**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** | **Course Code and Title** | **AKTS**  | **Required/Elective** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**APPROVED**

**….... /…… /2021**

**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.