|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **HAKKARI UNIVERSITY School of Foreign Languages Public Service Standards Table** | | | | | | |
| **Item No** | **Name of Service** | **Documents to Request** | | | | **Duration of Completion** |
| 01 | General Document | Recording incoming and outgoing documents | | | | Continuously Done |
| 02 | Incoming Document | All Official Correspondence, Petitions, etc. | | | | 2 Weeks |
| 03 | Academy Board | Agenda Items and Incoming Documents | | | | 2 Weeks |
| 04 | Academy Board of Management | Agenda Items and Incoming Documents | | | | 2 Weeks |
| 05 | Academy Disciplinary Board | Investigative Articles, Reports, Decision Report, Investigative Report, | | | | 1 Month |
| 06 | Procedures related to the Appointment of the Administrative Management Staff of the School | Department Head and Faculty Board Members' Term of Office Procedures | | | | 1 Day |
| 07 | Budget Studies | Official Writing and Budget Forms (Appropriation Schedule and Budget Income and Expense Vouchers) | | | | 1 Month (June) |
| 08 | Academic and Administrative Staff Salaries | Payroll and Annexes | | | | 7 Day |
| 03 | Payroll | Person Statement | | | | 20 Minutes |
| 10 | Assignment, Lay-Off, Leave | Petition, Entry or Exit Documents, Rectorate Approval | | | | 1 Weeks |
| 11 | Retrospective Payment Transactions (Debit or Credit) | Annual or Monthly Wage Breakdown | | | | 15 Day |
| 12 | Archival Editing | Storage of Inbound and Outbound Documents | | | | Continuously Done |
| 13 | Appointment and Authorization of Academic Staff | Petition, Assignment Form and Department Head Articles, Invitation and Acceptance Articles, Abstract. | | | | 2 Weeks |
| 14 | Academic Staff Term Extension | Term Extension Form | | | | 2 Weeks |
| 15 | Academic Staff Staff Announcement Request | Academic Staff Request Forms, Department Head Request letter | | | | Announcement Processes |
| 16 | Recruitment of Faculty Applications | Documents Specified in the Announcement | | | | 15 Day |
| 17 | Faculty Application Pre-evaluation | Documents Specified in the Announcement | | | | 1 Weeks |
| 18 | Faculty Member Application Finalization | Entrance Exam Jury Report, Final Announcement, File containing the Application Documents of The Winning Candidates. | | | | 1 Weeks |
| 19 | Appointing a Faculty Member | Documents Requested for Assignment, Decision of the Board of Directors of the School | | | | 15 Day |
| 20 | Help Associate Professorship Application | Documents Specified in the Announcement | | | | 15 Day |
| 21 | Assigning Help to An Associate Professorship | Foreign Language Exam Result Report, Science Jury Reports, Documents Requested for Assignment, Decision of the Board of Directors of the School | | | | 2 Weeks |
| 22 | Academic Personnel Correspondence | Petition, Promotion, Unpaid Leave, Leave, Health Reports, etc. | | | | 5 Day |
| 23 | Preparation of academic activity report | Official Article, Documents and Statistical Information on Related Academic Activities of the Academic Year | | | | 1 Month |
| 24 | Preparation of The Unit Activity Report | Official Article, Documents and Statistical Information regarding All Activities of the Relevant Unit | | | | 1 Month |
| 25 | Procurement and Belongings | Certificate of Need, Specification, Proposal Letters, In-Kind Entry and Exit Forms | | | | 2 Day |
| 26 | Procurement and Belongings | Embezzlement Certificate, Inspection Transaction Voucher, Scrap Transaction Voucher | | | | 15 Day |
| 27 | Procurement and Belongings | Notification of Receipt and Output Transaction Vouchers to the Consolidated Authority | | | | 2 Days (Prepared 4 Times a Year as 3-Month) |
| 28 | Procurement and Belongings | Expenditure Unit Management Schedule, Movable Counting and Casting Ruler, Counting Report, | | | | 15 Days (Prepared Annually) |
| 29 | Procurement and Belongings | Counting and Checking Of College Fixtures Before fiscal year | | | | 30 Day |
| 30 | Administrative Staff Assignment | Petition, Assignment Letter | | | | 1 Weeks |
| 31 | Administration Personnel Correspondence | Petition, Assignment, Leave, Health Reports, Unpaid Leave, In-Service Training, Promotion Exams, Assignment, Promotion, | | | | 5 Day |
| 32 | Student Representation | Department Reporting Election Result Pre. Post | | | | Academic Calendar Selection Process |
| 33 | Student Registration according to ÖSYS Result | Announced Registration Documents | | | | 5 Days (1 Student 20 Min.) |
| 34 | Student Affairs | Petition, Transcript, Student Certificate, | | | | 5 min. |
| 35 | General Student Affairs Correspondence | Graduation, Registration Deletion, Registration Opening, Exam Rights, Amnesty Correspondence, Official Articles for General Information of the Department of Student Affairs | | | | 1 Weeks |
| 36 | Procedures related to Disciplinary Investigations | Investigation File, attachments and correspondence | | | | 1-2 Months |
| 37 | Student Grade Objection Petition | Student Petition | | | | 15 Day |
| 38 | Undergraduate Transfer Applications | Documents Specified in the Announcement | | | | 1 Weeks |
| 39 | Undergraduate Transfer | Registration Documents specified in the announcement, Decision of the Board of Directors of the School | | | | Registration Process Specified in the Announcement |
| 40 | Horizontal Transfer, Internal Transfer Records, Vertical Transfer Enrollees Enrolled in Automation System and Adjustment Procedures | Registration Documents, Application Form, Department Chair Letter, Decision of the Board of Directors of the School | | | | 15 Day |
| 41 | Announcements | All Documents Needed to Be Announced | | | | 1 Day |
| 42 | Student Permits and Registration Freezes | Certified Official Institution Certificate Stating the Reason for Student Petition, Permit and Registration Freeze | | | | 2 Weeks |
| If a document is requested outside the above-mentioned documents during the application, the service is not completed within the specified time despite applying with a complete document, or if it is determined that some services are not available in the table above, apply to the first application place or the second application place. | | | | | | |
| **First Application Place** | | |  |  | **Second Application Place** | |
| Name : Kadir UMDU | | |  |  | Name : Assist. Professor rdal BİNGÖL | |
| Title: Secretary of the College | | |  |  | Title: Academy Deputy Manager | |
| Address : Yabancı Diller Yüksekokulu Sekreterliği | | |  |  | Address : School of Foreign Languages | |
| Tel : 0438-211-83 58 | | |  |  | Built-in Wire : 1433 | |
| Fax : 0438-211-83 57 | | |  |  | Fax : 0438-211-83 57 | |
| E-mail: kadirumdu@hakkari.edu.tr | | |  |  | E-mail: erdalbingol@hakkari.edu.tr | |