

Tokat Gaziosmanpasa University
Pazar Vocational School of Higher Education

Workflow Processes

Process	7
Number	Horizontal Transfer Procedures Process
Process Name Those Responsible for the Process	Department Head, Student Affairs
Process Organization Relationship	Student, Student Affairs, Department Head, Board of Directors, Directorate
Purpose of the Process	Ensuring Students' Transition to In-House Equivalent Diploma Programs
Limits of the Process	It starts with determining the quotas and following the application conditions according to the announcement and ends with the registration confirmation.
Process Steps	<ul style="list-style-type: none"> • Which programs will be transferred to and the quotas for internal transfers are determined by the Heads of Departments of the College. • Presented to the College Board • The issue will be discussed by the Higher School Board. Submitted to the Rectorate. • The issue is submitted to the Senate by the Student Affairs Department. • Quotas and Conditions Accepted by the Senate are Published on the University Website. • On the specified dates, students apply to the relevant units with the required documents. • Applications are reviewed by the Department Head. • Requests of those whose documents are complete and whose status complies with the regulations are deemed appropriate within the quota. Others are Rejected. • After the issue is discussed in the Board of Directors, the Main and Reserve Lists are published on the Web. • Winning Students on the Specified Dates They apply to the relevant Vocational School and make their final registration. • Vocational School Directorate files the students' files. Whether Students Are From Their Old Schools • Students are recorded in the Student Information System • Courses Assigned. • Grades Received at Previous University Are Exempt is processed • Report your Military Service Status to the relevant Military Service Branches. Documents are sent. • New ID Cards Are Issued to Students
Performance Indicators	Number of Horizontal Transfers Successfully Completed Internal Transfer Registration Number and Duration of Process

