FACULTY OF LETTERS - CSP WORKFLOW CHART

For Two-Term Projects

1. Week 1 of the Fall semester: Conducting a term planning, inter-project coordination, and sustainability meeting.

2. Week 6 of the Fall semester: The dean's office requests departments to submit project proposals with department board decisions by the end of the working day in Week 7.

3. Week 8 of the Fall semester: The CSP coordination unit meets to evaluate and number the project proposals from departments.

4. Week 8 of the Fall semester: Numbered projects are evaluated by the faculty administrative board.

5. Week 9 of the Fall semester: Approved projects are announced to the coordination unit and departments.

6. Week 10 of the Fall semester: Approved projects are announced to students by departments.

7. Last working day of Week 14 of the Fall semester: Submission of the project form and the project team list (if applicable: project assistant, spokesperson, group members, and volunteers) to the Department and Faculty CSP Coordination Unit electronically.

8. Week 13 of the Spring semester: Organizing the end-of-year CSP Presentation/Exhibition event.

9. Final week of the Spring semester: Holding the CSP Presentation/Exhibition event.

10. After final exams: Project advisors enter completed projects into the Academic Data Management System (AVESİS), associate them with Sustainable Development Goals, and publish them on the Department and Faculty websites.

For One-Term Projects

1. Week 1 of the Fall/Spring semester: Conducting a term planning, inter-project coordination, and sustainability meeting.

2. Week 3 of the Fall/Spring semester: The dean's office requests departments to submit project proposals with department board decisions by the end of the working day in Week 4.

3. Week 5 of the Fall/Spring semester: The CSP coordination unit meets to evaluate and number the project proposals from departments.

4. Week 5 of the Fall/Spring semester: Numbered projects are evaluated by the faculty administrative board.

5. Week 6 of the Fall/Spring semester: Approved projects are announced to the coordination unit and departments.

6. Week 6 of the Fall/Spring semester: Approved projects are announced to students by departments.

7. Last working day of Week 14 of the Fall/Spring semester: Submission of the project form and the project team list (if applicable: project assistant, spokesperson, group members, and volunteers) to the Department and Faculty CSP Coordination Unit electronically.

8. Week 13 of the Spring semester: Organizing the end-of-year CSP Presentation/Exhibition event.

9. Final week of the Spring semester: Holding the CSP Presentation/Exhibition event.

10. After final exams: Project advisors enter completed projects into the Academic Data Management System (AVESİS), associate them with Sustainable Development Goals, and publish them on the Department and Faculty websites.