partially or totally a foreign language.
- e) For applying to the special student status, students must attend to the enrolled program at least for one semester, pass all the courses taken before the application date and their Cumulative Grade Point Average must be at least 2.50/4.00. In extraordinary circumstances, academic standing is not required.
- f) Enrollment as a special student, which is at least one semester, is limited to half of the normal period of study in total, as continuous or discontinuous. However, this period of study can be extended with the same procedures in extraordinary circumstances which are out of control of the student.
- g) The tuition fee is paid to the enrolled higher education institution by the student.
- ğ) The period of study as a special student is included in the total period of study.
- h) For applying to the special student status with cultural purposes, students must attend to the enrolled program for at least one semester, pass all the courses taken before the application date and their Cumulative Grade Point Average must be at least 3.00/4.00.

### **PART THREE**

#### **Niğde Ömer Halisdemir University Students' Taking Courses from Other Higher Education Institutions as "Special Students"**

**ARTICLE 5-** (1) On condition that they hold their student status, university students can take courses from other higher education institutions as a "special student" within the period of study that is stated in the subparagraph (f) of the Article 4. In order to take courses:

a) It is compulsory for the student to apply to the department chair within the dates indicated in the subsection (c) of the Article 4; by attaching the document, which is certified by the department chair, of the credit and content of the courses that the student will take from the higher education institution that s/he wants to go, to his/her petition.

b) In line with the opinions of the department/program chair, relevant unit committee has to decide on the courses that the student has to take each semester within the credit limits indicated in Article 6 of Regulation and submit it to the Senate, by stating the period of study as a special student at the other university and by matching the courses the student has to take each semester.

c) The decision is conveyed to the concerned higher education institution on condition that the decision of the relevant committee is approved by the Senate. The approval of the Senate of the concerned higher education institution is obligatory for going as a special student.

ç) The rights of the student at the University are reserved, but she/he cannot benefit from the student rights related to the diploma and status at the higher education institution where the student studies as a special student.

d) The provisions of the Article 30 of the Regulation shall apply to conversion of the earned grades of the courses taken from the concerned higher education institution into the grades at the University.

e) Transactions related to disciplinary offenses of the special student are carried out by the higher education institution where he or she has studied as a special student.

## **PART FOUR**

### **Other Higher Education Institution Students' Taking Courses from Niğde Ömer Halisdemir University as a "Special Student"**

**ARTICLE 6-** (1) Students of other higher education institutions can take courses from the University as a "special student" within the period of study that is stated in the subparagraph (f) of the Article 4. In order to take courses:

a) The student must apply to the concerned faculty deanery or conservatory / college / vocational college directorate within the periods specified in paragraph c) of the Article 4 by adding the enrolled university's Senate decision that shows the courses to be taken every semester, photocopy of identity card, student certificate, approved grade status document, to the petition.

b) Admission of special students shall be decided by the concerned board, in accordance with the opinion of the concerned department chair, and presented to the Senate.

c) The decision of the concerned committee is discussed in the Senate and the decision about the result is reported to the enrolled higher education institution.

ç) The total amount of credits that can be taken as a special student in one semester is the maximum amount of credits determined in Article 6 of the Regulation. Courses taken at the University and their credits are taken into account in credit calculations.

d) Students who are accepted as special students cannot benefit from the student rights related to diploma or status, during their period of study at the University as a special student.

e) During their period of study at the University; the provisions of the Regulations apply to the issues of taking courses, attendance, examination and evaluation of success.

f) At the end of the study period as a special student, the attended courses and success status of the candidate student are sent to the concerned higher education institution by the University Registrar's Office.

g) The student who completes his or her study period as a special student at the University has to terminate relations before leaving and deliver the temporary ID card.

## **PART FIVE**

### **Miscellaneous and Final Provisions**

#### **Extraordinary Circumstances**

**ARTICLE 7-** (1) Situations such as life threatening illness, liability to look after the family, residence obligation and imprisonment can be considered as extraordinary circumstances by the related Board of Directors.

(2) In extraordinary circumstances, the candidate student must submit at least one of the following documents together with the decision of the concerned higher education institution in order to be accepted as a special student:

a) A written document taken from the provincial directorate of health and showing that it is not possible for the student, his or her spouse, his or her dependent parents or siblings (it should also be documented) to receive medical treatment in the province the student studies; medical board report taken from University or Training, Research and Application Hospital, and showing that if the student does not change the territory of residence, his/her life will be in danger or his/her health will be affected negatively.

b) A certificate of status which shows that the student has to continue his/her education at the University or at another higher education institution.

c) For students who are accepted as special students in extraordinary circumstances, academic standing is not required.

#### **Termination of special student status**

**ARTICLE 8-** (1) Special student status is terminated and it is reported to the relevant higher education institution within the following 1 (one) week if the student does not re-register by paying the tuition fee within the period specified in the academic calendar or receive any disciplinary punishment.

#### **Conditions for which provisions do not exist**

**ARTICLE 9-** (1) In cases where there is no provision in this Directive, other related legislative provisions, Senate decisions and resolutions of the Board of Directors are applied.

#### **Validity**

**ARTICLE 10-** (1) This directive takes effect on the date it was approved by the University Senate.

#### **Implementation**

**ARTICLE 11-** (1) This directive is implemented by the Rector.