

ATILIM UNIVERSITY
GRADUATE SCHOOL OF NATURAL AND APPLIED SCIENCES
APPLICATION FORM FOR TAKING GRADUATE COURSES FROM ANOTHER 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

Year of Starting : Semester:

Current Academic Year : Semester:

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

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

- In case master's students wish to take courses from another University, they may take courses from such institutes with proposal of the advisor, approval of head of relevant department and decision of concerned board.
- In order to fill in the form, approval of the university from which the courses would be taken shall be previously obtained.
- **The student shall be responsible for handing in the approval to the university where the course/s would be taken, and submitting the grade taken from the course to the related department at the end of the semester.**
- **While submitting the grade, the student must indicate the name of substituted course (elective or compulsory) so that equivalent course taken at another university can be processed in transcript. In case where there is not an equivalent course, the names of elective course group to be substituted must be indicated.**
- In thesis master's programs, students may take maximum two courses from other higher education institutions to be counted as course load of their registered program upon department proposal and board decision.
- In non-thesis master's programs, students may take maximum three courses from other universities to be counted as course load of their registered program upon department proposal and board decision.
- **Master's and PhD transcripts must be submitted along with the approved form.**

Other University/Graduate School :

Department of Graduate School

Master's Course PhD Course **(The certified content of the course to be taken shall be added to the form)**

Student's attached Master's / PhD transcript has been investigated and it is confirmed that s/he has received (number of the courses) / has not received any other master's / PhD courses from other universities or other Departments of Atilim University. Student can take abovestated course(s) to be included in master's /PhD GPA calculation;

Approved Not Approved

Name/Surname of Advisor :

Advisor's Signature :

Name/Surname of Thesis Advisor :

Remarks : Approved Not Approved Thesis 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.