



# EASTERN MEDITERRANEAN UNIVERSITY

## Application Form for Leave of Absence (Undergraduate Students)

A student who has a valid excuse that causes the suspension of activities associated with the coursework may appeal for a leave of absence. The period for leave of absence is limited to 4 academic semesters (at most 2 semesters at a time) during a course of study for a degree. 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. (Education and Exam Regulations, Article 29)

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									Period of Leave			
									Duration		Semester 1	
Student's Name									<input type="checkbox"/> 1 semester	20 <input type="checkbox"/> 20 <input type="checkbox"/>	200 <input type="checkbox"/> / 200 <input type="checkbox"/>	
Department									<input type="checkbox"/> 2 semesters	Fall <input type="checkbox"/> Spring <input type="checkbox"/>	Fall <input type="checkbox"/> Spring <input type="checkbox"/>	
Contact Address									Telephone Area Code+Phone #			
Reason for Leave of Absence <i>May be written in English or Turkish. Please use a separate page if needed and attach the relevant documents, if any.</i>												
Attached Documents, if any	1									Student's Signature		
	2									Date of Application	Day Month Year	

### Part II. Additional Information [To be completed by the Academic Advisor]

Leave of absence in the previous semesters, if any									
	Academic Year		Semester			Academic Year		Semester	
1	<input type="text"/>	/ <input type="text"/>	<input type="checkbox"/> Fall <input type="checkbox"/> Spring		3	<input type="text"/>	/ <input type="text"/>	<input type="checkbox"/> Fall <input type="checkbox"/> Spring	
2	<input type="text"/>	/ <input type="text"/>	<input type="checkbox"/> Fall <input type="checkbox"/> Spring		4	<input type="text"/>	/ <input type="text"/>	<input type="checkbox"/> Fall <input type="checkbox"/> Spring	
GPA in the Last Semester	<input type="text"/>	.	<input type="text"/>	CGPA	<input type="text"/>	.	<input type="text"/>	Applied before the end of the 5th week?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Academic Advisor Title and Name					Signature				Date

### Part III. Consent of the Department Chair

Notes			Evaluation Result	<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Department Chair Title and Name	Prof. Dr. H. Işık Aybay		Signature		Date

### Part IV. Decision of the Faculty/School Board

No need for the Faculty/School Board meeting if the Dean/Director has been given the approval authority by the Board.

Board Meeting Date		Meeting & Decision Numbers		Evaluation Result	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Dean / Director Title and Name	Prof. Dr. Aykut Hoca'nın		Signature		Date	

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

Outstanding Debt				Semester Payment			
US \$	<input type="text"/>	TL	<input type="text"/>	US \$	<input type="text"/>	TL	<input type="text"/>
Director's Name				Signature			Date

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

Notes			Evaluation Result	<input type="checkbox"/> Approved	<input type="checkbox"/> 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.