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| **Workflow Steps** | **Responsible** | **Document** |
| After the midterm and final exams, the students who fail the course grade are listed by the lecturer of the course. | Instructor in Charge of the Course | Student Information System (OBS) |
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| Following the announcement of the exam results, an interview is planned with these students within 2 weeks through the Student Information System (OBS) system and the result of the interview is filled in the relevant form. | Instructor in Charge of the Course | Student Information System (OBS)  Post-Exam Student Interview Form |
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| After the interviews are over, the completed forms for each student are sent to the Improvement and Development Commission. | Instructor in Charge of the Course | Post-Exam Student Interview Form |
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| Improvement and Development Commission determines the improvement issues. Necessary action is taken in line with these decisions. | Improvement and Development Commission | Post-Exam Student Interview Form |
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| The subjects for which improvement decision is taken are conveyed to the responsible lecturer of the course and students are directed to their academic advisors when necessary. | Improvement and Development Commission  Instructor in Charge of the Course |  |