

**ATILIM UNIVERSITY**  
**GRADUATE SCHOOL OF NATURAL AND APPLIED SCIENCES**  
**COURSE SUBSTITUTION PROCEDURE FORM**

Graduate Student                       Special Status Student                       Special Status Student (Other University)

Sent to : Directorate of Graduate School

Sent by : ..... Department of Graduate School

Name/Surname : ..... Graduate Student ID: .....

Registered Program: ..... Master's (thesis)  Master's (non-thesis)

Integrated PhD  PhD

Semester of Starting :20 ..... / 20..... ..... Semester

Registered Semester :20 ..... / 20..... ..... Semester

Previous Graduate Program (if available) : .....

Department of Graduate School: .....

Name of University : .....

Substituted Course							Equivalent Course*					
Code	Name	Credit	ECTS	Year	Semester	Grade	Code	Name	Credit	ECTS	Type** (Elective/ Compulsory)	Grade

\* The course to be substituted must be indicated with its equivalent (elective or compulsory). In case where there is not an equivalent course, the names of elective course group to be substituted must be indicated.

\*\* Please select course type for PhD Programs (if needed) "must", "core", "focus" or, "elective".

- Special status students taking program courses may become master's student in case of meeting all requirements required for admission to the program. Maximum 5 of the courses taken and passed by the students admitted to a master's program can be exempted upon the proposal of relevant department and decision of board for non-thesis master's program and 4 courses for thesis master's program.
- The requirements for exemption from one or more course, admission of grade earned in a former master's program by special status student and registering as transfer students shall be specified by the concerned board upon taking opinion of the concerned department.
- Procedures for exemptions from courses taken in other programs by the master's program applicant must be completed during application for the program.
- **Transcript, course contents (for the courses taken in another university) and receipt for tuition fee payment must be submitted along with the approved form.**

Above-listed courses are recommended to be substituted and exempted for registered thesis master's  / non-thesis master's  / PhD  program, register the courses in the transcript, define minimum course load for completion of the program as ..... credits and deduct semester's  / or not to deduct any semesters  from his/her program.

Name/Surname of Advisor: .....

Remarks : Approved  Not Approved  Advisor's Signature: .....

Ground for Disqualification : .....

Remarks of the Department : Approved  Not Approved

Ground for Disqualification : .....

Date

Head of Department

Dep. Document No: .....

Appendix: .....

DECISION OF THE BOARD OF GRADUATE SCHOOL: Date: ..... Decision No: .....

Date

Director of Graduate School

**Three copies shall be filled out.**