	CHANGE PROGRAMS COMMISSION WORKFLOW	Document No	IAE-07
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Workflow Steps	Responsible	Related Documents
Announcement of Erasmus Application Announcements Calendar	Erasmus Coordinatorship	Language Exam Application announcement Student mobility application announcement
Providing exam result documents and acceptance letters of students who will apply to the Erasmus program	Erasmus Coordinatorship/Faculty LTE Secretariat	Exam result document Acceptance letter
Submission of admission decisions of students whose Erasmus Program applications are accepted to the Student Affairs Coordinatorship	Erasmus Coordinator / Faculty Secretariat	
Entering the universities and semesters of the students who will go abroad within the scope of Erasmus into the system	Erasmus Coordinator / Faculty Secretariat	Erasmus Application Form (Online)/Transcript
Students returning from the Erasmus Exchange Program must submit their transcripts to the Erasmus Coordinatorship	Student Affairs Coordinator/Faculty LTE Secretariat	Faculty Board of Directors decision
Forwarding the transcripts to the relevant Faculty for adaptation procedures.	Student Affairs Coordinator/Faculty LTE Secretariat	Transcript, Course Contents
Processing the Exemption Decisions into the system as a result of the adjustment	Student Affairs Coordinator/Faculty LTE Secretariat	Transcript, Course Contents
Matching the exempted courses and activating the student's system so that they can register for courses in the new semester	Student Affairs Coordinatorship	Exemption Decision Exemption Decision

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