KTO KARATAY ÜNİVERSİTESİ	**DOUBLE MAJOR COMMISSION WORKFLOW**	Document No	IAE-08
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Workflow Steps	Responsible	Related Documents
Determination of the quotas of the Double Major program, which was discussed in the Education and Training Commission and decided to be opened,	Department Heads Double Major Department Commission	Senate Board Decision
Double Major quotas and application and registration calendar for students Announcement on the web page	Registrar's Office	Application and registration calendar Double Major quotas
Submitting the applicant student information (class ranking, grade point average, etc.) to the dean's office	Registrar's Office	Double Major Application List EBYS
Submission of applications to the Department Head for evaluation	Faculty Secretariat	
Submission of the evaluation result to the dean's office and discussion in the board of directors	Members of the Board of Directors	Double Major Application List EBYS
Submission of the evaluation result to the Registrar's Office	Faculty Secretariat	Double Major Application Evaluation Form
Announcement of the evaluation results on the date in the Academic Calendar	Registrar's Office	EBYS
In order to register the students who have the right to register as main/substitute candidates, the necessary information transfer, fee definition, etc. preparations should be made on the student information system.	Registrar's Office	Copy of the Faculty Board of Directors Decision
Registration of students and processing their scholarships into the system	Registrar's Office Scholarship Office	Evaluation Result Table
Preparation of the Double Major/Minor Protocol Form and the Course Registration Form by the Double Major Department Coordinatorship	Double Major Commission	OBS OBS
Processing the courses to be transferred from the Major Program and the courses to be taken in the Double Major Program to OBS	Registrar's Office	FR-0152-DIAMETER Transfer Courses Form FR-0153-Double Major Minor Course Registration Form FR-0146-Double Major Minor Protocol Form OBS

Prepared by	System Approval	Enforcement Approval
Commission Members	Department Board	Head of department