



Student affairs

ADDITIONAL EXAM PROCEDURES WORKFLOW PROCESS	Responsible	Legislation/Documents
<p>In line with the date determined by the Registrar's Office, units will be transferred to the 1st and 2nd grades. It announces the exam date range and calendar schedule, including the Exam Week, on its website along with the application petition form.</p>	<p>*Student Affairs Office Presidency *Unit Management Stage</p>	<p>Tokat Gaziosmanpasa University Associate and Undergraduate Education Regulations Article:16/6</p>
<p>Applications are evaluated by the unit/department education commission.</p>	<p>*Unit/Department Education Commission</p>	
<p>Is the student eligible to take the exam?</p> <p>Yes</p> <p>No</p> <p>Students' exam eligibility status and exam dates are announced on the unit website. Responsible faculty members are informed. The documents of those whose status is not suitable are filed.</p>	<p>* Unit Management Stage * Unit Student Affairs Bureau * Unit / Department sectorian</p>	
<p>The exam is held on the specified day and time.</p>	<p>*Responsible Teaching element</p>	
<p>The exam is evaluated by the responsible instructor and entered into the e-university system, and the grade notification form is printed and delivered to the student affairs office.</p>	<p>*Responsible Teaching element * Unit Student Affairs Office</p>	
<p>Was the student successful in the exams?</p> <p>Successful</p> <p>Unsuccessful</p> <p>2nd Exam Week: Can take exams.</p>	<p>* Unit Management Stage *Responsible Teaching element * Unit Student Affairs Office</p>	<p>Tokat Gaziosmanpasa University Associate and Undergraduate Education Regulations Article:16/6</p>
<p>Was the student successful in the 2nd Exam Week Exams?</p> <p>Successful</p> <p>Unsuccessful</p> <p>The student's situation is decided according to the appropriate provisions of the applicable regulations.</p>	<p>*Responsible Teaching element</p>	
<p>According to the recommendation of the Education and Training Commission, the student's registration is deleted by the Board of Directors.</p>	<p>*Unit/Department Education Commission *Unit Management board</p>	<p>Tokat Gaziosmanpasa University Associate and Undergraduate Education Regulations Article:16/6</p>