****

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student Information | | | | | |
| Name Surname |  | | | | |
| Student Number |  | | | | |
| ORCID |  | | | | |
| Advisor |  | | | | |
| Department |  | | | | |
| Program | Master’s (With Thesis) | Master’s (Without Thesis) | | | PhD / Proficiency in Art |
| **Course Information** | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Course previously taken** | | | | **Courses to be exempted** | | | | **Course Code and Name** | **Course****Credit**(**ECTS**) | **Letter grade** | **Enrollment type** | **Course Code and Name** | **Course Credit**(**ECTS**) | **Letter grade** | |  |  |  | Special S.  Other |  |  |  | |  |  |  | Special S.  Other |  |  |  | |  |  |  | Special S.  Other |  |  |  | |  |  |  | Special S.  Other |  |  |  | |  |  |  | Special S.  Other |  |  |  | |  |  |  | Special S.  Other |  |  |  | | | | | | |
|  | | | | | |
| To The Department Head’s Office | | | | | |
| I would like to request exemption procedures for the courses, which I have taken and succeeded in my previous education, and whose documents are attached. | | | | | |
|  | | | | (Signature) | |
|  | | | | Student Name Surname | |
|  | | | |  | |
| Advisor Opinion | | | | | |
| The exemption request of my advisee student for the specified courses above is appropriate. | | | | | |
| Kindly submitted for your information and necessary action. …./…./20…. | | | | | |
|  | | | **(Signature)** | | |
|  | | | **Title Name Surname** **Advisor** | | |
| To the Office of the Director of Graduate School | | | | | |
| The exemption request of the department student whose registration information is given above is appropriate. Kindly submitted to the evaluation of Graduate School Administrative Board of Directors. …./…./20…. | | | | | |
|  | | | |  | |
| **Attachments** | | | | **(Signature)** | |
| **Transcript** | | | | **Title Name Surname** | |
| **Course Contents** | | | | **Head of Department** | |

**DISTANCE EDUCATION COURSE EXEMPTION REQUEST FORM**

\* ORCID (Open Researcher and Contributor ID) is received from <https://orcid.org/>

Yaşar University Graduate Programs Procedure and Principles

**Course Exemptions and Exceptions**

ARTICLE 29 - (1) Students who have the right to register to the master’s program with thesis can be exempted from maximum 5 courses related to the program regarding the courses they have taken and succeeded in graduate programs out of the University. The maximum number of courses that can be exempted for students who have the right to enroll in master’s programs without thesis is maximum 6, and maximum 4 for PhD programs.

(2) There is no limit on the number of exempted courses mentioned in paragraph (1) for students enrolled in joint programs organized within the framework of the regulations determined by Higher Education Council between Yaşar University and other institutions in Turkey and abroad.

(3) The courses to be regarded in place of the exempted courses shall be recorded in the transcript of the student with the code, name and ECTS credits of the institution in which the course has been taken and succeeded.

(4) The success grades that the student has received at the Institution from which the student is admitted are transferred to Yaşar University grading system on the basis of the conversion tables given below. For other grade conversions, the relevant regulation is applied.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Double Digit Letter Grade of the Other Institution | Yaşar University Grade |  | ECTS Grade in the Other Institution | Yaşar University Grade |
| AA | A | A | A |
| BA | A- | B | B |
| BB | B | C | C+ |
| CB | B- | D | C- |
| CC | C | E | D |
| DC | C- | FX | I |
| DD | D | F | F |
|  |  | P | GG |