

**TO THE DEAN'S OFFICE OF AYDIN ADNAN MENDERES UNIVERSITY
FACULTY OF AGRICULTURE**

I am a student of your Faculty, Department of,
with student ID number

I hereby request the opening of a new section for the course coded
..... in my curriculum due to
.....

I respectfully submit this request for your information and necessary action.
...../...../.....

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SIGNATURE:

ADDRESS:

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PHONE:

**TO THE DEAN'S OFFICE OF AYDIN ADNAN MENDERES UNIVERSITY
FACULTY OF AGRICULTURE**

I am a graduate of your Faculty, Department of, with student number I have received my e-signed diploma and hereby request the preparation of my physical diploma. The receipt for the diploma fee is attached.

I respectfully submit this request for your information and necessary action.

...../...../.....

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SIGNATURE:

Attachments:

1. Receipt

ADDRESS:

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.....

PHONE:

NOTES:

The relevant fee must be deposited into the following account:

Account Name: AYDIN ADNAN MENDERES UNIVERSITY RECTORATE

Bank: Türkiye Vakıflar Bankası, Aydın Adnan Menderes University Branch

IBAN: TR31 0001 5001 5800 7305 8772 97

The deposit must include the identity number, full name, and the name of the requested document of the person for whom the document will be issued.

Physical diploma fees can be found at the following link:

<https://idari.adu.edu.tr/db/ogrencisleri/webfolders/topics/20250106143723-PLOMABASMCRETLERİYKK-000087463822245906652730.pdf>

When the diploma is ready, students are notified by email and are required to visit the student affairs office of their unit to complete their clearance procedures before receiving their diploma.

TO THE DEAN'S OFFICE OF AYDIN ADNAN MENDERES UNIVERSITY
FACULTY OF AGRICULTURE

I am a student of your Faculty, Department of,
with student ID number

I hereby request the issuance of a document regarding

.....
.....

I kindly request that the necessary action be taken. .../.../...

NOTE: I request that the document be sent to me via the option I have marked below:

- To my e-mail address
- I will collect it in person

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SIGNATURE:

ADDRESS:

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PHONE:

THE DEAN'S OFFICE OF AYDIN ADNAN MENDERES UNIVERSITY
FACULTY OF AGRICULTURE

I am a student of your Faculty, Department of,
with student ID number

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I respectfully submit this request for your information and necessary action.

...../...../.....

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SIGNATURE:

ADDRESS:

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PHONE:

**TO THE DEAN'S OFFICE OF AYDIN ADNAN MENDERES UNIVERSITY
FACULTY OF AGRICULTURE**

I am a student of your Faculty, Department of
.....,
with student ID number

I hereby request a refund of the tuition contribution fee I paid for the
..... semester of the academic year due to
.....
.....

The receipt of the tuition contribution payment and a document showing my IBAN number
are attached.

I respectfully submit this request for your information and necessary action.
...../...../.....

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SIGNATURE :

Attachments:

1. Receipt of tuition contribution payment
2. Document showing IBAN number

ADDRESS:

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PHONE:

**AYDIN ADNAN MENDERES UNIVERSITY
TO THE DEAN'S OFFICE OF THE FACULTY OF AGRICULTURE**

I am a student of your Faculty, Department of, with student ID number

I request to be exempted from the courses listed below, which I have taken/passed at the University, Faculty / School, where I have previously studied / am currently studying.

I respectfully request the necessary action to be taken.

Date:

Name – Surname:

Signature:

Phone Number / E-mail Address:

Required Attachments:

- Approved English and Turkish transcripts
- Course descriptions (link or printed course description documents)
- Letter grade equivalency table

Course Description Link:

.....

COURSES TAKEN IN PREVIOUS EDUCATION FOR WHICH EQUIVALENCE IS REQUESTED

| Course Code | Course Name | Course Credit | ECTS Credit | Grade | Course Code (ADU) | Course Name (ADU) | Course Credit (ADU) | ECTS Credit (ADU) | Decision (Approved/Rejected) |
|-------------|-------------|---------------|-------------|-------|-------------------|-------------------|---------------------|-------------------|------------------------------|
|-------------|-------------|---------------|-------------|-------|-------------------|-------------------|---------------------|-------------------|------------------------------|

Notes:

- Please do not forget to attach your transcript and course descriptions to this form.
 - The results will be sent to your e-mail address.
 - You may add additional rows to the table or reproduce the form by photocopy.
-

Please carefully read the course equivalence and adaptation regulations of our University.

- a) Course equivalence and adaptation procedures for students enrolled through lateral transfer or vertical transfer are carried out automatically, without requiring an application, from the time of student registration until the beginning of the course registration date stated in the academic calendar.
- b) A student who was previously enrolled in another higher education institution and who is placed in a unit of the University by ÖSYM, before completing or after completing their studies, must submit the course equivalence application to the relevant department/program within the **first week** of the semester in which they are registered. Applications not submitted within this period will not be evaluated for that semester and will be postponed to the next semester.
- c) A student who does not apply within the stated period may apply for equivalence within the **first week of the following semester**; applications made in later semesters will **not** be accepted for any reason.
- f) A copy of the board decision regarding the equivalence procedure is delivered to the student. If the student has any objections, they may submit an appeal within **one week** following the notification date, and the equivalence procedure will be re-evaluated.

**TO THE DEAN'S OFFICE OF AYDIN ADNAN MENDERES UNIVERSITY
FACULTY OF AGRICULTURE**

I kindly request an evaluation regarding whether there is a clerical/technical error in the exam grade of my course, for which the exam date, course code, course name, and the relevant instructor's information are provided below.

I respectfully submit this request for your information and necessary action.

...../...../.....

.....

SIGNATURE:

Student Information

Name – Surname:

Student Number:

Department:

Phone:

E-mail:

Exam Information

Course Code:

Course Name:

Course Section Code:

Instructor:

Exam Date:

Exam Grade:

Exam Type:

**TO THE DEAN'S OFFICE OF AYDIN ADNAN MENDERES UNIVERSITY
FACULTY OF AGRICULTURE**

I am a student at University,
..... Faculty, Department,
with student ID number

I would like to take courses from the Department of
of your Faculty as a **special (guest) student** in the academic year,
..... semester. The required documents requested by your office are attached.

I respectfully submit this request for your information and necessary action.
...../...../.....

.....

SIGNATURE:

Attachments:

1. Copy of ID card
2. Student certificate obtained from the university the student is registered in / via e-Government system
3. Official transcript obtained from the university the student is registered in / via e-Government system

ADDRESS:

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PHONE:

**TO THE DEAN'S OFFICE OF AYDIN ADNAN MENDERES UNIVERSITY
FACULTY OF AGRICULTURE**

I am a student of your Faculty, Department of,
with student ID number

Due to, I was unable to attend my
internship for the course coded between the dates of/...../.....
and/...../.....

I kindly request that my absence during the specified dates be considered as excused.

I respectfully submit this request for your information and necessary action.
...../...../.....

.....

SIGNATURE:

Attachments:

1. Excuse Document

ADDRESS:

.....
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.....

PHONE:

NOTES:

Attendance Requirement

ARTICLE 20-

(1) Attendance at the internship is mandatory.

(2) The internship is continuous and cannot be divided. However, in the following cases, students may be excused with the decision of the relevant unit's administrative board:

- a) Death of the student's mother, father, sibling, spouse, or child,
- b) Illness documented by an official health institution report indicating the student cannot attend the internship,
- c) Occurrence of natural disasters such as fire, flood, etc.,
- ç) Interruption of the internship due to a work-related accident.

(3) If any of the conditions listed in paragraph two occur, the duration of the internship will be extended by the number of days the internship was not attended.

(4) In case of any of the conditions listed in paragraph two, the student must notify their department with a petition and supporting documents within three days. Excuses submitted after the specified period will not be accepted, and the internship will be considered unsuccessful.

TO THE DEAN'S OFFICE OF AYDIN ADNAN MENDERES UNIVERSITY
FACULTY OF AGRICULTURE

I am a student of your Faculty, Department of,
with student ID number

According to Article 30, second paragraph of the Adnan Menderes University Directive on Applied Trainings:

“Students who have worked or are currently working in a job related to their program of study may apply for recognition of prior learning within the scope of vocational training or internship at the workplace, provided they document their working periods and job titles. The relevant adaptation commission reviews these applications and makes a decision. For students with positive decisions by the adaptation commission, only assessment and evaluation procedures are conducted in accordance with the relevant provisions of this Directive.”

Therefore, I request exemption from the internship courses in my curriculum coded
Internship-I and Internship-II.

The Social Security Institution (SGK) Service Statement and the Document Showing Work Duration and Job Title are attached.

I respectfully submit this request for your information and necessary action.

...../...../.....

.....

SIGNATURE:

Attachments:

SGK Service Statement obtained from e-Government

Document Showing Work Duration, Job Title, and Department

ADDRESS:

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PHONE:

**TO THE DEAN'S OFFICE OF AYDIN ADNAN MENDERES UNIVERSITY
FACULTY OF AGRICULTURE**

I would like to attend the summer school at the University/Faculty listed below for the courses approved by our Faculty.

I respectfully submit this request for your information and necessary action.

Date:/..../.....

Name – Surname:

Department:

Class:

Student Number:

COURSES TO BE TAKEN IN SUMMER SCHOOL:

UNIVERSITY:

FACULTY / DEPARTMENT:

| Course to be Taken in Summer School | Equivalent Course in Our Faculty's Undergraduate Program |
|------------------------------------------------|---------------------------------------------------------------------|
| Course Code | Course Name |

NOTES:

Aydın Adnan Menderes University Summer School Directive - Principles of Summer School Education

ARTICLE 6 – (Amended: Senate-02/06/2022 2022-09)

(1) Summer school education is conducted according to the following principles:

k) Except for foreign language preparatory classes, a student may take up to three courses in the summer school, not exceeding 18 ECTS credits. Courses listed under Article 5, paragraph (1) of Law No. 2547 are excluded from this limitation. No course or ECTS credit limits apply to students from other higher education institutions who want to take courses in our university's summer school.

ö) A student may retake courses they have previously passed to improve their grade point average during summer school. In this case, the last grade received is valid even if the student fails.

p) For a student to take a prerequisite course in the summer school, the prerequisite must have been fulfilled.

r) To take a course in summer school that the student has previously registered for and failed or not registered for, the student's GPA must be at least 2.50. Students with a GPA below 2.50 may only take the courses they have failed in summer school. Courses conducted under the Common Courses Coordination are exempt from the GPA restriction.

ARTICLE 7 - (Amended: Senate-31/03/2021 2021-05)

d) For a student to take courses at another higher education institution's summer school, the base score of that program must be equal to or higher than the base score of the program the student was registered in the year of enrollment.

Note: Students who want to take summer school courses from other higher education institutions must apply to the Dean's Office of their registered unit with a petition and attach course descriptions obtained from the university's website where they intend to take the courses. The unit committee evaluates the student's application and informs the student which courses can be taken in summer school. No courses other than those approved by the committee can be taken in summer school. Equivalence will not be granted for courses taken without approval.