ATILIM UNIVERSITY
GRADUATE SCHOOL OF NATURAL AND APPLIED SCIENCES
FORM FOR COURSE SUBSTITUTION IN M.SC./PH.D. PROGRAMMES

Sent to : Directorate of Graduate School
Sent by : ..... Head of DI (Department of Graduate School)
Name-Surname: ..... Post-Graduate Student No: .....
Registered Programme: .....M.Sc. (with thesis) ☐ M.Sc. (without thesis) ☐
Integrated PhD☐ Ph.D. ☐

Date of Starting the Programme Academic Year : ..... Semester: .....
Last Registered Academic Year : ..... Semester: .....

Courses Taken Before							Courses Requested to be Substituted				
Code	Name	Credit	ECTS	Year	Semester	Grade	Code	Name	Credit	ECTS	Type*

* Please select course type for Phd Programmes (if needed) “must”, “core”, “focus”or, “elective”

- The achievement (success) score of student is calculated by taking general point averages at the end of semester. The total credit earned by student from a course is calculated by multiplying the coefficient of the final grade by the credit hours. In order to obtain the Grade Point Average (G.P.A) for any given semester, the total credit points are divided by the total credit hours. The averages are represented with two digits after point. The Cumulative Grade Point Average (C.G.P.A) is calculated by taking into account all the courses taken by a student from the his/her admission to Master programme to complete minimum course load specified by the concerned EABD. The most recent grade earned for a repeated course is used to calculate the C.G.P.A.. All grades are shown on the students’ transcript.

- To be successful in a course, minimum (CC) grade for master students and (CB) for doctorate student is required. The students are obliged to repeat the courses they have failed or take the elective courses accepted equivalent of them by the concerned EABD. The students may repeat the courses they have passed successfully or take courses accepted equivalent to them by the concerned EABD in order to get higher Cumulative Grade Point Average.

- The extra courses to be taken by students completing their minimum course load requirement specified by the concerned EABD shall not be considered in general point average but indicated in the transcript.

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- **Official transcript shall be added to the form.**

Name and Surname of Student’s Advisor: .....
Signature (Student Advisor)
Remarks : Approved ☐ Not Approved ☐ .....

Ground for Objection : .....

Name and Surname of Thesis/Dissertation Supervisor: .....
Signature (Thesis/Dissertation Supervisor)
Remarks : Approved ☐ Not Approved ☐ .....

Ground for Objection : .....

Remarks of the Head of DI : Approved ☐ Not Approved ☐

Ground for Objection : .....

_____ _____
Date Head of DI

DI Document No: _____ Appendix: _____

Sent by: Graduate School of Natural and Applied Sciences GSS Document Number:
Sent to: Directorate of Registrar’s Office

_____ _____
Date Director of Graduate School

Three copies shall be filled in.