



# **STUDENT HANDBOOK**

2023 – 2024



**FINAL INTERNATIONAL  
UNIVERSITY**

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# Welcome to Final International University!

## Part I: What you need to do when you arrive at the university

### 1. REGISTRATION AT FIU

**If you are a new student, please follow the following steps and procedures:**

#### **First:**

- Submit original copies of all your documents to the Registrar's Office.
- Apply for your Student Identity Card at the Registrar's Office (Your photograph will be taken here!)
- Confirm the details of the Language Proficiency Examination with the Registrar's Office or The School of Foreign Languages.
- Take the Language Proficiency and Placement Examination.

#### **Second:**

- If you are placed in the Preparatory School for full-time language lessons, see your School of Foreign Languages Advisor for Course Registration and take a copy of the course registration form.
- If you are entering your School or Faculty program directly, see the School, Faculty Secretary or Registrar's Office for information about your assigned Academic Advisor.
- See your Academic Advisor for Course Registration.

#### **Third:**

- Obtain your official email address from the IT Center or by visiting [https://online.final.edu.tr/ accounts/](https://online.final.edu.tr/accounts/).
- If possible, set up this e-mail account on your phone. Since all announcements will be sent to this email, you need to check it frequently. With your username and password you will also be able to access the Student Information System (SIS), WIFI, Library, LMS and all the computers on campus.
- Find out about the bus timetable for the University bus system from the Transportation Office or from our website. By downloading the FinalBUS app to your phone, you can also see the routes and the distance of the bus services to you.

**If you are a previously registered student, all you need to do is:**

- Find out what you need to pay for the semester from the Student Information System (SIS), Accounting Office or the Registrar's Office, and deposit the fee in the University

bank account or use the Online Payment system on our website. After completing the payment process, you can log into the Student Information System and pre-select your courses. After making your course selection, you need to finalize your registration on campus with your Academic Advisor.

## 2. IMMIGRATION AND RESIDENCE PROCEDURE

Immigration procedures are completed online from the website of the TRNC Ministry of Internal Affairs. Steps to obtain Student Residence Permit (Immigration)

**1.** After completing your course registration, visit the web address [www.icisleri.gov.ct.tr](http://www.icisleri.gov.ct.tr)

From the "online services" menu, click on the "student permissions" link to start your application.

- Students who register for the first time: after clicking on the "New Registration" tab and filling out the necessary information, they can log in with the username and password which they will receive via email and / or SMS.
- Students who have previously registered: they can click the "login" tab and log in with the username and password they have previously received.

**2.** After logging in to the system, you must complete the procedures by following the steps on the site.

**3.** Do not forget to obtain a foreign registration number from the immigration system and do not lose this number. It is very important and necessary for you to keep this number, as all transactions to be carried out in government offices will be done with this number.

**4.** Please follow the steps for a Health Report

**a.** If you have a valid health report: select "I have a valid health report".

- Go to the District Hospital where your university is located.
- Verify your report in the Student Permissions section.
- Pay Your Health Insurance fee through the system.

**b.** If you do not have a valid health report: select "I do not have a valid health report".

- Pay your laboratory test fee through the system.
- Have your health tests done in the laboratory which is specified in the system.

**5.** According to the results of the health report, you can pay immigration fees online through the system.

**6.** If the system indicates that your student permit is ready, you can obtain it from the Registrar's Office of the University.

We recommend that you review the Immigration guides prepared by the Ministry of the Interior at <https://permissions.gov.ct.tr/>.

### 3. HEALTH INSURANCE

#### State Health Insurance

As part of their fees, all international students make an annual payment into our state insurance system. This means that free treatment is available through the state system for standard illnesses and accidents. The nearest state hospital is in Kyrenia, about ten minutes' drive from the University.

#### Pharmacies and Medicines

Pharmacies in North Cyprus are of a high standard and very well-stocked. A rota ensures that a nearby pharmacy will always be open whatever time of day or night. (<http://www.kteb.org/> Cyprus Turkish Pharmacists' Association website includes details of emergency pharmacies on duty and their working hours). However, if you rely on a particular specialized medicine, please contact the Medicosocial, so that we can check availability and cost.

#### Additional Private Health Insurance

Although not mandatory, you may if you wish take out additional private health insurance either from your own country or in North Cyprus; however, the State Health Insurance mentioned above is required. Our International Office will be able to provide additional information if you wish to obtain additional cover.

### 4. BANKING

There are a number of different banks locally where you can open accounts. During the registration period, check with the International Office about your options in this regard, and the documents you will need to take with you. Banks are generally open between 08.30 and 12.30, and 13.30 and 16.30. During the summer, due to the summer working hours, banks close at 14:00. The local currency used is the Turkish Lira (TRY); however, US Dollars, Euros, and Pound Sterling are widely used. ATMs are available both on campus and nearby. Exchange Offices are common and offer the best rates for exchanging hard currency.

### 5. DRIVING IN NORTH CYPRUS

**The following regulations regarding driving in the TRNC currently apply:**

Whilst you are in North Cyprus as a 'visitor' only, you may continue to use the driving license from your home country. Once however, you are officially registered as a student, you automatically

lose this 'visitor' status as you are now officially a resident.

From the date of your official registration as a student, you then have one month only to apply for an official TRNC Driving License to drive a vehicle with a capacity of not more than eight people. Once this one-month period has expired, the driving license from your home country will no longer be recognized as a valid permission to use a car. This means that: Whether driving your own car or a hired car, you would face legal penalties for driving without a license. Furthermore, in the case of any accident, any insurance claims for damage or injury would also be automatically invalid.

We therefore request all our students to ensure that they have completed all required application processes before driving in North Cyprus. Whether as a driver or as a pedestrian, please note that driving in North Cyprus is on the left.

## 6. FAMILIES AND STUDENT CONSENT FORM

Once you are registered at a higher institution of education such as FIU, you are considered to be an adult. For legal reasons concerning confidentiality of data, we are not allowed to pass information about you to your families without your consent.

Since most families wish to maintain close contact with their children, you will be asked during the registration period to sign a 'consent' form. This will enable us to maintain communication and share information with your family as you proceed through your studies. When given the form, you may:

- Nominate a particular member of your family or sponsor from outside your family for this purpose.
- Request that your data is kept entirely confidential.
- Request that only certain information be shared with your family. You may wish to discuss this issue with your families in advance.

## 7. ORIENTATION AND ADAPTATION PERIOD

As you can see, there is a lot to do and a lot to get used to when you start University. For this reason, at FIU, every semester we hold an orientation week before classes start. The aim of this orientation is to help you adapt to life in North Cyprus and to familiarize yourself with the academic and administrative functioning of our University.

**All students are strongly advised to:**

- Start their applications in good time and arrive in North Cyprus before the beginning of the semester, allowing plenty of time to complete bureaucratic procedures, move into their dormitory, make new friends, and learn about the country.
- Attend the beginning of the semester orientation period.



- You will then be in a position to concentrate fully and successfully on your studies.

## Part II: Language Programs

### 8. ENGLISH PREPARATORY PROGRAM

As an international University, FIU is committed to helping all students, whether studying departmental programs in English or Turkish to graduate with the highest possible level of English and foreign language proficiency. We also act on the belief that a solid language program does far more than develop language skills, but provides students with a full range of interpersonal, intercultural, technological and study skills that will serve them throughout their education and future lives. Language classes are therefore taken very seriously, and strong English language knowledge and skills are a vital foundation for academic success for students studying English medium programs.

### 9. FIU ENGLISH LANGUAGE PLACEMENT AND PROFICIENCY EXAMINATION

Students who study in programs in which the medium of instruction is English must take the FIU English Placement and Proficiency Exam.

#### FIU English Placement and Proficiency Exam (Stage I)

FIU English Placement and Proficiency test (Phase I) is an internationally recognized online test and evaluates students according to the "Common European Language Criteria". This exam, which is held on campus on the dates specified in the academic calendar, is a test that takes 70 minutes and is done using a computer. After applying for the exam on the SFL page on our website, the day, time and class will be announced to our students via FIU e-mail addresses. On the day of the exam, students must be present at the designated exam hall for identity check. Students will answer questions covering grammar, vocabulary, listening and general use of English within 70 minutes. Students whose level is below B1+ are placed in the Preparatory school according to their level.

You can find more information about the FIU English Placement and Proficiency Exam (Phase I) at the link below: <https://www.oxfordenglishtesting.com>

The name of the exam is Oxford Online Placement Test (OOPT), the link is in English and can be translated by internet tools such as Google Translate.

#### FIU English Placement and Proficiency Exam (Stage II)

According to the results of the placement exam, students who get B1+ and above (except for graduate students) pass to the second stage of Proficiency Exam. The date, time and class of the exam will be announced to our students via UFU e-mail addresses. The proficiency exam consists of speaking and writing parts. The level for passing to the relevant program for which

students are registered to, is B1+ for undergraduate students and B2 for graduate students.

Exam results can be reached via <https://online.final.edu.tr/ufuyyes/>.

## 10. ENGLISH LANGUAGE PROFICIENCY REGULATIONS

In order to pass into English medium departments, students must have passed the English Language Proficiency Examination at a minimum level of B2 for graduate programs and B1+ for undergraduate programs on the Common European Framework of Reference for Languages (CEFR).

The Examination is offered:

- At the beginning of the Fall Semester to all newly registered students and previously registered students who have successfully completed their courses, regardless of their level.
- At the end of the Fall, Spring and Summer Semesters to all students who have successfully passed the Intermediate level.
- Students applying to our programs who have fulfilled one or more of the conditions specified in the School of Foreign Languages Regulations can apply to be exempted from the English Placement and Proficiency Exam. You can access the English Language Proficiency – Exemption Criteria from the School of Foreign Languages Regulation on our website.

In order to be exempt from the English Language Level Proficiency and Placement exam, the date on which you apply to our university must be within the validity period of the qualifications stated in the table.

## 11. TURKISH PREPARATORY PROGRAM

As an international university, FIU aims to help foreign students studying in Turkish departments to have the highest level of Turkish language proficiency. FIU aims not only to develop students in language skills, but also to equip them with interpersonal, intercultural and technological working skills that they can use throughout their education and life. Therefore, its language courses are taken very seriously, and strong Turkish language knowledge and skills are an important basis for academic success for students studying in Turkish education programs.

## 12. FIU TURKISH LANGUAGE PLACEMENT AND PROFICIENCY EXAMINATION

Foreign students who will study in Turkish medium programs must take the FIU Turkish Placement and Proficiency Exam. This exam is prepared by Yunus Emre Institute to measure four language skills (reading-writing-listening- speaking). According to the results of the exam, students are



placed in the courses that are suitable for their language level or can directly pass to the department.

Students who receive B2 level from SFL's Turkish Proficiency and Placement Exam, TÖMER Exam or Yunus Emre Institute Turkish Proficiency Exam are exempted from Turkish Preparatory School.

## Part III: Your Studies

### 13. ADVISORY SYSTEM

On registering at FIU, you will be assigned an Academic Advisor. Your Advisor will:

- Help you register for your courses each semester, and ensure you follow the correct curriculum for your degree program.
- Follow your performance throughout your degree program and counsel and advise you as required.
- Assist and advise you with all other academic matters and concerns that you may have.
- You are therefore advised to stay in close contact with your Advisor throughout your studies.

### 14. OFFICE HOURS AND OPEN-DOOR POLICY

It is FIU policy to provide all students with maximum individual support. Therefore, the course instructors of every course that you take will timetable an official 'Office Hour'. The purpose of these hours is to enable you to visit your course instructors in their offices, raise any questions you have regarding the course, seek advice about improving your performance, and receive feedback about assigned work and examinations. You are advised to make regular use of these hours. FIU also practices an 'open-door' policy, which means that as long as your course instructor is available in their office, you will always be welcome to seek their advice and help.

### 15. ATTENDANCE AND ABSENTEEISM POLICIES

These guidelines will help you understand our classroom attendance and absenteeism policies. They are important for several reasons:

- Students must attend the theoretical courses or the theoretical parts of the courses at least 70%, and the applied courses or the applied parts of the courses at least 80%. Even if it is based on a medical report or any other excuse, a student who does not attend more than 30% of a theoretical course and more than 20% of an applied course or applied part of a course in a semester is considered unsuccessful in that course and receives "NG" grade.

- If for any reason, you will be absent from classes, please inform your course instructor(s) either personally, or by email, in advance whenever possible, or otherwise, as soon as you can. However, even if you do give prior notice, you will be recorded as absent for the days you have not attended.
- If you are absent from class for more than 3 days, and have not informed your Course Instructor(s) or School /Faculty, The Registrar's Office will try to contact you directly. If they cannot contact you successfully, they will contact your family, and finally, if necessary, the Police.

This procedure is based on our commitment to your health, safety and security.

### **Absenteeism Due To Health Issues / Doctor's Report**

Students who do not attend university due to health problems must provide a doctor's report. All reports need to be approved and signed by the Medicosocial Center within 3 working days from the report date and then immediately submitted by the student to their faculty or school.

Reports from FIU Medicosocial Center: the student is responsible for submitting the report to the relevant school or faculty on the day of receipt or no later than 3 business days from the end date of the report.

A report received from a doctor other than FIU Medicosocial Center: the student is required to confirm the report to the doctor of the FIU Medicosocial Health Center on the day it was received or no later than 3 business days after the end date of the report and submit it to their school or faculty. Visits abroad for medical treatment and accompanying certification must be approved in advance by the FIU Medical Social Center. Reports provided without obtaining prior approval will not be accepted.

Even if absenteeism is based on a medical report or any other excuse, a student who misses more than 30% of a theoretical course and more than 20% of an applied course or applied part of a course in a semester is considered unsuccessful in that course and receives "NG" grade.

### **Making Up for Absence**

Students are responsible for visiting their Course Instructor(s) during an Office Hour or other convenient time to check on work and assignments missed, and do make-up work as appropriate.

### **Attendance and absenteeism of a make-up lesson**

Students are required to attend a make-up lesson to be held by their instructor. However, students who submit a valid reason in writing to the course instructor may be exempted from the continuation of the make-up lesson.

### Late Registering Students

Late registering student attendance records start from their first day of registration for the semester and this is valid only for first time registering students. Current students renewing their registration are responsible for visiting their instructors and making up for any work missed. In the second semester, students' attendance records will be valid as of the beginning of the course specified in the academic calendar, not as of the date of their registration, even if they have registered late and with a fine.

### Lateness

If you are late for classes or leave early, it should be with good reason provided in advance. Lateness for classes is distracting to both instructors and students, and instructors have the right to mark you absent / not admit you to the lesson in question.

### Attendance in First Week of Semester, Last Week of Semester, Travel Periods etc.

Attendance is taken for all scheduled classes. Please consider private arrangements such as travelling home during holiday periods in advance, and again avoid any unnecessary absences from class.

### Failure due to Excess Absenteeism

Please be aware that in the case of excess absenteeism, NG (nil grades) will be given, and you will be required to repeat the course in question. Students who receive NG cannot take the final exam, even if they succeed in other exams and/or projects of the course.

## 16. CLASSROOM CONDUCT GUIDELINES

FIU classroom guidelines are designed so that each and every student gets the maximum possible benefit from their classes. For specific courses, course instructors may provide individual requirements which you will find on your course descriptions. In general, though, we ask all our students to be sensitive to the following:

- Being punctual and ready for classes, so that lessons start and finish on time.
- Having all the materials required for the classes – textbooks, notebooks, pens etc.
- Observing instructor guidelines regarding mobile technologies, which should be used for educational purposes only. At minimum, phones and tablets should be in silent mode.
- Using the official medium of instruction of the classroom (i.e. English in English medium classes, Turkish in Turkish medium classes.)
- Respecting the classroom environment by clearing away litter, not writing on desks etc.
- Avoiding distracting other students by chatting during classes, or interrupting the course instructor or other students.
- In short, we ask all our students to follow a simple principle of respect.

## 17. TEXTBOOK POLICIES

Many courses that you take during the course of your studies will require you to purchase textbooks. This is part of University life, and you should consider this when calculating your living expenses. We recognize that some books can be expensive, and do our best to keep costs to a minimum by negotiating with publishers and suppliers. It is very important to understand however that as a high quality university applying international standards:

- We cannot photocopy commercial textbooks for students. This breaks international copyright law.
- We discourage students bringing photocopied or pirated textbooks to class. Not only does this break international copyright laws but could also lead to litigation.

## 18. ACADEMIC INTEGRITY AND PLAGIARISM

At FIU, academic integrity is an important value. Academic integrity standards pertain to all FIU academic staff and students and knowing these standards is within the responsibility of FIU academic staff and students. Academic integrity principles are applicable to all types of class activities, exam, assignment, project, and publication and violations of these principles are punishable according to the Student Disciplinary Regulations. You can find a copy of the Student Disciplinary Regulations and details on Academic Integrity and Plagiarism on [final.edu.tr/regulations](http://final.edu.tr/regulations). As FIU students, you are expected to ensure that all submitted assignments are honestly produced and are your own work:

Copied work (whether from the Internet, a fellow student, or elsewhere) will lead to automatic failure on tasks, and if repeated, to disciplinary action. This applies both to written work, and to oral work, such as presentations.

- Partially copied work will lead to non-grading of the copied sections and likely failure on tasks, and if repeated, to disciplinary action. This applies both to written work, and to oral work, such as presentations.

It is important in an academic environment that you learn:

- What exactly is plagiarism? See for example: <http://www.plagiarism.org/article/whatis-plagiarism>
- How to use an academic referencing system, such as APA. See, for example: <http://www.citethisforme.com/citation-generator/apa>
- How to avoid plagiarism by learning proper quoting, paraphrasing, and summarizing skills. See, for example: <http://en.writecheck.com/ways-to-avoid-plagiarism/>

Regardless of the reason, cheating or attempting to cheat on anything is considered to be a serious offense at FIU and will be evaluated according to relevant articles in the Disciplinary Regulations. As a result, it is the duty for all Final International University members to adopt and

apply the principles of academic integrity. Please follow these rules to avoid any problems. Not knowing these principles is not an acceptable excuse!

## 19. COURSE OUTLINES

For every course you take at FIU, you will be given a course outline. The course outline is an important reference document. Key information you will find here includes:

- The main aim of the course
- The learning outcomes for the course. Learning outcomes include the knowledge, skills and competences you should have achieved by the end of the course.
- A week-by-week schedule of course contents Details of how you will be assessed.
- Details of the credit value of the course, and also a second credit allocation according to the European Credit Transfer System (ECTS). The ECTS credit allocation tells you how much work approximately you should put into the course. The ECTS is a learner-centered system in which 1 credit counts for around 25 – 30 hours of study-time. At FIU, we calculate 1 ECTS credit to equal 25 hours of study. So if, for example, you are taking a 4 ECTS course, you would expect to do about 100 hours of study, including classes, homework, independent study, exams etc. If you divide these total hours by the number of weeks in the semester, you can then work out approximately how many hours work you should be doing outside class.

If you have any questions about the course outline, make sure you ask your course instructor at the beginning of the semester.



## 20. GRADING SYSTEM

Internal grading of student achievement is based on the local credit system, where 4.00 is the maximum achievable course credit. The grade descriptors of the original ECTS system (2003-2008) are used as a reference guide. See: [http://ec.europa.eu/education/ects/users-guide/gradedistribution\\_en.htm](http://ec.europa.eu/education/ects/users-guide/gradedistribution_en.htm)

Letter Grade	Multiplier
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	0.70
F	0.00
NG	0.00
S (non-credit courses)	Satisfactory
U (non-credit courses)	Unsatisfactory
I	Incomplete
W	Withdrawal

2.00 = This is the minimum CGPA a student needs to have in order to graduate from university.

3.00 - 3.49 = Dean's Honor List; 3.50 - 4.00 = Rector's High Honor List

Students who received S, D, D+, C-, C, C+, B-, B, B+, A- and A grades specified in the grading system are considered successful in these courses.

D-, F, NG, and U letter grades are failing grades and these courses need to be taken again. An "I" grade means the course has not been completed and a certain time is given for the student to complete the necessary work for the course. The instructor then evaluates the student performance and assigns the final grade. A "W" grade means the student has withdrawn from the course and has to retake the course when it is offered again.



If a student registered to the normal course load of a program in a department scores a GPA between 3.00 and 3.49, he/she is listed in the 'Dean's Honor List', if his/her GPA is between 3.50 and 4.00 the student is listed in the 'Rector's High Honor List'.

Except prep school students, students who have completed the first two semesters in their registered programs, have received the course load for the semester specified in the program and are the highest ranked top three students in their programs will receive scholarships. 40% for the first, 30% for the second and 20% for the third in their tuition fee, provided that the semester GPA (GPA) is 3.50 and higher and the Cumulative GPA (CGPA) is at least 3.00.

Achievement Scholarships are for one semester and are re-evaluated at the end of each semester.

## **21. ASSESSMENT METHODS**

Assessment methods are selected by course instructors in line with the learning outcomes of the course. Final exams must be assigned between 30–50%.

Assessment may include traditional methods (such as multiple choice) and more performance based assessment, including presentations, essays, and projects. See individual course outlines for more detail.

When you receive results for assessment, make sure you visit your instructor to get feedback about your performance and what you need to improve for next time around.

## **22. LEARNING HOW TO LEARN**

Success at University level requires you to be an independent and proactive learner, who thinks critically, asks questions, takes responsibility for personal learnings and manages time and study efficiently. In your first year, take some time to explore some of the many sites that provide advice and assistance in how to study and revise effectively. The learning philosophy at FIU is centered around making sure that whilst you are studying your academic program, you are also developing practical employability skills.

## **23. APPEALS FOR ASSESSMENT RECONSIDERATION**

It is the responsibility of the student to be aware of the FIU exam and success regulation. Students are advised to consult their course instructor and/or advisor and to familiarize themselves with the FIU By-Laws on Examinations and Success. In general, students have the right for work and grades to be re-assessed or recalculated as long as there are reasonable grounds for such a process to be initiated. Students are further kindly requested not to plead with, or otherwise pressure course instructors to increase their grades, regardless of reason. The FIU By-Laws on Examinations and Success also provide information concerning under what conditions both courses and examinations can be re-taken.

## **24. TRANSFER TO ANOTHER PROGRAM**

If you find that you feel you would benefit more from being in another program, you should contact the registrar's office as soon as possible. You may find that you are able to transfer much of your credit into a new program and be exempted from these lessons.

## **25. DOUBLE MAJOR AND MINOR OPTIONS**

Under certain conditions, you may be able to gain additional qualifications through extra credit leading to double major or minor awards. The registrar's office will be able to give you more information and please read the Double Major and Minor Regulation.

## **26. STUDENT EXCHANGE SYSTEM**

FIU has a number of protocols with universities in the TRNC and in countries like England, Turkey, France, Azerbaijan, Palestine, Kazakhstan, Kyrgyzstan, and Libya. This means that as of their second year of study, FIU students will be able to consider spending a semester or an entire academic year of their programs at a partner university or universities accredited by the Council of Higher Education. For more information on possible exchange options, please contact the Registrar's office.

## **27. WORK AND TRAVEL**

The International Office keeps a portfolio of options for summer travel, work, and short term study. For details, please contact the International Office. ([international@final.edu.tr](mailto:international@final.edu.tr)).

## **28. INTERNSHIP AND WORK PLACEMENT**

Most programs of study incorporate a work experience component to be implemented after the second year. The internship requirements in our curricula aim to ensure that the knowledge and skills you acquire are not only theoretical, but they also prepare you for your career. Cooperation protocols signed by our University and Career Center also support our students and graduates in providing internship and job opportunities.

## Part V: Extra-Curricular Activities

### 29. CLUBS AND SOCIETIES

Social activities, clubs, activities, communities and excursions in our university enable students to

- Engage in a multicultural environment, develop individual and intercultural skills,
- Participate in organizations and develop team and leadership skills,
- Discover and learn local culture,
- Represent and promote their own countries and cultures,
- Make new friends and have a rich and full university experience.

In addition to academic competence and the quality of universities, social activities also occupy an important place. At our university there are over 35 student clubs. In these events, it is our leading mission to consolidate friendships and collaborations by bringing together students with similar interests and dreams. The clubs, which play a very important role in the social life of the Final International University, grow stronger every year with the contributions of our esteemed students. Therefore, you can take part in any club and also create your own club. In this respect, all FIU students are encouraged to take an active role in our extracurricular activities.

#### Current clubs include:

- Billiard Club
- Blue Butterflies Children Rights Club
- Ceramic Club
- Chess Society
- Cinema Society
- Computer Society
- Crafts and Painting Club
- Creative Thinking Club
- Dance Community (Folk Dances/World Dances)
- Defense Sports Club
- Early Childhood Education Club
- E-Football Club

- ELT Club
- English Speaking Club
- French Club
- Happy Paws Club
- Law Society
- Literature Club
- Mathematic Club
- Model United Nations Society (MUN-FIN)
- Music Society
- Nature Walking and Nature Community
- Ombudsman Community
- Parkour Student Club
- Philosophy club
- Photography Community
- Psychology Club
- Psychological Counseling and Guidance Club
- Radio Community (Radio Final)
- Red Crescent Club
- Search and Rescue Club
- Social Solidarity and Charity Community
- Special Education Community
- 'Team –A' Club
- Theater Society
- Tourism and Culinary Arts Club
- Turkish Speaking Club

You can email [aktivite@final.edu.tr](mailto:aktivite@final.edu.tr) or visit <https://www.final.edu.tr/kulup> to learn more about FIU Societies and Clubs.

### 30. SPORTING ACTIVITIES

Our university attends competitions amongst universities organized by the TRNC Sports Federation. In addition, opportunities for sport both through the university and the local community are considerable, and range from classic sports such as football, volleyball, futsal, streetball, athletics, wrestling, and basketball, to diving, swimming and water sports, and hiking, to indoor sports such as table-tennis, pool, and chess. As with other extra-curricular activities, students are encouraged to participate in such activities not just because they are fun but because they help with the development of the key knowledge, skills and competences that are part of the Mission and Vision of the University.

### 31. OTHER ACTIVITIES AND EVENTS

Throughout the academic year, many other events and activities are organised that have both social and educational purposes, including seminars from visiting speakers, concerts, exhibitions, parties, and celebrations of our multicultural character, through international nights of music, cuisine and dance. In addition, many academic and social events including multinational tournaments (chess, FIFA-playstation, billiards), international music, food and dance performances are organized.

## Part VI: Student Involvement and Participation

### 32. A STUDENT-CENTERED PHILOSOPHY

FIU has incorporated a student-centered philosophy as a central element in its organization and development. Student-centered learning means that FIU students are encouraged to develop the knowledge, skills and competences that enable them to:

Reflect actively and critically on their own learning and take responsibility for their own learning. Relate their learning to the real world outside and the world of employment that they will enter. Work collaboratively with others inside and outside the classroom.

Bring to the classroom their own learning and life experiences and share these with the class. Relate theory to practice and understand and respect different viewpoints.

In student-centered classes, students play an active role through questions, requests and suggestions in shaping and developing their learning, and the classes are based on an appreciation of individual differences.

### 33. STUDENT REPRESENTATION

The aim of the Student Council is to monitor the rights of students enrolled in our University; in meeting and developing their educational, health, sports and cultural needs, ensuring that they are sensitive to national and universal values, creating effective communication between the FIU governing bodies and students, to voice the expectations and desires of students to the governing bodies regarding decisions on education and training.

FIU Student Council is a student body and all its members are students. The council is elected by students. The student representative represents the faculty, schools, vocational schools, and institute in the following cases.

- Meeting student problems and demands by giving ideas or finding solutions.
- Submit these requests to the faculty, vocational school and institute rules or to the student council for discussion.
- Regular participation in student council and faculty, School Board meetings.
- Ensuring regular communication between students and faculties, and schools.
- Encourage and coordinate student activities in their own faculties and schools.
- Sharing development and board decisions with students in their faculties and schools.

### 34. STUDENT SURVEYS

Each semester all students are asked to complete comprehensive surveys about their classes, courses, and all other aspects of University life through the Student Information System. These inputs are taken very seriously and used to continuously improve the services that FIU offers.

### 35. GRIEVANCES AND COMPLAINTS

Should a grievance or complaint need to be made, a formal system is in place to enable any such complaints to be addressed and resolved. In order to ask for support, you should go to: <https://support.final.edu.tr/>.



## Part VII: Student Services

### 36. REGISTRAR OFFICE

One of the primary duties of the Registrar's Office is to provide guidance and accurate information to all students and families, including newly starting students, regarding their departments and faculties. The Registrar's Office carries out these duties effectively in accordance with the academic calendar published by the Rectorate and the collaboration with associated departments. Staff members in the Registrar's Office are here to aid you with formal student records, transcripts, immigration processes, and all other documentation that you will need throughout your studies.

Our students can use their student name and passwords, obtained from the Information Technology office, to access their Student Portal where information regarding their records and progress will be available. In addition, with this Portal, students can follow up on their grades they obtained throughout the semester as well as access all announcements throughout the year. With the online student portal system, students will have the opportunity to choose their courses online at the beginning of the academic semester. E-mail: registrar@final.edu.tr , ogrencisleri@final.edu.tr You will also need to log on to <https://destek.final.edu.tr/> to request transcripts and other such documentation.

### 37. INTERNATIONAL OFFICE

As international students, you will almost certainly have been in touch with the FIU International Office before your arrival. The staff of the International Office will be on hand to assist you immediately after your arrival, and help you with all your needs thereon.

### 38. FIU MEDICOSOCIAL CENTER

FIU Medicosocial Center is located on campus and is the first point of call for any student who needs medical support of any type. All FIU Medicosocial Center services are free of charge, and the Center is open every weekday during working hours. The center performs routine examinations, provides basic first aid and treatment and issues prescriptions for medication. The center also refers students for further treatment at local health care centers and hospitals as required (state facilities provide free medical treatment for all students whose insurance is fully paid). In addition, they can also benefit from other health institutions by paying fees.

### 39. COUNSELING CENTER

Adapting to a new way of life in a new country, together with the demands and responsibilities of university life is not always easy. You may face some initial difficulties in adapting to a new culture, acquiring the self-discipline and study skills needed for success, homesickness, and other common issues. The Counseling Center offers help and guidance with all such issues so that students are never left alone with their problems. While all sessions at the Counseling Center are carried out on a voluntary basis, sessions are also kept confidential. To make an appointment, it will be sufficient to call PDRM or send an e-mail to [pdrm@final.edu.tr](mailto:pdrm@final.edu.tr).

### 40. FIU E-MAIL ADDRESS

You will be given an e-mail address and temporary password with the @final.edu.tr extension. You can access your e-mails via [mail.final.edu.tr](mailto:mail.final.edu.tr). We also recommend setting up your 'FIU' e-mail on your smart mobile phones in order to be informed about important announcements. The official communication between the University and the student is made via the FIU e-mail. With the username and password given to you, you can access all devices, internet, Student Information System, LMS and many other technologies in our campuses. The first time you log in to the university computers, you will be asked to change your temporary password.

### 41. FIU LEARNING MANAGEMENT SYSTEM (LMS)

FIU LMS is the online learning platform / learning management system that we use at our University. Many instructors make use of this platform to allow students access to all course resources and materials, as well as making use of its capacity for uploading work, participating in online discussions, and they can participate in live virtual courses created by the instructor with the extension BigBlueButton (BBB).

You can access it from <https://lms.final.edu.tr>. Information on how to use the LMS. You can find out by watching the video on [bilgi.final.edu.tr](http://bilgi.final.edu.tr). We would like to note that you must use the email address and password provided to you by the university to log in to the system.

### 42. TRANSPORTATION

The University bus service provides regular services not only between the University and the dormitories but between our Çatalköy campus and central Kyrenia, Nicosia and Famagusta. All students are provided with a timetable for this service on arrival at the University. Students can keep up-to-date with all bus movements through our real-time mobile application, FinalBUS or for more about services, you can visit [final.edu.tr/ulasim](http://final.edu.tr/ulasim). Limited parking space is available on campus for students with private vehicles.

### 43. ACCOMMODATION

Our students are staying in 4 different locations including Çatalköy residential hall, Serinli residential hall, Altınkaya Residential Hall, Liman residential hall and Beylerbeyi and Sun Rays residential halls (female residents only)

The dormitories and halls of residence are comfortably equipped with excellent facilities and make a good choice of accommodation for first year students.

Students who stay in our residential halls can benefit from transportation, food, sports etc. Students can use their time much more efficiently due to these opportunities.

Internet, free transportation and general cleaning services are provided once a week in our Life Centers. For your registration/acceptance requests related to life centers you can send an email to the [konaklama@final.edu.tr](mailto:konaklama@final.edu.tr) address, for technical problems and other requests <https://destek.final.edu.tr/> state your requests by logging in with your password from the page you can follow the processes.

Students who will be accommodated in residential halls must comply with the principles, rules, regulations and circulars established for these areas. If you are planning to stay in our life centers, it is important to consider the following rules;



- You are not allowed to smoke in the building (in public areas and in the apartment) ,
- The use and possession of alcohol, drugs and stimulants, etc are forbidden in the residential halls/ dormitories,
- Guests cannot be accepted except in the places designated by the residential halls / dormitory administration (even if they are FIU students) ,

- No one who is not registered in the residential halls / dormitory can be accommodated as a boarder (even if he/ she is a FIU student) ,
- The register must be signed every day. If in one semester a total of 15 days of absence is made without a liable excuse, the registration at the life center/dormitory will be cancelled.
- Students who will stay in the residential halls/dormitory will accept the “principles and rules of Final International University student dormitories”. The document related to these principles and rules must be requested from the management of the Life Center/ dormitory before the start of the stay.
- Any student identified causing disruptive behavior, causing discipline problems and acting in a way that does not suit students at the residential halls / dormitories. A warning letter will be sent to the student and/or their parents by the director of dormitories, and in the case of repetition, the student is expelled from the dormitory.

Students who have enrolled in FIU dormitories leave the dormitory are obliged to pay the full annual dormitory fee. Some students prefer to find their own accommodation, usually in shared apartments, and the University will provide as much assistance as it can in this regard.

For detailed information about accommodation please visit [final.edu.tr/konaklama](http://final.edu.tr/konaklama)

#### 44. LIBRARY

Final International University has 4 libraries. The Tangül Çağiner Library is our Central Library and is located on the Çatalköy campus. Our other libraries are located in the Nicosia campus, Selvili campus and Serinli residential hall. The Serinli Library is open 24/7 during the semester and our other libraries are open 24/7 during the exam periods. The FIU library not only provides a varied selection of reading materials but free access to numerous international databases, electronic resources and other research materials. It is fully equipped with computers, and is a comfortable, quiet and relaxing environment in which to pursue your studies. Additional academic resources can be ordered through our library services and our entire collection is organized according to the Library of Congress System. The library is fully committed to supporting academic research, helping students with their studies and upholding the highest possible ethical standards with regard to research and intellectual copyright.

Any resource that is not in the collection can be requested by filling out a form in the library. All printed resources included in the library collection are classified in accordance with the rules of the library of Congress (LC) classification system in the quality of world standards.





- Our library is equipped with computers for visitors and researchers, it provides a quiet and peaceful environment and is monitored by security cameras.
- FIU libraries support the protection and retention of copyrights of authors and publishers.
- The role of the FIU Continuing Education Center is to work closely with the FIU Careers Office and FIU International Office in order to:
- Serve the local community by providing a wide range of short courses and other learning opportunities.
- Offer short course programs to visiting groups of students, academics and professionals.
- Offer outreach programs both locally and internationally to students, academics and professionals.
- Deliver the FIU International Summer School programs.

#### **45. CONTINUING EDUCATION CENTER**

The role of the FIU Continuing Education Center is to work closely with the FIU Careers Office and FIU International Office in order to:

- Serve the local community by providing a wide range of short courses and other learning opportunities.
- Offer short course programs to visiting groups of students, academics and professionals.

- Offer outreach programs both locally and internationally to students, academics and professionals.
- Deliver the FIU International Summer School programs.
- Deliver short courses, seminars and workshops intended to develop career skills and opportunities.
- Develop partnerships with local and international providers in order to provide study-abroad experiences for FIU students.
- Develop online programs for FIU students and the community more widely.

#### **46. CAREER CENTER**

The aim of our Career Center is to help our university students, graduates and other stakeholders discover career opportunities all over the world in line with their interests, talents, knowledge, skills and wishes, and to facilitate the process of starting the profession by raising awareness, and to develop career planning and development competencies in line with their needs. In addition, the center aims to carry out research at national and international level.

#### **47. PHYSIOTHERAPY AND REHABILITATION CLINIC**

Our Physiotherapy and Rehabilitation Clinic health services are provided to the public by the lecturers, while practical training is provided to the students. Our students gain experience with the applied training they receive.

#### **48. DENTISTRY CLINIC**

In our Dentistry Clinic, while oral health services are provided to the public by the lecturers, the students are also provided with the opportunity of practical training. Our students gain experience through the applied training they receive and invest in their future careers throughout their education. In addition to general dental health services, orthodontic treatment services are also offered in our Orthodontic Clinic.

#### **49. SOFTWARE TECHNOLOGIES RESEARCH AND DEVELOPMENT CENTER**

Our Software Technologies R&D Center offer the following in the field of software technologies;

- The software required by the academic and administrative units of the university
- All kinds of software and system management based project services required by public institutions and organizations and private institutions and their implementation studies
- Counseling services



- Interdisciplinary research with the aim to find and implement the latest information technologies.
- Transition to an information society
- Projects development and implementation

## 50. DISTANCE EDUCATION APPLICATION AND RESEARCH CENTER

Our Distance Education Application and Research Center, based on communication and information technologies, offer support for the plans, programs, coordination and implementation activities for distance education within the scope of all education programs at the University, including associate, undergraduate, graduate and continuing education, while e-learning is provided to enable these trainings to be carried out effectively.

## 51. FIU ENTREPRENEURSHIP AND INNOVATION CENTER (GİNOVA)

Final GİNOVA is an Entrepreneurship and Innovation Center established within the Final International University. The center hosts both entrepreneurial activities and the first Neuro Laboratory in Northern Cyprus. Neuroentrepreneurship and Neuromarketing studies are conducted in this Neuro Laboratory. Final GİNOVA aims to be the Entrepreneurship Center for the whole island of Northern Cyprus, not just within the university.

The center provides support to entrepreneurs in areas such as mentoring, business plan writing, and investor communication. Additionally, it integrates courses such as Entrepreneurship and Business Plan offered by the Final International University, and works with students to bring their ideas to life.

Many entrepreneurship events are organized in partnership with GİKAD (Turkish Cypriot Association of Women Entrepreneurs), an important NGO in Northern Cyprus.

Within Final GİNOVA, we provide support in various types of entrepreneurship such as technology entrepreneurship, fintech, agricultural entrepreneurship, women entrepreneurship, social entrepreneurship, etc., with expert academics and professionals, to our students' entrepreneurship journeys.

## 52. ENVIRONMENT APPLICATION AND RESEARCH CENTER

The main purpose of the center is to raise awareness about and propose solutions to environmental problems for all aspects of the environment with its academic and social dimensions. Additionally the center aims to conduct practice and research at national and international levels, carry out research, practices, training activities and events on issues such as climate crisis, environmental problems, sustainability principles, sustainable development goals and environmental health and train qualified researchers.

### 53. EQUALITY OF OPPORTUNITY

Final International University offers equal treatment and opportunities for all individuals, regardless of ethnicity, race, gender, color, physical disability and appearance, age, civil or family status, and political views, in both education and employment. In addition, necessary care has been taken to support our students with disabilities and meet their physical access needs while developing our infrastructure.

### 54. KEY CONTACTS

Contact us when you have any questions by sending us an email to [info@final.edu.tr](mailto:info@final.edu.tr) or visit us on our website [www.final.edu.tr](http://www.final.edu.tr) and contact us at Live Support.

#### Emergency Numbers

Police	155	Coastal Security	158
Emergency Services	112	Electrical Faults	188
Fire	199	Weather	166
Forest Fire	177	Civil Defense	101

#### Air and Sea Transport

Ercan Airport (Immigration)	+90 392 600 5000
Akgünler Ferries	+90 392 815 6002

#### Discounted Private Health Centers partnered with FIU

Kyrenia Kolan British Health Center	+90 392 815 5900
Nicosia yprus Kolan British Hospital	+90 392 680 8080

#### State Hospitals

Kyrenia Dr. Akçiçek Hastanesi	+90 392 815 2266
Nicosia Dr. Burhan Nalbantoğlu Devlet Hastanesi	+90 392 228 5441
Famagusta Gazimağusa Devlet Hastanesi	+90 392 366 5328
Lefke Güzelyurt Cengiz Topel Hastanesi	+90 392 723 6329



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