

	<b>TC</b> <b>TOKAT GAZIOSMANPASA UNIVERSITY</b> <b>PAZAR VOCATIONAL SCHOOL of HIGHER EDUCATION</b>		<b>Publication Date: 15.11.2016</b>
	<b>Workflow Process Chart</b>		<b>Revised Date: 10.04.2023</b>
	<b>Student affairs</b>		<b>Workflow Number: İ.A.Ş. 034</b>
<b>SUMMER SCHOOL WORKFLOW PROCESS OUTSIDE OUR UNIVERSITY</b>			<b>Legislation/Documents</b>
<p>The student can take the course he failed or the course he has never taken in his current class at our University in summer school.</p>			<p><b>*Student</b></p>
<p>The student applies to other universities if the courses he wants to enroll in are not offered in our University's summer school.</p>			<p><b>*Student</b></p> <p><b>*Tokat Gaziosmanpasa University Summer School Directive</b> <b>*Senate Decision</b></p>
<p>The student goes to the school in which he wants to take summer school and requests the course information and content of the course he will enroll in.</p>			<p><b>*Student</b> <b>*Summer school School to attend</b></p> <p><b>*Course Introduction Form</b></p>
<p>The documents received are submitted to the Dean's Office/Directorate/ Department Head with a petition.</p>			<p><b>*Student</b> <b>*Academic Unit</b></p> <p><b>*Petition</b> <b>*Course Introduction Form</b></p>
<p>Dean's Office/Directorate/ Section Is it appropriate for your Presidency?</p> <p>Yes</p> <p>No</p>			<p><b>*Dean</b> <b>*Manager</b> <b>*Head of department</b></p>
<p>The student registers for summer school.</p> <p>The student searches for another university that offers suitable courses in summer school during the period</p>			<p><b>*Student</b></p>
<p>The courses that the student will take during the summer school are notified to the unit student affairs by the unit senior management.</p>			<p><b>*Unit Upper Management</b> <b>*Unit Student Affairs</b></p>
<p style="text-align: center;">2</p>			

<p>At the end of the summer school, the grades reported by the relevant University (grades received by the Rectorate of our University or the relevant academic unit) are notified to the relevant unit student affairs.</p>	<p><b>*Summer School taken School</b> <b>*Rectorate or Relevant Academician Unit</b></p>	<p><b>*Grade Schedule</b></p>
<p style="text-align: center;">↓</p> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; width: fit-content; margin: auto;"> <p>Successful courses taken by the student from the summer school are entered into the automation system and archived. (There is only one course left at the end of summer school.)</p> <p>Students take a single course exam on a date determined by the unit.)</p> </div>	<p><b>*Unit Student Affairs</b></p>	<p><b>*Automation</b> <b>*Grade Schedule</b></p>