1. Click to the Semester Leave Request

🈻 myTEDUPortal		Home	Home \checkmark							
Information Exchang	ge Help & Support	Courses Registra	Courses Registration Student Services Information Exch							
My Advisor	Choose Major Program / Summer School Registration	Secondary Field Selection	Course Registration (Portal App) ビー	Course Withdrawal (Portal App)						
Program Catalogs (Portal App)	Module Group Change Request	"How to?" Video Guides Course Registration	"How to?" Video Guides Drop Course	De-registration						
Application and Admission for Graduate Programs	Semester Leave Request									

2. Active program selection is made and "Create" button is selected.

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Ser	ne	ster	Lea	ave Request										
A	ctiv	/e Pr	ogra	am Registrations (1)										
	N Si	ame a urnam	and ne	Student Number	Program	Registratio n Type	Class	Academic Term	Status			FYK/EYK/ID Date&Num	O Decision per	n
口 企	x	xxxx	xxx	****	Managem ent Educatio nal Without Thesis	MSc Student	5.Year					-		
													Create	Withdraw

- 3. Relevant fields marked below are selected and a request is created;
 - a. Academic Semester
 - b. Reason for Leave
 - c. Phone number

d. Document Addition Operations (documents suitable for the reason for the request are uploaded to the system.)

- e. Description Text

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<			
*Academic Semester:	*Reason for Leave Request: 0007 b Others	*Phone Number:	
Doc.Upload Explanation			
	Select Document	Browse	
Doc.Name			Delete
	No data		
		E Create	Semester Leave Request

4. Request approval procedures are done.

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<					
*Academic Seme			*Reason for Leave Request:	*Phone Number	
Doc. Upload	Explanation		Please confirm your request for a semester leave		
		Select Documen	Confirm Cancel	Browse	
	Doc.Name				Delete
			No data		

5. The request is created.

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<		
*Academic Semester:	*Reason for Leave Request: 0007 🗗 Others	*Phone Number:
	✓ Success	
Doc.Upload Explanation	Semester leave request has been successully created	
Select Docum	OK	Browse
Doc.Name		Delete
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		📃 Create Semester Leave Request

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	Sen	ne	ster L	eav	e Request								
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)	0000	oc	XXXXXXXXXXX	Manageme nt Educationa I Without Thesis	MSc Student	5.Year	2022-001	Semester Leave Request Created			
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6. The leave request can be canceled at any stage of the process. For cancellations, the active program is selected and the "Withdraw" button is selected.

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Se	meste	r Lea	ive Request							
A	ctive I	Progra	m Registrations ((1)						
	Name Surna	and ime	Student Number	Program	Registration Type	Class	Academic Term	Status	FYK/EYK/IDO Decision Date&Number	
				Manageme nt Educationa I Without Thesis	MSc Student	5.Year	2022-001	Semester Leave Request Created		
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7. Approval is made for the cancellation of the request.

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	Sen	nester Lea	ave Request							
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	-	Name and Sumame	Student Number	Program	Registration C	Academic Term	Status		PTR/EYK/DD Decision Date/Mumber	
				Manageme nt Educatione I Without Thesis	Please confirm	withdrawal of your serr	ester leave request	equest Crissled		
							Confirm Cancel	2		

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	Sem	ester Le	ave Request								
	Act	tive Prog	ram Registrations (1	0							
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				Manageme			Success				
				Educationa I Without Thesis	Semester la	iave reque	st has been succ	escully withdrawed	equest Created		
								OK			
										Grade W	- 190

8. It appears that the request has been cancelled.

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Semester Leave Request						
Active Program Registrations (1)						
Name and Surname Student Number	Program Registratio n Type	Class	Academic Term	Status	FYK/EYK/IDO Decision Date&Number	
×xxxxxx xxxxxxxx	Managem ent MSc Education Student al Without Thesis	5.Year	2022-001	Semester Leave Request Withdrawed	-	
					Create	draw