KTO KARATAY ÜNİVERSİTESİ	**DOUBLE MAJOR PROGRAMS (DMP) COMMISSION WORKFLOW**	Document No	İAH-03
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Workflow Steps	Responsible	Related Documents
Determination of quotas for Double Major Programs (DMP) discussed and approved by the Education-Training Commission.	Department Head's Offices & DMP Department Commission	Quota Proposals
Announcement of DMP quotas, application, and registration processes to students via the website	Directorate of Student Affairs	Quotas, Application, and Registration Calendar
Transmission of applicant student information (class ranking, GPA, etc.) to the Dean's Office.	Directorate of Student Affairs	DMP Application List & EBYS
Transmission of evaluation results to the Dean's Office and discussion in the Faculty Administrative Board.	Administrative Board Members	DMP Application Evaluation Form
Transmission of the evaluation results to the Directorate of Student Affairs	Faculty Secretary	EBYS, Faculty Board of Directors Decision Form
Announcement of evaluation results on the date specified in the Academic Calendar.	Directorate of Student Affairs	Assessment Results Table
Data transfer on the Student Information System (OBS) for the registration of students entitled to register as principal/substitute candidates	Directorate of Student Affairs	OBS
Completion of student registrations and processing of scholarships into the system.	Directorate of Student Affairs & Scholarship Office	OBS
Preparation of the Double Major/Minor Protocol Form and Course Registration Form by the DMP Department Coordination	DMP Commission Members	FR-0152 DMP Transfer Courses Form FR-0153- Double Major Minor Course Registration Form FR-0146 Double Major Minor Protocol Form
Processing of courses to be transferred from the Major Program and courses to be taken in the DMP into the OBS.	Directorate of Student Affairs	OBS

Prepared By	System Approval	Authorization of Enforcement
Commission Members	Departmental Board	Head of Department

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