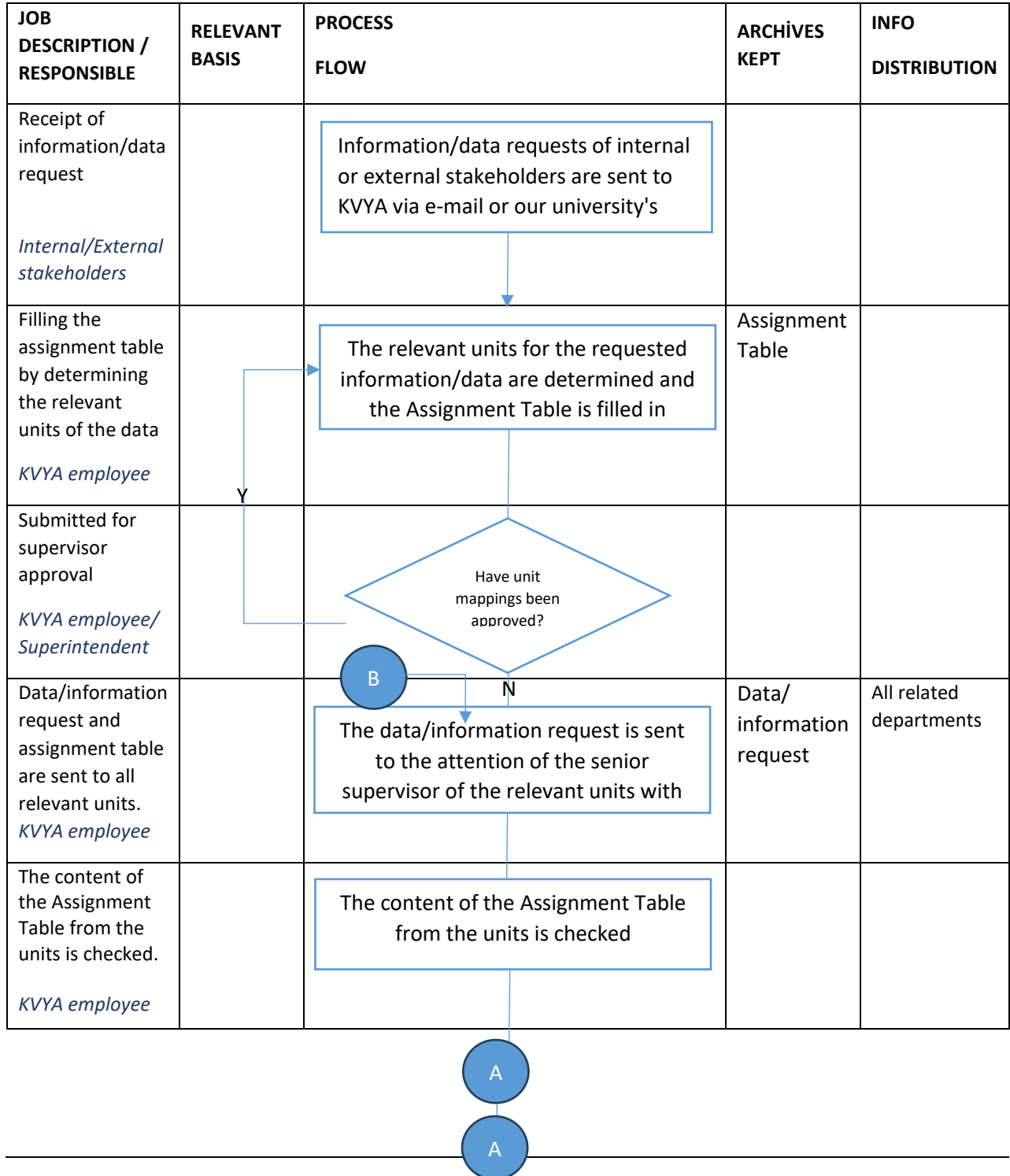


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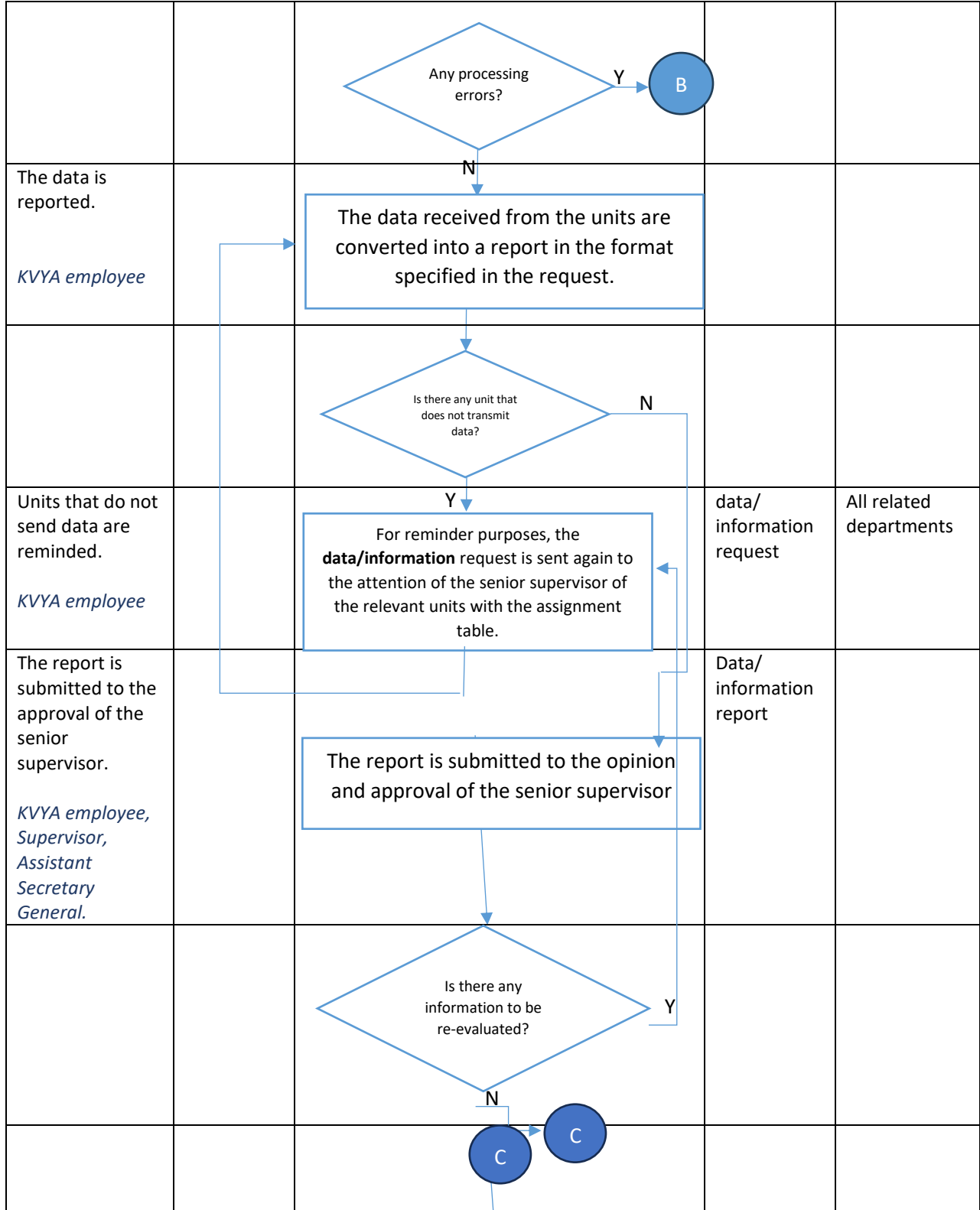
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DOCUMENT NO:
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<p>A cover letter is prepared.</p> <p><i>KVYA employee</i></p>		<p>The cover letter of the finalized report is prepared.</p>	<p>Cover letter prepared in DYS regarding the report</p>	
<p>A cover letter and report are sent by e-mail or KEP</p> <p><i>KVYA employee, Deputy Secretary General, Vice Rector, Rector</i></p>		<p>The cover letter is sent to the relevant authority together with the report.</p>		
<p>Archiving procedure</p> <p><i>KVYA employee</i></p>		<p>The process ends when the records are archived both on the computer and on the fileserver.</p>		

Prepared by:

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Approved by:

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