Tokat Gaziosmanpasa University Pazar Vocational School of Higher Education

Workflow Processes

Process	7	
Number	Horizontal Transfer Procedures Process	START THE TRA
Process Name Those Responsil	ole for the Process Department Head, Student Affairs	
Process Organization	Student, Student Affairs, Department Head,	Department Heads Decide Which Prog
Relationship	Board of Directors, Directorate	Transferred Within the Institution and
Purpose of the Process	Ensuring Students' Transition to In-House Equivalent	Quotas are determined. Submitt
	Diploma Programs	
Limits of the Process	It starts with determining the quotas and following the	The issue is discussed in the I
	application conditions according to the announcement and ends	
	with the registration confirmation.	The matter is submitted to the Sena
Process Steps	Which programs will be transferred to and the quotas	
	for internal transfers are determined by the	Quotas and Conditions Accepted by the
	Heads of Departments of the College.	Published or
		Students Apply to Vocational School Students
	Presented to the College Board	on the Announce
	The issue will be discussed by the Higher School Board.	•
	Submitted to the Rectorate.	Applications are reviewed
	The issue is submitted to the Senate by the Student Affairs	
	Department.	
	Quotas and Conditions Accepted by the Senate are Published	Is it su
	on the University Website.	
		Those whose documents are complete and w
	On the specified dates, students apply to the relevant	Transfer Directive are r
	units with the required documents.	
	Applications are reviewed by the Department Head.	Is it w
	Requests of those whose documents are complete and	the qu
	whose status complies with the regulations are	
	deemed appropriate within the quota. Others are	
	Rejected.	Reserve and Main Lists are determined
	After the issue is discussed in the Board of Directors,	Students are accepte
	the Main and Reserve Lists are published	
	on the Web.	Results Are Published
	Winning Students on the Specified Dates	
	They apply to the relevant Vocational School and make their	Nobles Have Their Final Registrat
	final registration.	Nobles Have Their Final Registration
	Vocational School Directorate files the students' files.	
	Whether Students Are From Their Old Schools	Students Are Transferred to the Information
	Students are recorded in the Student Information System	
	Courses Assigned.	Courses taken at the school h
	Grades Received at Previous University Are Exempt	
	is processed	Military Service Status Certificate is
	Report your Military Service Status to the relevant Military Service Branches.	,
	Documents are sent.	Personal Files Are Requested I
	New ID Cards Are Issued to Students	1 0.001/41 1.000 / 110 1.0044000.00
Performance	Number of Horizontal Transfers Successfully	Student ID Ca
Indicators	Completed Internal Transfer Registration	Student ID Ca
	Number and Duration of Process	
		END OF

