

DEPARTMENT OF STUDENT AFFAIRS

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Student's;

Name Surname	
Turkish ID No	
Institute	
Phone	
Academic Year to be Suspended	
Semester to be Suspended (Check appropriate box)	Fall Semester O Spring Semester O Fall+Spring Semester O

I hereby request the suspension of my registration due to my excuse that I stated below.
Kindly submitted for necessary action.

Signature

.....

Reason for Suspension of Registration:

☐ Health Problems

☐ Military Service

☐ Other

Reason:.....

(This section will be filled out by relevant program coordinator upon the review of student's transcript.)

Program Coordinator's;		
Name Surname		
Opinion	Approved <input type="radio"/>	Rejected <input type="radio"/>
Signature		

Temporary Leave (Registration Freeze)

ARTICLE 43- (1) Graduate students with valid and justified reasons may apply for a temporary leave (registration freeze) by submitting supporting documents to the Student Affairs Directorate within the first four weeks of the semester/year. Applications are reviewed with input from the academic department coordinator and finalized by the Graduate School Administrative Board.

(2) Applications for temporary leave are evaluated according to the following rules:

a) Non-thesis master's students may suspend their enrollment for a maximum of one semester, thesis-based master's students for a maximum of two semesters, and doctoral students for a maximum of three semesters due to valid reasons. In exceptional cases, these periods may be extended by a University Administrative Board decision. The period during which a student is on temporary leave is not counted toward the maximum study duration.

b) If a student presents a medical report covering an entire semester/year, they may apply for a registration freeze. If the medical condition persists, an extension may be granted upon evaluation by the Graduate School Board. Before resuming studies, students may be required to submit medical clearance confirming their ability to continue their education.

c) If a student is conscripted for military service due to an inability to defer enlistment, their enrollment is frozen for the duration of military service.

(3) A student who is on temporary leave cannot transfer any courses taken from another institution during this period into their program at the University.

(4) Applications for temporary leave due to reasons other than medical conditions or other documented compulsory reasons must be submitted within the first four weeks of the semester/year.

(5) If a student is arrested or imprisoned, they may apply for a registration freeze. Upon submission of supporting documents, their enrollment will be suspended until the end of their sentence, including the academic semester/year in which they were incarcerated, subject to the decision of the Graduate School Administrative Board.

(6) If a student is forced to interrupt their studies due to a natural disaster, their enrollment may be temporarily frozen until a date deemed appropriate by the Graduate School Administrative Board, provided that the student presents an official document from relevant authorities confirming their status as a disaster victim.

(7) Students who freeze their enrollment due to military service, illness, incarceration, or natural disasters are exempt from tuition fees. Students who freeze their enrollment for other reasons must pay 25% of the tuition fee for the period of leave.