KTO KARATAY ÜNİVERSİTESİ	**Workflow of the Bologna Coordination Commission**	Document No.	
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		Revision Date	
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Workflow Steps	Responsible	Related Documents
The Chair of the Bologna Coordination Commission shall submit the meeting notice to the Head of the Department.	Chair of the Bologna Coordination Commission	Institutional E-mail
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The Chair of the Bologna Coordination Commission prepares the meeting agenda and content	Chair of the Bologna Coordination Commission	Institutional E-mail
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The meeting date and time, along with the agenda and content, are communicated to the Bologna Coordination Commission members via EBYS or institutional email addresses. A reminder is sent to the members before the meeting.	Bologna Coordination Commission Members	Institutional E-mail
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The issues discussed during the meeting are recorded in writing. After the meeting concludes, the minutes are prepared by the rapporteur.	Bologna Coordination Commission Members	Meeting Minutes
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The minutes form is signed by the participants. Once the signing process is completed, the minutes are filed.	Bologna Coordination Commission Members	Meeting Minutes
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The meeting agenda, content, decisions taken, and photos are shared on the faculty website. All documents and paperwork are filed.	Department of Nursing	Website

Prepared by	System Approval	Enforcement Approval
Commission Members	Department Board	Department Chair