**TO ALTINBAŞ UNIVERSITY**

**SCHOOL OF ECONOMICS, ADMINISTRATIVE AND SOCIAL SCIENCES**

**DEPARTMENT OF …………………………………………….**

I am a current student at Altınbaş University School of Economics, Administrative and Social Sciences, majoring in ………………………....……….……My student number is …………...….

I respectfully request that I be allowed to take the below listed course(s) offered by ……………………………. University, School of ……………………. in Academic Year 20…. /20…. Summer Term.

**Student’s Full Name**

 **Date / Signature**

**Telephone : ................................................ e-mail : ...................................................**

|  |  |
| --- | --- |
| **List of courses the applicant would like to take at ………………………………………..…. University****School of ………………………………………**  | **List of equivalent courses at Altınbaş University****School of Economics, Administrative and Social Sciences**  |
| **Course Code and Title** | **ECTS**  | **Required/Elective** | **Letter grade\*** | **Course Code and Title** | **ECTS**  | **Required/Elective** | **Letter grade\*** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**APPROVED**

**….... /…… /202.**

**Advisor’s Full Name (Signature)**

**Advisor’s Remarks: ………………………………………..……………..**

**Attachments :** The content of the courses the applicant wishes to take at another University’s summer school programme

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**Altınbaş University Directive on Course Exemption and Transfer Equivalency**

**Principles Governing Course Exemption and Transfer Equivalency ARTICLE 6**

**(5)** Regardless of whether the course/courses for which exemption is requested are required/elective or the title of the course is exactly the same with the course to be considered equivalent, exemption will be granted if at least 80% of the course content and at least 65% of the ECTS credits are compliant with the course content and the ECTS credits of the courses for which the student requests exemption from Altınbaş University.

**(7)** In the event that exemption is given to courses that are not included in the GPA (non-credit courses), a grade of S (Satisfactory) shall be given. If the course has ECTS, it shall be included in the total ECTS.

(8) The grades earned by transfer students in courses they have taken and successfully completed in their previous higher education institution shall be converted exactly the same to Altınbaş University grading system and entered into the system, if they comply with Altınbaş University grading system; if not, the conversion table of the YÖK (Turkish Council of Higher Education) will be used for grade conversion.

**\*Altınbaş University Senate Decision No. 2019/02 of 26.02.2018**

**Altınbaş University School of Economics, Administrative and Social Sciences Absolute Grading Table**

|  |  |  |
| --- | --- | --- |
| **Range of Marks (0–100-point scale)** | **Letter Grade**  | **GPA**  |
| 90-100 | AA | 4.00 |
| 79-89 | BA | 3.50 |
| 68-78 | BB | 3.00 |
| 61-67 | CB | 2.50 |
| 54-60 | CC | 2.00 |
| 50-53 | DC | 1.50 |
| 45-50 | DD | 1.00 |
| 0-44 | FF | 0.00 |

Faculty members may choose to use absolute or relative grading system depending on their preference.

The share of the total grades that are assigned to students for all academic activities performed throughout the semester (including midterm grades) in the final grade is 60%, and that of the