**LETTER OF REQUEST FOR SUMMER TEACHING**

**TO THE HEAD OF THE DEPARTMENT OF …………..…………….**

I am an undergraduate student with the student no **…………………..** at your department. As per the Regulation Governing Undergraduate Education and Teaching at Gebze Technical University, for summer teaching, I would like to take the following course/courses I indicate below that have opened for summer teaching at **…………….** University. The number of credits that I completed successfully during previous summer teachings is…….

Respectfully submitted for your necessary action.

**…/…/20...**

**Name-Surname**

**Signature**

**Approved Approved**

Name-Surname-Signature Name-Surname-Signature of the

of the Student’s Advisor Faculty Member that teaches the course at GTU

|  |  |  |
| --- | --- | --- |
| **The Year the Student Was Placed** | **Base Point for the Department at GTU** | **Base Point for the Other University (Summer School)** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The Courses the Student Will Take from the Other University** | | | **The Courses at GTU That Correspond to the Courses To Be Taken from the Other University** | | |
| **Course Code** | **Course Title** | **ECTS** | **Course Code** | **Course Title** | **ECTS** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total ECTS** | |  | **Total ECTS** | |  |

**ENCLOSED:** ECTS forms used by GTU and the Other University for the course/courses to be taken during summer teaching, Directorate of Student Affairs-Approved Transcript (Academic Record)

**NOTE 1**: It is required that the base point for the program at the university from which the student is to take courses be higher than the ÖSYM (Student Selection and Placement Center) base point for the program at the student’s own university.

**NOTE 2**: In the event that more than one course is to be taken during summer teaching, the Name-Surname-Signature of all the faculty members who teach the courses in question are to be put in the part where it states the **“Name-Surname-Signature of the Faculty Member that teaches the course at GTU”.**

**NOTE 3**: This letter of request is **to be submitted to the Head of Department along with its enclosures** after all the signatures are completed. The Head of Department is to send the letter of request and its enclosures to the Dean’s Office along with a cover letter.

**NOTE 4:** **The applications made using this form are deemed approved only after they have been accepted by the Faculty Executive Board.**