

## PROCEDURE FOR TAKING COURSES FROM ANOTHER UNIVERSITY IN SUMMER SCHOOL

### The courses that can be taken from another university in 2023-24 Academic Year Summer School:

- INAR 1120 Basic Design II
- INAR 2210-2220 Interior Design I-II
- INAR 2233-2234 Materials and Methods of Construction I-II
- INAR 3310 Interior Design III
- INAR 4410 Interior Design V

\*For other courses, the student should contact the Department Head.

\*\*Courses opened at Yaşar University in the 2023-24 Academic Year Summer School (INAR 3320, INAR 4420, INAR 3333, INAR 4433) cannot be taken from another university.

### STUDENT APPLICATION PROCESS:

- 1) First of all, the documents mentioned in the bullets (a., b., c.) should be emailed to the **Course Instructor** in our faculty.
  - **INAR 1120:** Assoc. Prof. (PhD) Burkey Pasin or (if on annual leave) Assist. Prof. (PhD) Çiğdem Çetin or Assist. Prof. (PhD) Eda Paykoç Özçelik
  - **INAR 2210-2220:** Prof. (PhD) Gülnur Ballıce or (if on annual leave) Assist. Prof. (PhD) Ecehan Özmehmet or Res. Assist. (PhD) Müge Sever
  - **INAR 2233-2234:** Assist. Prof. (PhD) Zeynep Sevinç Karcı or (if on annual leave) Assist. Prof. (PhD) İlknur Uygun
  - **INAR 3310:** Assist. Prof. (PhD) Belgin Terim Çavka or (if on annual leave) Assist. Prof. (PhD) Zeynep Sevinç Karcı
  - **INAR 4410:** Assist. Prof. (PhD) Ebru Karabağ or (if on annual leave) Lect. Sergio Taddonio
  - a.) **"Yaz Okulunda Bir Başka Üniversiteden Ders Alma Dilekçe Formu"** (available in inar.yasar.edu.tr in Documents) should be filled in by the student.
  - b.) **Syllabus** (should include the course description that is planning to take from another university, ECTS<sup>1</sup> and language<sup>2</sup>)
  - c.) **"Summer School Instructor Approval Form"** empty version (available in inar.yasar.edu.tr in Documents)
- 2) After the course instructor of our faculty replied to the student with the filled "Summer School Instructor Approval Form", the students should be emailed all forms (a., b., c. [filled version]) to the **Department Head**.
- 3) Approval email taken from the Department Head with all other forms (a., b., c. [filled version]) should be sent to the **Faculty Secretariat via e-mail**.

\*After the approval of the Faculty Board, the course(s) can be taken by another University in the Summer School.

\*\*The student should complete the application process at least 1 week before summer school starts (The student should have submitted all documents to the Faculty Secretariat) .

### STUDENT Reporting the Grade PROCESS:

- After the course is completed, the transcript containing the grade information of the course taken from the other university should be forwarded to the Faculty Secretariat.
- It is very important to forward it to the Faculty Secretariat at least 1 week before the course selection period so as not to face any problem during the registrations of the new semester.
- The status of the student will be evaluated by the Faculty Board. After the approval of the Board, Student Affairs will change the student's grade in the system.

<sup>1</sup> The course credit will not be the same with the equivalent course credit in Yaşar University, instead, the course credit from another university will be valid. Missing credits must be completed by taking elective courses.

<sup>2</sup> The course language should be in English.