NEAR EAST UNIVERSITY FACULTY OF LAW
DEPARTMENT OF INTERNATIONAL LAW
LL.B. LAW PROGRAMME REGULATIONS

PART ONE

Purpose, Scope, Legal Basis and Definitions

Purpose

Article 1 – The purpose of these Regulations is to set out the principles governing education and instruction under the semester system in the LL.B. Law Programme of the Department of International Law, Faculty of Law, Near East University.

Scope

Article 2 – (1) These Regulations cover education and instruction conducted under the semester system in the LL.B. Law Programme of the Department of International Law, Faculty of Law, Near East University.

(2) These Regulations shall be applied together with the Near East University Regulation for Associate and Undergraduate Degree Education.

Legal Basis

Article 3 – These Regulations have been prepared on the basis of the Higher Education Law published in the Official Gazette of the Republic of Turkey dated 6/11/1981 and numbered 17506, and Article 30 of the Higher Education Law of the Turkish Republic of Northern Cyprus dated 13/12/2005 and numbered 214.

Definitions

Article 4 – In these Regulations:

a) **ECTS** means the European Credit Transfer System;

b) **Semester system** means the system in which the academic year consists of the Fall and Spring semesters and the Summer School;

c) **Faculty** means the Faculty of Law;

d) **Department** means the Department of International Law;

e) **Academic year** means the period of instruction covering the Fall and Spring semesters;

f) **Summer School** means the summer term;

g) **Elective course** means a course included in the group of elective courses determined by the Faculty Administrative Board at the beginning of each academic year;

h) **Common elective course** means an elective course open to all faculties, determined by the Common Courses Commission at the beginning of each academic year;

i) **Field-specific course** means an elective course relating to the branches of legal science, determined and delivered by the Faculty of Law;

j) **Non-field course** means a common elective course determined and delivered by the Common Courses Commission;

k) **Exemption examinations** means the examinations for the courses Principles of Atatürk and History of Revolution, Turkish for International Students, and elective, common, field-specific or non-field courses;

l) **Senate** means the Senate of the University;

m) **Faculty Board** means the Board of the Faculty of Law;

n) **Faculty Administrative Board** means the Administrative Board of the Faculty of Law;

o) **Main Branch of Science** means an academic unit forming part of the Department and covering at least one branch of science or art, in which education, instruction and practical activities are conducted;

p) **Dean** means the Dean of the Faculty of Law;

q) **Vice Dean** means the Vice Dean of the Faculty of Law;

r) **Transfer course** means a course deemed exempt under the Directive on Procedures and Principles to be Applied in Exemption and Equivalency Processes (for Undergraduate Students).

PART TWO

Principles Relating to Education and Instruction

Academic Calendar and Academic Year

Article 5 – (1) The academic calendar is determined by the Senate and announced before the beginning of the academic year. The Senate may amend the academic calendar where it deems necessary and may also, where it deems necessary, authorise the Faculty Administrative Board to make amendments to the academic calendar. Where the Faculty Administrative Board amends the academic calendar under the authority granted by the Senate, it shall announce such amendments within three working days at the latest.

(2) The academic year consists of semester courses. Semester courses are taught in the Fall or Spring semester of an academic year and, where the Faculty Administrative Board decides to offer it, in the Summer School. The Faculty Administrative Board may decide that courses be offered in different periods.

(3) The Faculty Administrative Board may decide to open an elective course or to close a previously opened elective course. However, a decision to close a course shall not apply to a course for which the midterm examination or other in-term assessment has already been held in the semester in which the decision is taken.

Conduct of Courses

Article 6 – (1) Semester course programmes are proposed by the Faculty Administrative Board and enter into force upon approval by the Senate.

(2) In order to graduate, students must complete a total course load of two hundred and forty (240) ECTS.

(3) The ECTS of common elective courses shall be adapted by the Faculty Administrative Board, according to the weight of the courses, to the ECTS of the courses in the course programme of the LL.B. Law Programme.

(4) In order to graduate from the LL.B. Law Programme, a student must complete a total of at least thirty-six (36) ECTS from elective courses. Thesis (ILW410) and Moot Court Studies (MSC311) are worth nine (9) ECTS each; all other elective courses are worth three (3) ECTS. Accordingly, a student who takes both Thesis and Moot Court Studies must take a total of eight (8) elective courses, a student who takes only one of these courses must take a total of ten (10) elective courses, and a student who takes neither of these courses must take a total of twelve (12) elective courses.

(5) An elective course may be taken in place of a common course. For this purpose, the student must pass the exemption examination for the relevant common course and duly apply to the Faculty Administrative Board. The Faculty Administrative Board reserves the right to reject such an application.

Course Registration

Article 7 – (1) Course registration takes place in person each semester on the dates specified in the academic calendar published by the Senate. The Faculty Administrative Board may, where it deems necessary, also decide that course registration be conducted online. The authority to determine prerequisite and linked courses belongs to the Faculty Administrative Board. This authority extends to courses in the current programme as well as to courses subsequently added to the programme.

(2) In order for in-person course registration to be completed online, the student concerned must duly submit an application. The Faculty Administrative Board reserves the right to reject the application.

(3) The Faculty Administrative Board may determine course registration dates. These dates may not be shorter than the period specified in the academic calendar.

(4) A student who has not completed registration within the course registration period may, by stating an excuse, apply to the Faculty Administrative Board for late registration until the end of the first quarter of the relevant semester at the latest. If the Faculty Administrative Board finds the student's excuse reasonable, it may approve late registration; otherwise, the student's course registration shall not be made.

(5) In course registration, courses of lower semesters take priority.

(6) A student who has not passed the first part of a course may not take its second part.

(7) In course registration, an elective course may not be taken in place of a compulsory course, nor a compulsory course in place of an elective course.

Course Loads

Article 8 – (1) Course registration is made according to the course load of the semester in which the student is enrolled.

(2) The distribution of courses by semester is as follows:

Semester	Total courses	Core courses	Elective courses	Compulsory common courses	Compulsory common courses (details)
1st semester	8	4	0	4	AİT103 (Principles of Ataturk and History of Revolution I), YİT101 (Turkish for International Students I), CAM100 (Adaptation to Campus), GEC351 (21st Century Skills)
2nd semester	8	4	0	4	AİT104 (Principles of Ataturk and History of Revolution II), YİT102 (Turkish for International Students II), CAR100 (Career Planning), CHC100 (Cyprus: History and Culture)
3rd semester	6	4	2	0	–
4th semester	5	5	0	0	–
5th semester	6	4	2	0	–
6th semester	6	4	2	0	–
7th semester	6	4	2	0	–
8th semester	5	3	2	0	–
Total	**50**	**32**	**10**	**8**	

Note:

• Thesis (ILW410) and Moot Court Studies (MSC311) are optional elective courses worth 9 ECTS each; all other elective courses are worth 3 ECTS. The number of elective courses shown in the table assumes that the student takes one of these two courses. In accordance with Article 6(4), a student who takes neither of them must take twelve (12) elective courses, and a student who takes both must take eight (8) elective courses; the total number of courses changes accordingly.

(3) The normal course load of a student in each semester may be reduced by at most two (2) courses by decision of the Head of Department, only where the course programme necessitates it or where there is a justified and valid reason, or, upon their request, for students whose semester and/or cumulative grade point average is below 2.00. In this case, the dropped courses must be included in the student's programme in the first semester in which they are offered. The course load of students whose semester and cumulative grade point averages are at least 3.00 may be increased by at most two (2) courses upon their own request, the recommendation of their academic advisor and the approval of the Head of Department. This limit may be exceeded for students in Double Major programmes whose semester grade point average is above 3.00.

Transfer Courses

Article 9 – The transfer courses of students transferring to the LL.B. Law Programme are determined under the Directive on Procedures and Principles to be Applied in Exemption and Equivalency Processes (for Undergraduate Students).

Attendance Requirement

Article 10 – (1) Students are obliged to attend classes and examinations. Students' attendance is monitored by the relevant instructor.

(2) Students who hold a medical report during the semester are deemed absent from the classes held during the period covered by the report. Medical reports do not constitute an excuse for absence.

(3) Students must attend at least 70% of the classes held during the semester; otherwise, the student is deemed to have failed the course. A student who is deemed absent is not entitled to sit the final examination of the course. The grade of a student who fails due to absence is recorded on the transcript as NA.

(4) Where a student has attended a course in compliance with the rules set out in paragraphs (1), (2) and (3) of this Article and his or her grade has been recorded on the transcript as FF due to failure, the attendance requirement shall not apply when the student retakes the course in a subsequent semester. However, where the student's grade has been recorded as NA under the last sentence of paragraph (3) of this Article, the attendance requirement shall apply to such courses.

(5) Where two or more courses that a student is taking for the first time are scheduled on the same day and at the same time, the student must inform the relevant instructors by submitting a petition at the beginning of the semester. In such a case, the student's regular attendance in one of the courses exempts him or her from the attendance check of the other course scheduled at the same time.

Duration of Study

Article 11 – The normal duration of undergraduate study at Near East University is four (4) academic years. Students whose cumulative grade point average is at least 3.00 at the time they complete the courses and credits required for graduation may graduate in a shorter period. Unless there is a legitimate reason specified in the Regulation, undergraduate students must complete their studies within a maximum of seven (7) academic years. Students who cannot graduate within this period are dismissed from the University. However, students in this situation who have at most three courses included in the grade point average remaining in order to graduate are granted a maximum of two additional semesters, without prejudice to the other provisions of these Regulations. During the additional period, the provisions of these Regulations concerning grade point averages continue to apply. Students who cannot graduate at the end of this period are also dismissed from the University.

Course Passing and Course Repetition

Article 12 – (1) A course-pass system is applied in the Faculty. In order to pass a course, a student's semester letter grade must be at least DD.

(2) As a rule, a failed course shall be retaken in the corresponding semester of the following year.

(3) The following courses are linked courses:

- ILW103 Contract Law I and ILW104 Contract Law II
- ILW115 Constitutional & Administrative Law I and ILW116 Constitutional & Administrative Law II
- ILW203 Tort Law I and ILW204 Tort Law II
- ILW205 Criminal Law I and ILW206 Criminal Law II
- ILW207 International Law I and ILW208 International Law II
- ILW219 Human Rights I and ILW220 Human Rights II
- ILW303 European Union Law I and ILW304 European Union Law II
- ILW104 Contract Law II and ILW203 Tort Law I

(4) In linked courses, Part II of a course may not be taken before Part I of that course has been successfully completed. ILW203 Tort Law I may not be taken before both ILW103 Contract Law I and ILW104 Contract Law II have been successfully completed.

Examinations and Conduct of Examinations

Article 13 – (1) For each semester course, a final examination shall be held at the end of the semester. The final examination is compulsory and shall be conducted in written form. During the semester, the course instructor may hold a written midterm examination or may instead assess students through a presentation, an assignment or another form of in-term assessment.

(2) A student who, upon successfully completing the courses taken in the semester in which he or she is enrolled, fulfils all the requirements for obtaining an undergraduate diploma is deemed a final-semester student. Students who receive an FF or U grade in at most three courses in their final semester are granted an additional period, until the beginning of the following semester at the latest, to complete their deficiencies or to sit a new examination. The grade obtained in the examination taken within this period replaces the end-of-semester examination and is evaluated accordingly. The student's end-of-semester academic standing is calculated on the basis of the grades obtained at the end of the additional period.

(3) Students must sit examinations on the announced day, at the announced time and in the announced place, and must carry their identity documents and any other documents required. The admission to the examination of a student who arrives after the first 15 minutes of the examination is at the discretion of the instructor of the relevant course. Where the instructor cannot be reached, the invigilator may decide. However, this period may in no case exceed 30 minutes.

(4) The examination session is conducted by the invigilator(s). A student who fails to comply with the instructions of the invigilator(s) is removed from the examination session and is deemed not to have sat the examination. This is immediately recorded in an official report by the invigilator(s) and signed in wet ink. Removal from the examination session does not preclude a disciplinary investigation.

(5) Where deemed necessary, examinations may also be held on Saturdays and Sundays by decision of the Faculty Administrative Board.

(6) Students must take examinations conducted within the scope of the distance education programme through their university e-mail account.

Failure to Sit an Examination

Article 14 – (1) A make-up examination, limited to one occasion, is offered to students who were unable to sit the examination of a course due to an excuse accepted by the Head of Department. The date and place of the make-up examination are determined and announced by the instructor of the relevant course.

(2) A student who has a valid reason shall apply to his or her academic advisor, within three (3) working days from the end of the excuse, with the reasons and the documents proving the excuse, in order to declare a midterm or final examination excuse. The Head of Department decides whether the student's excuse is accepted. Health excuses may only be proven by medical documents obtained from official health institutions.

(3) A student who leaves the examination session of his or her own accord before the first 30 minutes of the examination have elapsed is deemed to have failed the examination.

Failure in a Course

Article 15 – A student who fails a course must repeat that course by fulfilling all the obligations set out in these Regulations.

Make-up Examinations

Article 16 – (1) A student who has duly applied for a make-up examination may sit the make-up examination following acceptance of his or her petition by the Head of Department.

(2) Where a make-up examination has been arranged upon a student's application, the student's failure to sit that make-up examination does not give rise to the right to a second make-up examination. Make-up examinations are not repeated.

Graduation Examinations

Article 17 – (1) A student who is at the graduation stage may sit end-of-semester graduation examinations for at most three (3) courses. A student may request a graduation examination only for a course that he or she has previously taken and failed with an FF grade. A student may not request a graduation examination for a course that he or she has not previously taken.

(2) A student may not sit the graduation examination of a course for which his or her grade on the transcript is NA.

(3) Graduation examinations are held at the end of the semester.

Objection to Examination Results

Article 18 – (1) A student may object to the result of a written examination by applying in writing to the instructor of the relevant course within three (3) working days following the announcement of the results, requesting that the result be re-evaluated. This re-evaluation is limited to material errors.

(2) No objection may be made to the instructor's grading discretion or assessment criteria.

Points, Grades, Degrees and Coefficients

Article 19 – (1) In order for a student to be deemed successful in a course, his or her success grade must be at least fifty (50) points, corresponding to the letter grade DD. The coefficients of the letter grades and their equivalents out of 100 points are shown below:

Score	Letter Grade	Coefficient
90–100	AA	4.00
85–89	BA	3.50
80–84	BB	3.00
75–79	CB	2.50
70–74	CC	2.00
60–69	DC	1.50
50–59	DD	1.00
49 and below	FF	0.00

In addition to the letter grades above, the following grades are also used: I (Incomplete), S (Satisfactory Completion), U (Unsatisfactory), P (Successful Progress), EX (Exempt), W (Withdrawal) and NA (Never Attended).

(2) All grades are given out of one hundred (100).

(3) Relative evaluation methods are applied to course grades in accordance with the Near East University Directive on the Implementation of the Relative Evaluation System.

Grade Improvement Examinations

Article 20 – (1) A student who has passed all courses and is eligible to graduate, but whose cumulative grade point average (CGPA) is below 2.00, shall be entitled to sit the grade improvement examination.

(2) Grade improvement examinations shall be held in the Fall or Spring semester on the dates determined by the Dean's Office.

(3) A student may register for grade improvement examinations in a maximum of three (3) courses in any one academic semester. These courses shall be selected from among the courses in which the student has obtained a grade of DD, DC or CC.

(4) The grade obtained in the grade improvement examination shall be deemed the final grade for the course concerned.

(5) Registration and payment procedures for grade improvement examinations shall be carried out by the Student Affairs Office.

Summer School

Article 21 – (1) The Summer School is conducted in accordance with the Near East University Summer Term Regulation.

(2) The courses to be offered in the Summer School are determined by the Faculty Administrative Board on the basis of demand.

(3) The rules on linked and elective courses also apply to the Summer School.

Procedures and Principles Regarding Horizontal Transfers

Article 22 – The procedures and principles regarding horizontal transfers are regulated in the Directive on Procedures and Principles to be Applied in Exemption and Equivalency Processes (for Undergraduate Students).

PART THREE

Financial Obligations

Financial Obligations

Article 23 – (1) Where students who have not been registered, whose registration has not been renewed or whose student status is passive because they have not fulfilled their financial obligations, including tuition fees and contributions, attend classes or sit examinations in any manner whatsoever, their attendance shall not be taken into account, their examination papers shall not be evaluated and their examination results shall be deemed suspended and invalid. The examination papers of a student who fulfils the relevant financial obligations within fourteen (14) days at the latest from the day on which the examinations are completed shall be re-evaluated.

PART FOUR

Final Provisions

Discipline

Article 24 – (1) Provisions on disciplinary offences and penalties are regulated in the Student Disciplinary Regulations.

Communication

Article 25 – (1) Students conduct all correspondence through the student e-mail address allocated to them. Communications made through other e-mail addresses shall not be taken into account.

(2) Where a student fails to follow or to activate his or her e-mail address, notifications sent to that address shall nevertheless be deemed to have been served on the student.

Entry into Force

Article 26 – These Regulations enter into force on the date of their publication.

Enforcement

Article 27 – The provisions of these Regulations are enforced by the Rector of Near East University.