KTO KARATAY ÜNİVERSİTESİ	DOUBLE MAJOR WORKFLOW	Document No.	IA-021
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		Revision Date	December 26, 2023
		Revision No	02
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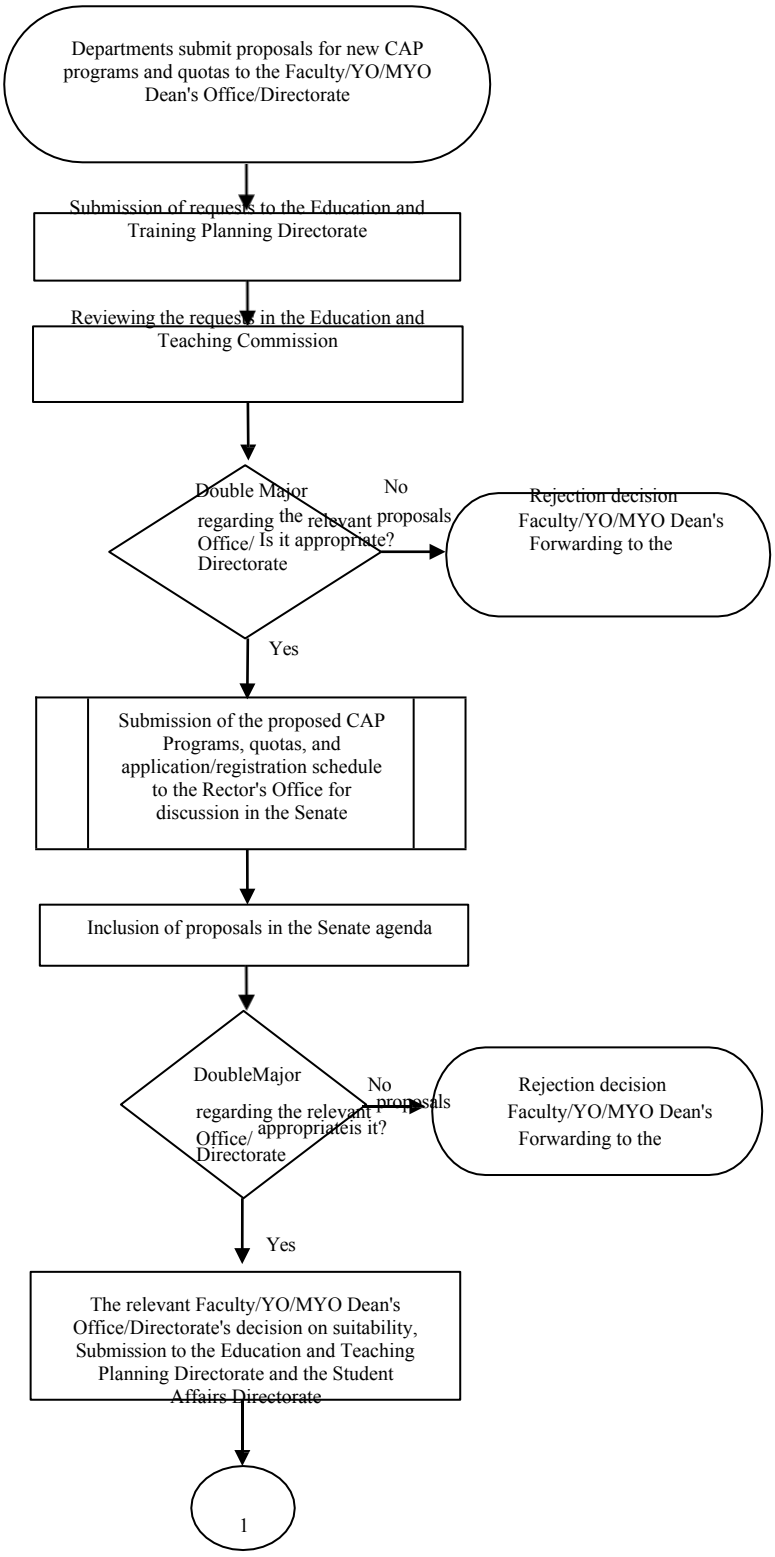
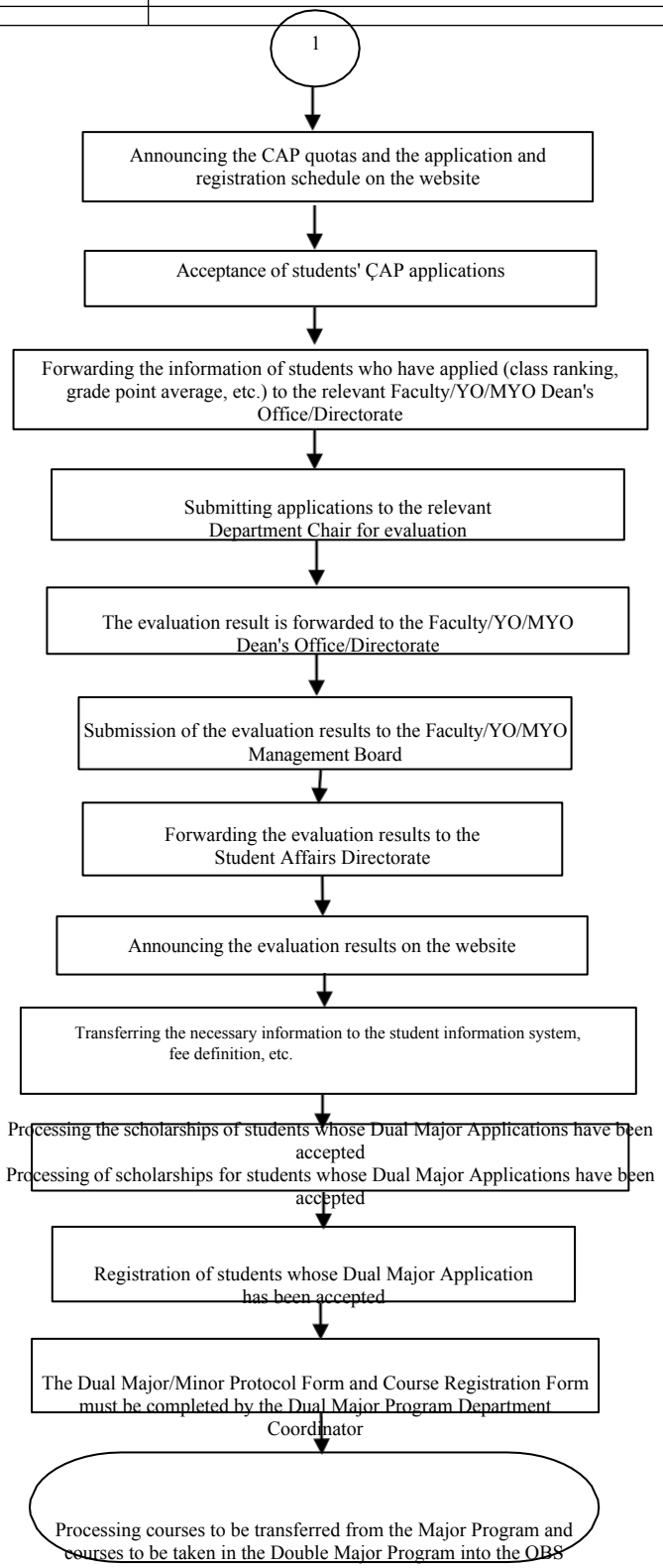
Workflow Steps	Responsible	Related Documents
	Department Chairs, Department Coordinators Faculty/YO/MYO Secretariat Education and Teaching Planning Directorate Education and Teaching Planning Directorate Faculty/YO/MYO Secretariat Administrative Affairs and Shipping Office Records Management and Shipping Office Senate Members Administrative Affairs and Mailroom Records Management and Shipping Office	EBYS KTO Karatay University Double Major Directive EBYS Education and Teaching Commission Decision EBYS EBYS Education and Teaching Commission Decision Senate Board Decision Senate Board Decision

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



Directorate of Student Affairs Directorate of Information Technology	Application and registration schedule CAP quotas
Office of Student Affairs	OBS
Office of Student Affairs	ÇAP Application List EBYS
Faculty/YO/MYO Secretariat	ÇAP Application List EBYS
Department Chair	FR-0682-CAP Application Evaluation Form (No Requirements) FR-0683-CAP Application Evaluation Form (Required)
Board of Directors Members	EBYS Faculty/YO/MYO Board of Directors Decision Copy
Faculty/YO/MYO Secretariat	Evaluation Results Table OBS
Directorate of Student Affairs Directorate of Information Technology	OBS
Directorate of Student Affairs	OBS
Scholarship Office	FR-0152-Double Major Transfer Courses Form FR-0153-Double Major Minor Course Registration Form
Directorate of Student Affairs	FR-0146-Double Major Minor Protocol Form OBS
Interdisciplinary Program Department Coordinators	
Student Affairs Office	