STUDENT PETITION POLICY

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1. SUBJECT MATTER AND SCOPE
Students writes petition forms in case of some specific personal needs and requirements related to their study.

2. WORK PROCEDURE
a) To obtain a petition form (......................) the student must first come to the Student Affairs Office. The responsible officer will provide him/her with the form and help him to fill it up as clearly and understandibly as possible.

b) The petition form is then forwarded to the Protocol Office and once regularity of the request is determinated it is forwarded to the related unit.

c) The related unit reviews the request and writes back an official response.

d) The response to the petition is returned to the student by protocol officer by getting student`s signature. The response is prepared in three copies.

e) One copy is given to the student, one is kept in the student file and the last one in archived in a folder specified for that purpose.

f) Students can write petition form for the following academic requests: make-up exam, external transfer / credit transfer, internal transfer, withdrawal from the university, temporary withdrawal, transcript

3. RESPONSIBILITY AND AUTHORISATION
Student Affairs Office, Records Management Office

4. ATTACHMENTS
a) Petition form