KTO KARATAY ÜNİVERSİTESİ	**CLINICAL PRACTICE COMMISSION WORKFLOW**	Document No	İAE-01
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		Page	1/1

Workflow Steps	**Responsible**	**Related Documents**
Determination of the courses with clinical practice and the number of students	Clinical Practice Commission	Meeting Minutes
Determination of clinical practice placements.	Clinical Practice Commission	Meeting Minutes
Review by the Commission and submission to the Head of Department.	Clinical Practice Commission	Meeting Minutes
Notification to the Dean's Office via an official letter.	Head of Department	Official Letter via EDMS
Forwarding to the Rectorate by the Dean's Office via an official letter.	Dean's Office	Official Letter via EDMS
Forwarding to the Provincial Health Directorate by the Rectorate via an official letter, and notification of the approval to the Dean's Office, and subsequently to the Head of Department	Rectorate	Official Letter via EDMS
Notification of student quotas to the responsible faculty members of the relevant courses by the Head of Department.	Head of Department	Email / Meeting
Completion of the required documents by the student and submission to the faculty member.	Faculty Member and Student	Rotation and Acceptance Documents
Preparation of rotations and collection of student documents by the responsible faculty member of the course.	Faculty Member	Rotation and Acceptance Documents
Submission of documents to the education unit of the relevant hospital.		

Prepared by	System Approval	Approval for Entry into Force
Commission Members	Department Board	Head of Department
