

NAME OF WORK

OPENING COURSE WORK FLOW FORM

TOTAL DURATON

Indefinite

BEGINNING

#### PRESENTATION AND EVALUATION OF THE PROGRAM PROPOSAL FORM

The training (course) programs to be organized at the Continuous Education Centre are prepared taking into account the demands of individuals, institutions and faculty. Individuals make their requests by filling out the relevant request form in the "COURSE APPLICATION FORM" link under the FORMS section of the Continuing Education Centre Web site. Our University Faculty Members submit their requests for organizing a Continuing Education Centre training program (course) to the Continuing Education Centre from the FORMS section on the website of the Continuing Education Centre through the link "PROGRAM SUGGESTION FORM". Applications submitted online are periodically evaluated and a proposal is submitted to the Board of Directors for opening the courses requested.

#### DISCUSSION OF THE PROGRAM PROPOSAL FORM IN THE BOARD OF DIRECTORS

The Board of Directors will evaluate and decide on which course will be opened in the Continuing Education Centre, the course fee, the duration and which instructors will take part, and the conditions for issuing documents

#### ANNOUNCEMENT OF THE PROGRAM OPENED

Continuing Education Centre announces the details of the education program to be organized on the website of the Continuing Education Centre and on the website of our University, after doing the necessary works in line with the requests. This announcement will be published on "ANNOUNCEMENTS" title on our University's website and "Courses to be opened" title under the Training Programs tab on the Continuing Education Centre website until the end of the final registration date. With the announcement of the publication, the pre-registration stage related to the relevant training program is started.

#### PRE-REGISTRATION

After the details of the training program are announced, the trainees are required to register for the training program between the pre-registration dates. Pre-registration is done by completing the "COURSE APPLICATION FORM" under the FORMS title on the Continuing Education Center website, by hand delivery to the nusem@ohu.edu.tr e-mail address or to the Continuing Education Centre registration office. If the number of course applications is reached, the final registration process begins.

#### FINAL REGISTRATION

The trainees come to the Continuing Education Center between the final registration dates of the relevant course programs specified on the Continuing Education Center page and register personally.

#### STARTING OF THE PROGRAM

After the final registration process is completed, the relevant course program is started on the date and place specified in the course details.

#### ATTENDANCE TO THE PROGRAM

It is ensured that trainees and lecturers continue their course activities without any problems. The course curriculum is published on the central website.

#### EVALUATION OF THE PROGRAM

It is ensured that the exams related to the courses with certificate and participation certificate are held at a valid and reliable level.

#### PREPARATION OF PARTICIPATION CERTIFICATE AND DOCUMENTS

Exam results are announced to the trainees and the documents are delivered to the owners in the course programs.

FINISH