

**Tokat Gaziosmanpasa University**  
**Pazar Vocational School of Higher Education**

**Workflow Processes**

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| <b>Process No.</b>                       | 14  |
| <b>Process Name</b>                      | Preparation of Weekly Course Schedules Process  |
| <b>Those Responsible for the Process</b> | Vocational School Department Heads, Vocational School Department Heads assistants   |
| <b>Process Organization Relationship</b> | Vocational School Director, Vocational School Department Heads, Faculty Members, Students, Rectorate  |
| <b>Purpose of the Process</b>            | Weekly days and hours of when the courses in the lesson plans of all programs will be held for each semester determined and announced to students   |
| <b>Limits of the Process</b>             | At the beginning of each semester according to the academic calendar Begins and Ends  |
| <b>Process Steps</b>                     | <ul style="list-style-type: none"> <li>• For All Programs Each Semester<br/>Appropriate days and hours are determined for instructors to teach the courses they are responsible for, according to the determined course assignments.</li> <li>• Prepared Weekly Course Schedules<br/>It is submitted to the Directorate for Approval and after approval, it is sent to the Additional Course Unit so that additional course payments can be made.</li> <li>• Weekly Course Schedules Are Announced to Students.</li> <li>• Weekly Course Schedule is Entered into the Student Information System.</li> <li>• Lessons are followed according to the weekly lesson schedule.</li> </ul> |
| <b>Performance Indicators</b>            | Implementation of weekly course schedules   |

