




How To Get Courses Counted?

Process Steps	Document to be Used
<p>Step 1: The student applies to the Institute Secretary with a request for counting course.</p>	<ul style="list-style-type: none">- Petition- Transcript and certified course description from the university where the course was taken
	
<p>Step 3: If the Institute finds the request appropriate, it sends the Course Adaptation Table to the Institute.</p>	<ul style="list-style-type: none">- Transfer Adaptation Table
	
<p>Step 4: The Institute Administrative Board makes its decision after discussion.</p>	
	
<p>Step 5: The decision is sent to the Student Affairs Office for processing by the Institute.</p>	<ul style="list-style-type: none">- Decision of the Institute Administrative Board- Transfer Adaptation Table
<p>Note: Courses taken from another graduate program of the University or another university within in the last five years considered provided that it has been achieved successfully previously .In this case, course exemption cannot exceed 65% of the total credit load required by the program.</p>	