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| logo | REGISTRAR'S OFFICE  MAKE-UP EXAM APPLICATION FORM | **Document No:** FR.OIO.018  **Release Date:** 20.07.2023  **Revision No:** 00  **Revision Date:** |

...../..../20….

T.R

TO ISTANBUL AREL UNIVERSITY

………………………………………….. DEANERY/DIRECTORATE

I could not take the midterm exams of the course(s) I mentioned below in 202.. / 202.. academic year ......... semester due to my...................................................... excuse. My relevant report is attached.

Kindly submitted for your further action.

(Student name, surname, signature)

|  |  |
| --- | --- |
| Name and surname |  |
| Student number |  |
| T.R. ID Number |  |
| Department |  |
| Grade |  |
| Phone number |  |
| E-mail |  |

EXPLANATION ON THE EXCUSE FOR THE EXAM

**ISTANBUL AREL UNIVERSITY ASSOCIATE AND UNDERGRADUATE** EDUCATION **AND EXAM REGULATION**

Midterm exams and make-up exam

**ARTICLE 30**(1) Midterm exams are measurement practices carried out during the semester to evaluate the success of the student in a course.

(2) Make-up exam is a measurement practice for students who cannot participate in the midterm exam and whose excuse petition submitted to the dean's office/directorate is accepted by the decision of the department/program board.

(3) The method, number, contribution to the raw success score of the measurement applications and the necessary condition to participate in the final exam are determined by the instructor of the course at the beginning of the semester and announced through OBS.

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| --- | --- | --- | --- |
| Course Code | Title of Course | Date of exam | Instructor of the course |
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ADDITIONAL REPORT (.... Page)