*A student who has a valid excuse that causes the suspension of activities associated with the coursework, thesis, or dissertation may appeal for a leave of absence. The period for leave of absence is limited to 4 academic semesters during Master's or Ph.D. studies. In appeals made after five weeks of the commencement of classes, an officially dated Medical Council Report stating a medical problem of the student, or any evidence, which supports and proves a compelling private excuse such as death or serious illness in the immediate family, should be provided.*

*This application form must be filled and signed by the student since application by proxy is not acceptable. All documentation, if any, supporting the request/application should also be attached, for a leave of absence to be considered. Incomplete application forms will be returned to the Department.*

**Part I. Student Information [To be completed by the Student]**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student No. | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | | | | Type of Program | Master's | | | Ph.D. | | |
| Student's Name |  | | | | Period of Leave | | | | | |
| Academic Year | | Semester (Check one) | | | |
| Department |  | | | | 20y y y y - 20y y y y | | Fall | | | Spring |
| Contact Address |  | | | | Telephone  *Area Code +Phone #* | |  | | | |
| **Reason for Leave of Absence**  *Attach a separate sheet, if needed.* | | | | | | | | | | |
|  | | | | | | | | | | |
| Attached Documents, if any | | 1 |  | | | Student's Signature | | |  | |
| 2 |  | | | Date of Application | | |  | |

**Part II. Additional Information [To be completed by the Supervisor/Department Chair]**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Leave of absence in the previous semesters, if any | | | | | | | | | | | | | |
| Academic Year | | | Semester | | | | Academic Year | | | | | Semester | |
| 1 | 20y y y y - 20y y y y | | Fall | Spring | | | 3 | 20y y y y - 20y y y y | | | | Fall | Spring |
| 2 | 20y y y y - 20y y y y | | Fall | Spring | | | 4 | 20y y y y - 20y y y y | | | | Fall | Spring |
| GPA in the Last Semester | |  | CGPA | |  | | | | | Applied before the end of the 5th week? | | Yes | No |
| Supervisor/Chair  Title and Name | |  | | | | Signature | | |  | | Date |  | |

**Part III. Consent of the Department Chair**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Notes |  | Evaluation Result | Recommended | Not Recommended | |
| Department Chair  Title and Name |  | Signature |  | Date |  |

*Form should be submitted to the Dean's Office to be sent to the Institute of Graduate Studies and Research.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dean  Title and Name |  | Signature |  | Date |  |

**Part IV. Decision of the Council of the Institute**

No need for the Council meeting if the Director has been given the approval authority by the Council of the Institute.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Council Meeting Date |  | Meeting & Decision Numbers |  | Evaluation Result | Approved | | Not Approved |
| IGSR Director  Title and Name | Prof. Dr. Ali Hakan Ulusoy | | Signature |  | | Date |  |

**Part V. Outstanding Debt [To be completed by the Financial Affairs Office]**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Outstanding Debt | | | | Semester Payment | | | |
| USD ($) |  | TRY (₺) |  | USD ($) |  | TRY (₺) |  |
| Director's Name |  | | | Signature |  | Date |  |

**Part VI. Approval of the Vice-Rector for Student Affairs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Notes |  | Evaluation Result | Approved | Not Approved | |
| Vice-Rector  Title and Name |  | Signature |  | Date |  |

*One approved copy of this form should be sent to:*

* *the Institute of the Graduate Studies and Research,*
* *the Registrar's Office,*
* *the Financial Affairs Office,*
* *the EMU Dormitories,*

*by the Office of the Vice-Rector for Student Affairs.*