

ATILIM UNIVERSITY
GRADUATE SCHOOL OF NATURAL AND APPLIED SCIENCES
M.Sc./Ph.D. COURSE SUBSTITUTION PROCEDURE FORM

Graduate Student Special Student Special Student (Other University)

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 Ph.D. Ph.D.

Date of Starting the Programme; Academic Year: 20...../ 20..... Semester:
 Date of Registered; Academic Year : 20...../ 20..... Semester:
 Name of the Previous Post-Graduate Programme (if you have) :.....
 Name of the Department :
 Name of the University :

Substituted Course						Equivalent Course		
Code	Name	Credit	Year	Term	Grade	Code	Name	Type of the Course

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

- Student with special status taking programme courses may become master programme student in case of meeting all requirements required for admission to the programme. The courses successfully taken by a student in such status may be counted with EYK’s decision, provided that the number of such courses shall not be more than half of the credit courses in the programme.
- The requirements for exemption from one or more than one courses as a result of exemption exam and admission of grade earned in a former master programme by special student and registering as transfer students shall be specified by the concerned EYK upon taking opinion of the concerned graduate school department
- Exemption procedures for exemptions from courses taken in other programmes by the master programme applicant must be completed during application to the programme.
- **Transcript and certified course contents shall be added to the form.**

It is approved for the above-mentioned student to be exempt from must and elective course(s) as a result of course substitution from his/her previous post-graduate programme and accordingly to complete the M.Sc. programme with/without thesis or Ph.D. programme with credits in total; it is approved to deduct semester/s or not to deduct any semesters from his/her programme.

It is approved that the course/s taken from Department by the above-mentioned student as a “Special Student” is substituted for (number of courses) compulsory and for (number of courses) elective courses within the M.Sc./Ph.D. programme in which she/he is enrolled and it is also proposed that his/her grades be counted in his/her Cumulative Grade Point Average (CGPA)

Name and Surname of Student’s Advisor: (for special students application):
 Remarks : Approved Not Approved Signature (Student Advisor):
 Ground for Objection :

Remarks of the Head of DI : Approved Not Approved
 Ground for Objection :

_____ Date _____ Head of DI _____

DECISION OF THE BOARD OF GRADUATE SCHOOL: Date: _____ Number of Decision: _____

_____ Date _____ Director of Graduate School _____