KTO KARATAY ÜNİVERSİTESİ	GRADUATION COMMISSION WORKFLOW	Document No	İAE-06
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Workflow Steps	Responsible	Related Documents
After the fall and spring final, resit, and graduation examinations of each academic year, obtaining the prospective graduate student report from the system.	Registrar's Office	Academic Calendar OBS (Student Information System)
↓		
Reviewing the curriculum status (GPA, total ECTS credits) and graduation criteria logbooks of the students listed in the prospective graduate report, and submitting an official letter to the Head of Department.	Graduation Commission	Meeting Minutes
↓		
Submitting an official letter to the Dean's Office to review the graduation eligibility of the student lists and to obtain a Department Board decision regarding the appropriateness of graduation.	Head of Department	EDMS (Electronic Document Management System)

Prepared by	System Approval	Approval for Entry into Force
Commission Members	Department Board	Head of Department

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