



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,
 - (b) positive views of the faculty/school board in faculties/schools which do not have any departments.

Part I. Student Information [To be completed by the Student and verified by the Academic Advisor]

Student No		Student's Name			
		Department			
Academic Year	Semester	GPA	CGPA	Status in the Previous Semester	
/	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer			<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
Courses Selected for Registration					
	Course Code	Course Name	Course Type		
1			<input type="checkbox"/> Number of Credit(s)		
2			<input type="checkbox"/> Number of Credit(s)		
3			<input type="checkbox"/> Number of Credit(s)		
4			<input type="checkbox"/> Number of Credit(s)		
5			<input type="checkbox"/> Number of Credit(s)		
6			<input type="checkbox"/> Number of Credit(s)		
Reasons for Application to Take Courses from Another Institution					
Name of the University					
I have read the regulations state in EMU Education and Exam Regulations, Article 26. I agree and accept all the conditions.					
Student's Signature		Date of Application	Day	Month	Year

Part II. Consent of the Academic Advisor and the Department Chair

Academic Advisor Title and Name		<input type="checkbox"/> Recommended	Signature	
		<input type="checkbox"/> Not Recommended	Date	
Department Chair Title and Name		<input type="checkbox"/> Recommended	Signature	
		<input type="checkbox"/> Not Recommended	Date	

Part III. Approval of the Faculty/School Board

No need for the Faculty/School Board meeting if the Dean/Director has given the approval authority by the Board.

Board Meeting Date		Meeting and Decision Number		Evaluation Result	<input type="checkbox"/> Approved
Dean / Director Title and Name		Signature		Date	<input type="checkbox"/> Not Approved

Part IV. To be filled by Accounting Office

Total Number of Course(s)		Total Number of Credit(s)		Price of Per Credit		Total Price	
Name of the Officer		Signature		Date			

Part V. Approval of the Vice-Rector for Student Affairs

<input type="checkbox"/> The application has been rejected		<input type="checkbox"/> The application has been approved			
Academic Year & Semester	1	Condition(s)			
/					
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	2				
Vice-Rector for Student Affairs Title and Name		Signature		Date	

One approved copy of this form should be sent to the Dean's Office, the Registrar's Office and the Financial Affairs Office by the Office of the Vice-Rector.