

	T.C. TOKAT GAZİOSMANPAŞA UNIVERSITY Vocational Schools Coordinatorship (MEYOK) Knowledge Production Process	Document No.	TOGÜ.SÜR.005
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Vocational Colleges (MEYOK) Coordination Office Coordination Activity

Purpose of the Activity: The Coordination Office of Vocational Schools at Tokat Gaziosmanpaşa University (MEYOK); Established in 2002, MEYOK aims to ensure coordination and organisation of education among the Vocational Schools within the university, to carry out the necessary planning and implementation to resolve issues for increased productivity, to conduct studies aimed at solving skilled labour issues, and to enhance cooperation between the business world and the Vocational Schools.			
Units Where the Activity is Conducted: Vocational Schools (MEYOK) Coordination			
Activity Steps	Officer	Information/Specification Documents	Recording Medium
<ul style="list-style-type: none"> ▪ Identify the requirements of the sectors regarding mid-level vocational personnel, ▪ Make arrangements to increase the potential and productivity of Vocational Colleges to create resources that ensure their education and training plans focus on practical applications for this purpose, ▪ To carry out and support the necessary planning and implementation work to meet personnel, library, laboratory, equipment and tool requirements, ▪ To be evaluated by the Coordination Office, ▪ For TOGÜ Vocational Schools to implement the relevant decisions taken, ▪ To announce the work on the website 	<ul style="list-style-type: none"> ▪ MEYOK Coordinator ▪ MEYOK Assistant Coordinator ▪ TOGÜ Vocational Schools Directors/Assistant Directors 	<ul style="list-style-type: none"> ▪ TOGÜ.YÖN.037 TOGÜ Vocational Schools Coordination (MEYOK) Directive ▪ TOGÜ.YÖN.010 Tokat Gaziosmanpaşa University Vocational Schools Workplace Training (Vocational Training in the Workplace) Implementation Directive ▪ TOGÜ.YÖN.016 Tokat Gaziosmanpaşa University Vocational Schools Internship Guideline ▪ TOGÜ.İKY.028 Tokat Gaziosmanpaşa University Associate Degree and Bachelor's Degree Education, Teaching and Examination Regulation 	<ul style="list-style-type: none"> ▪ EBYS Environment (Electronically Signed Documents) ▪ Physical Environment (Wet-Signed Documents)
Monitoring Criteria: <ul style="list-style-type: none"> ▪ Publication of coordination meetings and activities in the University Activity Module, ▪ Announcement of meetings and activities on the coordination webpage. ▪ Audits by the Internal Control Monitoring and Audit Committee, ▪ Quality Coordination monitoring MEYOK quality activities. 			
Risks: <ul style="list-style-type: none"> ▪ TOGÜ's inability to provide timely and adequate support to the coordination processes of all Vocational Schools, ▪ The inability to implement decisions taken by MEYOK, ▪ Inability to access the unit's website or failure to update the website 			
Opportunities: <ul style="list-style-type: none"> ▪ Effective use of the university and MEYOK unit website, ▪ The existence of Vocational Schools and affiliated departments/programmes with the competence to achieve the objectives of the Vocational Schools Coordination Unit (MEYOK). 			

Prepared by	Approver
Quality Coordination	Quality Coordination

*Tokat Gaziosmanpaşa University has been prepared in accordance with the relevant regulations and guidelines.
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