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| **IGDIR UNIVERSITY**  **WORK FLOW CHART** | | | |
| **Division:** Faculty of Science and Letters **Form No:** 30.10.2020 Rev 20 **Activity/Process:** Suspension of Study **Number of Pages : 2** | | | |
| **1.PROCESS INPUT**   |  | | --- | | * Petition for suspension of study * Medical report * Detention or probation of student * Military Service Issues * Economic Reasons | |  | |  | |  | |  | |  | | | **2.PROCESS OUTPUT**  The registration of student’s information in SIS (Student Information System/ OBS) | |
| **3.RELATED ARTICLES**   Article 33 of Igdir University Regulations on Pre-Graduate and Undergraduate Training and Education | | | |
| **4.DOCUMENTS USED**   |  | | --- | | * Petition for suspension of study * Medical report * Detention or probation of student * Military Service Issues * Economic Reasons | |  | |  | |  | | | | |
| **5.RESOURCES USED**   * Computer * Printer | | | |
| **PREPARED BY** | **CONTROLLED BY** | | **APPROVED BY** |
| Student Affairs Official | Faculty Secretary | | Dean |



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|  | **IGDIR UNIVERSITY**  **FACULTY OF SCIENCE AND LETTERS**  **OFFICE OF DEAN**  ***SUSPENSION OF STUDY WORK FLOW CHART*** | | | |
| **WORK FLOW** | | | **ACCOUNTABLE** |
| If the student has a justifiable and valid excuse, he/she applies for suspension through submitting a petition and the necessary documents to our faculty.  The documents are controlled. The process begins with the registration of the documents in Document Management System (EBYS).  The application is discussed by Faculty Administrative Council.  Student’s information is registered in student information system and the process ends.  If the suspension is deemed inappropriate, the process ends.  Öğrenci haklı ve geçerli bir mazeret olması durumunda  Akademik Takvimde belirtilen tarihler arasında  yazılı olarak Fakültemize başvurur.  Evraklar kontrol edilir. Evrakların EBYS  sistemine kaydedilmesiyle birlikte kayıt süreci başlar..  Öğrencinin başvurusu yönetim  kurulunda görüşülür NO    YES  Başvurusu uygun  Görülmezse işlem  sonlanır      Öğrenci otomasyonuna  bilgileri girilir ve  işlem sona erer  . | | | Student    Official Documentation Office    Faculty Admins. Council    Student Affairs |
| **PREPARED BY** | **CONTROLLED BY** | **APPROVED BY** | |
| Student Affairs Official | Faculty Secretary | Dean | |