	EPOKA UNIVERSITY			
	DIRECTIVE “ON SPECIAL STUDENTS”			
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Article 1

Purpose

Special Student status is available to individuals wishing to take a limited number of courses who have sound academic and/or professional reasons for not wishing to enter a degree program. Individuals interested in taking undergraduate and graduate level courses to help explore a specific degree program or to gain specific knowledge before committing to a full program of study can apply for non-matriculant status (also known as Special Student status). Special Students may obtain an official registrar's transcript of courses and grades received, but they are not candidates for any degree at Epoka University.

The reasons below may be cited to register as a special student:

1.1 Personal interest

Students may wish to strengthen their academic background before applying to degree programs or may look to change the focus of their studies and use Special Student status as an opportunity to explore new disciplines. Special Student status is also appropriate for individuals seeking personal enrichment or to build knowledge that could enable career advancement.


1.2 Professional certification

Anyone may take university courses in order to meet the certification requirements of an outside professional association. A justification letter from the association is required.

1.3 Transfer of credits

A person may take Epoka University courses for the purpose of transferring credits to another university where he/she is seeking a degree, diploma or certificate. The number of credits taken is dependant on the permission by Epoka University.

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Special Students are eligible to enroll in undergraduate, Master`s and Ph.D. courses, depending on their individual academic careers to date.

Article 2

Terms

The applications for special student status may be submitted during the period specified in the academic calendar every year. The decision about the special student status must be taken within two weeks.

Article 3

Procedure

Students who want to be special student must fill the relevant form and submit it to the Registrar`s Office. Applications are reviewed by the Scientific Committee of department and are forwarded to the Administrative Board of Faculty for final approval.

Article 4

Rules and requirements that apply to Special Students

Special students are those students who are not enrolled in any diploma/degree program of Epoka University but are allowed to attend certain courses in accordance with criteria determined by university.

The following rules apply to special students:

- a) Special students do not receive a diploma or a degree; however, they are issued a document by the Registrar`s Office indicating the courses they have attended and the grades they have received.
- b) Grades or credits received by special students are accepted by any program of the University if they want to be part of degree program afterwards.
- c) To enroll in courses, special students are required to meet the financial requirements and receive approval from the department in which they will study. Registration of

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special students is made following the proposal of the Scientific Committee of the respective Department and the final approval of the Senate.

- d) Official registration in any course is subject to the approval of the course’s instructor.
- e) Special students are permitted to enroll in a limited number of courses by not exceeding more than half of one's total program per semester.
- f) To take courses as an undergraduate special student, he/she should be following or should have been graduated from a Bachelor's study program with a cumulative grade point average of at least 2.00 out of 4. 00 or equivalent cumulative grade point average.
- g) To take courses as a Master`s special student, he/she should be following a second cycle study program or should have been graduated from a Bachelor's study program with a cumulative grade point average of at least 2.00 out of 4. 00 or equivalent cumulative grade point average.
- h) To take courses as a PhD special student, he/she should be following a PhD study program or should have been graduated from a Master of Science or equivalent study program with a cumulative grade point average of at least 2.70 out of 4. 00 or equivalent cumulative grade point average.
- i) Special students can follow courses at Epoka University for a period of at most two academic semesters within the same cycle of studies.
- j) Special student applications can be processed only if:
 - the candidate successfully passes the exam organised by Epoka University English Preparatory Class or he/she submits the English language proficiency certificate from one of the internationally recognized English Language Exams as stipulated by the Ministry of Education and Science.
 - the candidate has not been expelled from any university or institution of higher education for disciplinary reasons.
 - the candidate whose application for admission has been turned down by a faculty is rejected as a special student in that faculty's courses.
 - To make sure that special students have the skills and background needed to benefit from a course, faculties reserve the right to require a transcript of previous studies or other relevant documentation.

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- k) A special student who has failed two courses as a special student cannot re-register as a special student.
- l) Special students are subject to the same general and faculty-specific regulations as are regular students concerning attendance, assignments, examinations, additional examinations, grading, academic fraud, appeals, payment of fees, library privileges, etc.
- m) Specific restrictions may apply to special students in some faculties, schools or departments
- n) Special students may normally enroll in any of the academic semesters (fall-spring-summer).

Article 5

Credit Transfer (Course Recognition)


5.1 Special Students who take courses at Epoka University:

5.1.1 One student may take courses for up to two semesters at Epoka University for the purpose of transferring credits to another university or post-secondary education institution where he/she is seeking a degree, diploma or certificate.

5.1.2 If one special student who has taken courses at Epoka University wants to enroll at Epoka University as a student with matriculation number in any undergraduate, Master`s and PhD program, he/she may request to have these credits recognized in the program where he/she will be enrolled. The Scientific Committee of the respective Department can recognize the courses if the student will enroll at the same study program belonging to the same cycle and in this case, the grades taken as a special student will be recognized as a letter grade. The decisions are forwarded to the Administrative Board of Faculty for final approval.

5.2 Students from Epoka University who have taken courses as Special Students at another higher education institution:

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- a. If one student from Epoka University has taken for different reasons courses from another higher education institution, he/she may request to have these credits recognized in the study program where he/she is enrolled.
- b. Students from Epoka University can take at most four courses at the Bachelor and integrated second cycle study program by taking at most two courses per semester and at most two courses at the Master’s study program from another higher education institution.
- c. Epoka University students have to take firstly permission from Epoka University by applying to the respective department to attend courses at another higher education institution in order that the completed credits taken from the other higher education institution can be recognized at Epoka University. Based on the proposal of the respective Department, the Faculty Administrative Board takes the final decision. In cases such a procedure is not respected by the concerned student, credits taken at another higher education institution will not be recognised.
- d. By the proposal of the respective Department and approval of the Faculty Administrative Board, the courses taken by students at another higher education institution are recognized as “T” letter grade.
- e. The application for attending the courses at another higher education institution firstly starts with the filling in by the concerned students of the respective form at the Registrar’s Office.

Article 6

Entry into force

This directive enters into force after the acceptance by the Senate and the approval by the Higher Board.

Article 7

Implementation

The implementation of this directive is ensured by the Rector of Epoka University.

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