	ERASMUS COMMISSION WORKFLOW	Document No	
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Workflow Steps	Responsible Unit / Responsible Person	Related Documents
Announcement of the Erasmus Application Call Schedule	Erasmus Coordination Office	Language Proficiency Exam Application Announcement Student Mobility Application Announcement
Obtaining Exam Result Documents and Acceptance Letters of Students Applying for the Erasmus Program	Erasmus Coordination Office / Faculty Secretariat	Exam Result Document Letter of Acceptance
Submission of Acceptance Decisions of Students Accepted to the Erasmus Program to the Student Affairs Coordination Office	Erasmus Coordination Office / Faculty Secretariat	Erasmus Application Form (Online) / Transcript
Entering the Host Universities and Mobility Periods of Students Going Abroad within the Scope of Erasmus into the System	Erasmus Coordination Office / Faculty Secretariat	Decision of the Faculty Administrative Board
Submission of Transcripts by Students Returning from the Erasmus Exchange Program to the Erasmus Coordination Office	Student Affairs Coordination Office / Faculty Secretariat	Transcript, Course Descriptions
Submission of Transcripts to the Relevant Faculty for Course Adaptation Procedures	Student Affairs Coordination Office / Faculty Secretariat	Transcript, Course Descriptions
Entering Exemption Decisions Resulting from Course Adaptation Procedures into the System	Student Affairs Coordination Office / Faculty Secretariat	Exemption Decision
Matching the Exempted Courses and Activating the Student's System to Enable Course Registration for the New Academic Term	Student Affairs Coordination Office	Exemption Decision

Prepared by Commission Members	Prepared by Commission Members	Prepared by Commission Members