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| OSTİM TECHNICAL UNIVERSITY  **GRADUATE SCHOOL OF ENGINEERING AND SCIENCES**  SEMESTER LEAVE REQUEST PETITION   |  |  | | --- | --- | | Name - Surname: | Student No: | | **Program:** Master’s PhD | T.R. ID No. | | Department: | Mobile Phone Number: | | E-mail: | Home Phone Number: ......................................................................................................................................................................... |   I am a Master / PhD student in the Department of ……………………………… I kindly submit for your information that it is necessary to be granted semester leave in the 20.../20... academic year due to................................................................................................   |  |  | | --- | --- | | Address: | **Date:** …../…./20.. | |  | **Signature:** …………….. |  Advisor's Opinion:......./......../20... The request of ............................ , a the **Master's/PhD/Integrated PhD** student I was advising, was approved by me.  Title / Name Surname Signature  Advisor  **TOTHE DIRECTORATE OF THE INSTITUTE OF NATURAL AND APPLIED SCIENCES** ......../........./20...  Request for the above Semester Leave:  APPROVEDNOT APPROVED  Title / Name Surname Signature  Head of the Department  **DECISION OF THE INSTITUTE ADMINISTRATIVE BOARD OF DIRECTORS Decision No**:**…./…. Date: ......../......../20….**  APPROVEDNOT APPROVED  Title / Name Surname Signature  Director of the Institute  **Attachments:** Document of excuse that will constitute the basis for the semester leave.  In accordance with Ostim Technical University Graduate Education and Training Regulation (ARTICLE 11):   * Students who fail to continue their education due to the reasons for military service, overseas duty or disease documented by or long-term health committee report can request semester leave with the opinion of the Advisor and the Head of Department along with the related documents. The request for permission is submitted to the Institute by the Department, evaluated and decided by the Institute Board according to the OSTİM Technical University Rightful and Valid Reasons Directive. * The permissions to be granted for the reasons that the Institute Board of Directors will accept justified and valid shall be excluded from the maximum education period of the students. * Permits to be granted within the scope of OSTİM Technical University Rightful and Valid Reasons Directive are granted as **one semester** with the decision of the Institute Board of Directors. If the excuse continues, the student shall re-apply to the Institute. The maximum duration of leave may not exceed the normal education period of the program.   The application is made to the Head of Department. |