KTO KARATAY ÜNİVERSİTESİ	QUALITY AND R&D COMMISSION WORKFLOW	Document No	İAE-11
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		Revision No	00
		Page	1/2

Workflow Steps	Responsible	Related Documents
Submitting the request for updating forms related to all areas of activity, including education, examinations, and clinical practice, to the Head of Department	Quality and R&D Commission	Meeting Minutes and EDMS
Evaluation by the Head of Department. — Not Appropriate → Finalization of the update.	Head of Department	EDMS
Appropriate		
Making the relevant revisions and submitting them to the Head of Department.	Head of Department	EDMS
Forwarding to the Dean's Office by the Head of Department via an official letter.	Head of Department	EDMS
Announcement on the website.	Head of Department	Website
At the beginning of the semester, holding a meeting with the participation of department faculty members to determine the number of scientific publications and R&D activities and to obtain suggestions for improvement.	Quality and R&D Commission	Meeting Minutes and EDMS
Submitting the relevant improvement proposals to the Head of Department.	Quality and R&D Commission	Meeting Minutes and EDMS
Evaluation by the Head of Department.	Head of Department	EDMS
Implementation of the necessary improvements.	Head of Department	EDMS

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

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