

ATILIM UNIVERSITY
GRADUATE SCHOOL OF NATURAL AND APPLIED SCIENCES
APPLICATION FORM FOR TAKING COURSE(S) FROM UNDERGRADUATE PROGRAMME

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)
 Date of Starting the Programme; Academic Year: Semester:
 Last Registered; Academic Year : Semester:

Required Course(s)					
Code	Name	Credit	Year	Semester	Type of the Course

Official Undergraduate and M.Sc. Transcripts shall be added to the form.

- The student may select undergraduate courses with approval of the chair of the concerned EABD provided that maximum two courses of master programmes have not been taken during undergraduate programme. The chair of graduate school department may delegate his/her powers to the advisor.
- The student may select undergraduate courses with approval of the chair of the concerned EABD provided that they have not been taken during undergraduate programme. The chair of graduate school department may delegate his/her powers to the advisor. However, maximum three of such courses can be counted for course load and master programme credits.
- **A student who is taking undergraduate courses shall be enrolled in the XXX 580 “Special Studies I (Non-credit)” course if it is his/her first undergraduate course, s/he shall be enrolled in the XXX 581 “Special Studies II (Non-credit)” course if it is his/her second undergraduate course and s/he shall be enrolled in the XXX 582 “Special Studies III (Non-credit)” course if it is his/her third undergraduate course.**

Name and Surname of Student’s Advisor:

It is seen in the added transcript that the student has/has not taken the course/courses stated above during his/her undergraduate education. When the M.Sc. transcript is reviewed, it is confirmed that during the M.Sc. with /without thesis programme the student has taken (numbers of courses) courses/no courses from the undergraduate programme and above-mentioned student’s application to this/these course/courses and these courses’ being included in the Cumulative Grade Point Average (CGPA) of the student. Approved Not Approved

Signature (Student Advisor):

Name and Surname of Thesis/Dissertation Supervisor:

Remarks : Approved Not Approved Signature (Thesis/Dissertation Supervisor).....

Ground for Objection :

The course to be taken from the Head of Department

Remarks of the Head of Department: Approved Not Approved

Ground for Objection :

_____ Date _____ Head of Department

Opinion of the 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.