KTO KARATAY ÜNİVERSİTESİ	EXEMPTION AND ADAPTATION COMMITTEE WORKFLOW	Document No.	
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Workflow Steps	Responsible Party	Related Documents
Submission of transcripts and course descriptions of students admitted through vertical and horizontal transfer to the relevant Faculty Dean's Office for exemption evaluation.	Directorate of Student Affairs	Electronic Document Management System (EDMS) Transcript Course Description
Establishment of the Exemption and Adaptation Committees	Faculty Secretariat	EMDS
Submission of the transcripts and course descriptions received by the Faculty to the committee.	Faculty Secretariat Exemption and Adaptation Committee Members	Electronic Document Management System (EDMS) Transcript Course Description
Submission of the committee's report on exemption and adaptation information to the Faculty.	Exemption and Adaptation Committee Members	FR-0787 – Adaptation Table
Review of the adaptation report determined by the committee at the Faculty Administrative Board meeting.	Faculty Administrative Board Members	
Is the Adaptation Report approved?	Faculty Administrative Board Members	Administrative Board Decisionı
No → Referral to the committee for reconsideration.		
Yes		
Submission of exemption and adaptation decisions to the Directorate of Student Affairs for entry into the system.	Faculty Secretariat	EMDS Y Administrative Board Decisionı
Entry of exemption and adaptation decisions into the Student Information System.	Directorate of Student Affairs Academic Advisor	Student Information System (SIS)
Completion of students' course registrations.		SIS

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