

ACADEMIC ACTIVITY PERMIT WORKFLOW PROCESS

Work Flow Process	Responsible
<p>The unit that will carry out an academic activity first sends an e-mail to the dean's office and obtains approval to start the activity process.</p>	Head of Department
<p>Is Approval granted?</p> <p>No</p> <p>Yes</p>	Faculty
<p>Notified to the department with justification</p>	
<p>An event request form is prepared by the department and submitted to the Dean's Office for approval</p>	Head of Department
<p>A purchase request form is created by the Department for requests with a purchasing process in the event request form.</p>	Head of Department
<p>The relevant department sends the content information such as announcement image, poster, acknowledgement / participation certificate etc. specified in the event request form to the Corporate Communication and Public Relations Directorate by e-mail together with the approval of the request form. (etkinlik@kent.edu.tr)</p>	Head of Department
<p>On the day of the event, the units in charge complete the process</p>	Head of Department Corporate Communications and Public Relations Directorate