KTO KARATAY ÜNİVERSİTESİ	**CURRICULUM DEVELOPMENT AND UPDATE WORKFLOW**	Document No.	IA-012
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Workflow Steps	Responsible	Related Documents
The Department Chair's request for curriculum update/preparation is forwarded to the Division Chair	Department	FR-0135-Curriculum Update Form
The department chair reviews and sends it to the Department Chair	Department Chair	FR-0135-Curriculum Update Form
The relevant Department prepares the curriculum and its contents in full	ABD	FR0135-Curriculum Update Form
Submission of the prepared curriculum to the Dean's Office with a cover letter and submission	Department Chair	FR-0135-Curriculum Update Form, Curriculum
The request from the department is discussed by the Faculty Council and sent to the Rector's Office	Faculty Council	Faculty Council Decision
The request received by the Rector's Office is discussed at the Senate meeting	Senate	
Senate Faculty — No: Request for revision of the US curriculum to be forwarded to the Department to be forwarded to the Dean's Office	Senate	Senate Decision
Yes: Approval of the new curriculum by the Rector's Office	Administrative Affairs Coordination	Senate Decision
Entering the curriculum into the Student Information System	Student Affairs Coordination Office/Relevant Department Assistant	FR-0135-Curriculum Update Form, Curriculum

Prepared by	System Approval	Enforcement Approval
Unit Quality Manager	Strategy and Quality Management Officer	Secretary General