



TC
TOKAT GAZIOSMANPASA UNIVERSITY
PAZAR VOCATIONAL SCHOOL of HIGHER EDUCATION
Process Chart

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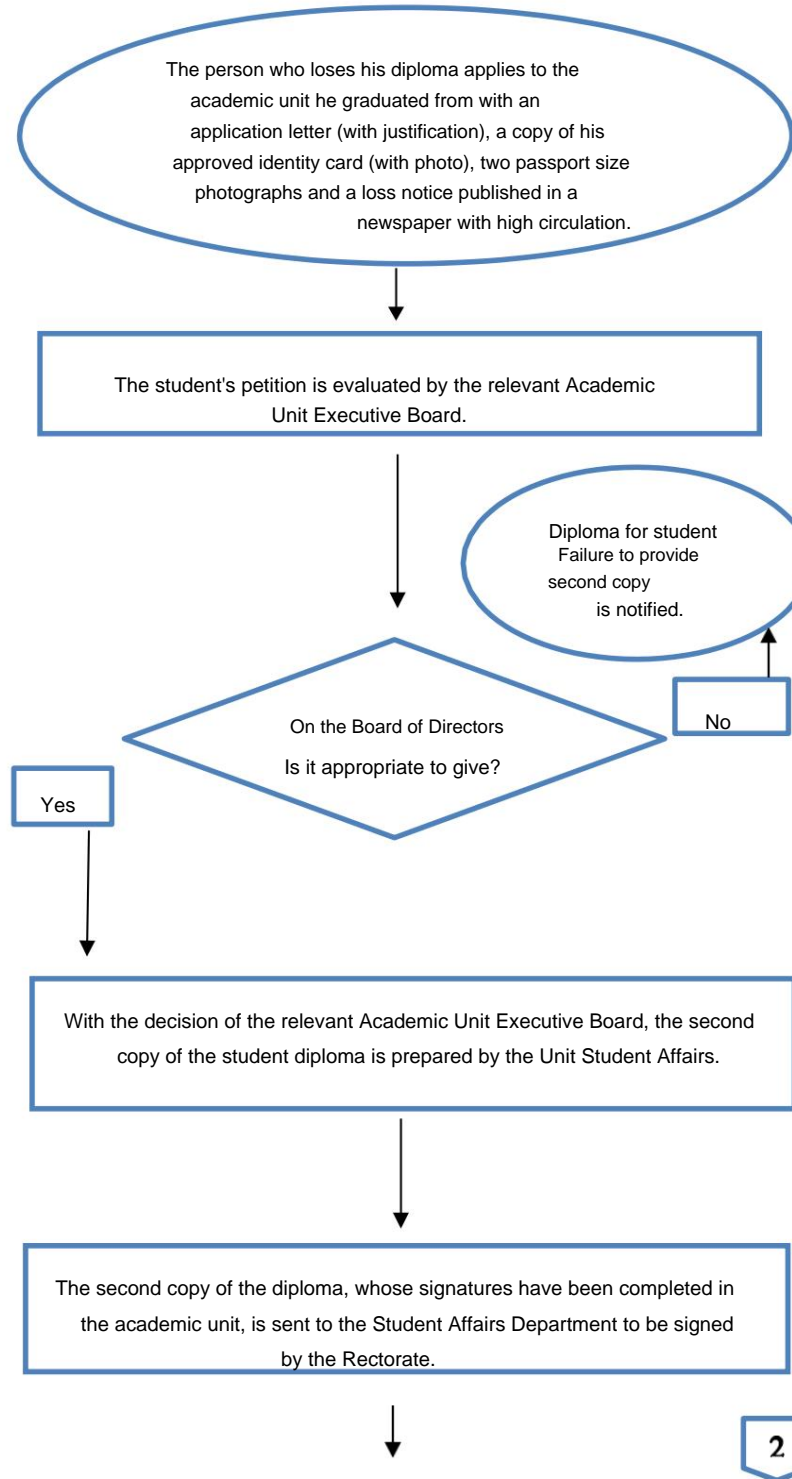
Student affairs

Workflow Number: İ.A.Ş. 005

DIPLOMA SECOND COPY WORKFLOW PROCESS

Responsible

Legislation/Documents



RA ecS lat edu ved anmenittc Unit

*Tokat Gaziosmanpasa University Diploma Directive Article 16
*Application Petition
*Certified Copy of Identity Card
*Two Photographs
*Newspaper Advertisement

*Relevant Academic Unit Management board
* Unit Student Affairs
*Dean/Director

*Tokat Gaziosmanpasa University Diploma Directive Article 16
*Board decision

* Student affairs head of department
*Unit Student Affairs

*Tokat Gaziosmanpasa University Diploma Directive Article 16
*Diploma Second Copy

<p>The second copy of the diploma signed by the Rector's Office by the Student Affairs Department is sent to the relevant academic unit.</p>	<p>* Student affairs head of department *Unit Student Affairs</p>	<p>*Tokat Gaziosmanpasa University Diploma Directive Article:16 *Diploma Second Copy</p>
<p>A photocopy of the second copy of the diploma is copied and the photocopied document is delivered to the student upon signature by having the student hand-deliver the original. And a note is made in the diploma book that the second copy of the diploma has been given.</p>	<p>*Unit Student Affairs *Student</p>	<p>*Tokat Gaziosmanpasa University Diploma Directive Article: 16 *Diploma Second Copy</p>
<p>Documents are archived in the student file.</p>	<p>*Unit Student Affairs</p>	