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| HAKKARİ ÜNİVERSİTESİ  School of Foreign Languages Service Inventory Table | | | | | | | | | | | | | | | | | | | |
| **Item No** | **Institution Code** | **Standard File Plan Code** | **Name of Service** | **Definition of Service** | **Basis of Service The Name and Item Number of the Legislation** | **Service Beneficiaries** | **Name of Authorized Institutions / Units Tasked with Providing Services** | | | | **Submission Process** | | | | | | | |  |
| **Central Administration** | **Provincial Units** | **Local Governments** | **Other (Private Sector, etc.)** | **Documents Comprising the Application** | **First Application Authority** | **Paraph List** | **Internal Memos that the Institution Should Do, If Any** | **External Correspondence that the Institution Should Do, If Any** | **Specified in the Legislation**  **Duration of Service Completion** | **Average Completion Time of Service** | **Annual Number of Processes** | **Service to Be Offered**  **In the Electronic Environment** |
| 1 | 77990191 | 010 | Regulatory Affairs | Legal basis for all educational activities | Relevant articles of laws, laws and regulations covering all activities of education | Student-lecturer - public | 1- H.U.  Rectorate 2-Foreign Languages  Academy | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  –Secretary of the School | Correspondence related to Regulatory Affairs | --- | --- | Variable | Variable | Offered |
| 2 | 77990191 | 040 | Activity Reports | Preparation of reports on all activities of the colleges for the academic year | Regulation on Activity Reports to Be Prepared by Public Administrations (10.12.2003 and Article 41 of the Public Financial Management and Control Law No. 5018 - March 17)  2006, Official Gazette no.26111 | Student-lecturer | 1- H.U.  Rectorate 2- 2-Foreign Languages  Academy | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  –Secretary of the School | Correspondence related to Activity Reports | --- | --- | 2 weeks | 1 | Offered |
| 3 | 77990191 | 050 | Board and Meetings | Holding boards and meetings on the work that should be decided within the framework of educational activities | Article 8/b of the Regulation on Academic Organization in Universities | Student-lecturer | Foreign Languages  Academy | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  –Secretary of the School | Correspondence regarding board and meeting decisions | --- | --- | 1 day | Variable | Not Offered |
| 4 | 77990191 | 201 | Selection and Assignment Jobs | Carrying out the selection and appointment of the personnel to be appointed to the boards within the framework of educational activities | the Regulation on Academic Organization in Universities | Student-lecturer | 1- H.U.  Rectorate 2-Foreign Languages  Academy | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  –Secretary of the School | Correspondence regarding Selection and Assignment Jobs | --- | --- | 2 day | 05-10 | Offered |
| 5 | 77990191 | 050 | Minutes (College Board) | Planning and program of the educational activities of the colleges | Article 9 agent of the Regulation on Academic Organization in Universities | Student-lecturer | Foreign Languages  Academy | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  –Secretary of the School | Correspondence regarding The Decisions of the College Board | --- | --- | 2 weeks | Variable | Offered |
| 6 | 77990191 | 050 | Minutes (Management Board) | Holding boards and meetings School Board of Directors work that should be decided within the framework of educational activities | the Regulation on Academic Organization in Universities | Student-lecturer | Foreign Languages  Academy | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  –Secretary of the School | Correspondence within the framework of the decisions of the Board of Directors | --- | --- | 1- 2 weeks | Variable | Offered |

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| 7 | 77990191 | 201 | Selection and Assignment Jobs | The Director to be appointed in the administrative units of the Rectorate/College, the Head of the Department, is the selection and appointment affairs. | The of Law No. 1- 2547  2- the Regulation on Academic Organization in Universities | Student- Academic and Administrative Staff of the School | Foreign Languages  Academy | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  –Secretary of the School | Correspondence related Election and Assignment Jobs | --- | 1 year | Variable | 1 | Offered |
| 8 | 77990191 | 302.01.12 | Arrivals based on Amnesty | Execution of services belonging to students who benefit from student amnesty | Amnesty Laws that come into force on various dates | Amnesty students | 1- H.U.  Student Registrar’s Office Department  2- Foreign Languages  Academy | **---** | **---** | **---** | Associated documents: | H.U. Student Registrar’s Office Department | Officer  - Chief  –Secretary of the School | List of students who benefited from the Amnesty Law | --- | --- | Amnesty application registration process | 2 | Offered |
| 9 | 77990191 | 302.05 | Adjustments | Undergraduate transfer and the execution of the adaptation procedures of the students who come back with the ÖSYM Exam while studying in any Higher Education Institution | Principles of adjustment | Student | Foreign Languages  Academy | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  - Chief  –Secretary of the School | Adjustment correspondence | --- | --- | 2 weeks | 2 | Offered |
| 10 | 77990191 | 302.11 | Posting, Record Freezing, and Deleting Records | Execution of registration freezes and deletions during the student's study period (not to be counted/counted from the duration of the study) | Hakkari University Associate And Undergraduate Education Regulation | Student | Foreign Languages  Academy | **---** | **---** | **---** | Petitions and attachments for registration freeze (excluding registration sime) | Foreign Languages  Academy | Officer  - Chief  –Secretary of the School | Decisions and correspondence regarding record freezing and deletion | --- | --- | 1 weeks | 10- 15 (Excluding unenrollment  ) | Offered |
| 11 | 77990191 | 302.11 | Record Freezing | Execution of registration freezes during the student's study period (not to be counted/counted from the duration of the study) | Hakkari University Associate And Undergraduate Education Regulation | Student | Foreign Languages  Academy | **---** | **---** | **---** | Petitions and attachments for registration freeze | Foreign Languages  Academy | Officer  - Chief  –Secretary of the School | Decisions and correspondence regarding record freezing | --- | --- | 1 GÜN | 3-5 | Offered |
| 12 | 77990191 | 302.11 | Unenrollment | Students' failure, completion of the study period, voluntarily, etc. | Hakkari University Associate And Undergraduate Education Regulation | Student | Foreign Languages  Academy | **---** | **---** | **---** | Petition, dismissal document (for requests to delete registration voluntarily) | Foreign Languages  Academy | Officer  - Chief  –Secretary of the School | Decisions and correspondence regarding record blotting | --- | --- | 1 weeks | 15-20 | Offered |
| 13 | 77990191 | 302.15 | Graduation Affairs | Carrying out graduation procedures of students who have completed their theoretical and practical studies | Hakkari University Associate And Undergraduate Education Regulation | Student | Foreign Languages  Academy | **---** | **---** | **---** | Petitions and annexes | Student Registrar’s Office Department | Officer  - Chief  –Secretary of the School | Decisions and correspondence regarding Graduation | --- | --- | 1 weeks | 290-300 | Offered |
| 14 | 77990191 | 302.15.02 | Disconnection (Graduation) | Carrying out graduation procedures of students who have completed their theoretical and practical studies | Hakkari University Associate And Undergraduate Education Regulation31. article (Official Newspaper Date: 28.10.2006 Official  Gazette No: 26330) | Student | Foreign Languages  Academy | **---** | **---** | **---** | Petitions and annexes | Student Registrar’s Office Department | Officer  - Chief  –Secretary of the School | Decisions and correspondence regarding Graduation | --- | --- | 1 weeks | 290-300 | Offered |

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| 15 | 77990191 | 304 | Scholarships, Loans, Internships | Services related to scholarships, loans and internships of students | Related institution/organization scholarship, lending guidelines/principles | Student | Foreign Languages  Academy | **---** | **---** | **---** | Reference documents and attachments | Foreign Languages  Academy | Officer  - Chief  –Secretary of the School | Correspondances related to scholarships, loans and internships of students | Correspondances related to scholarships, loans and internships of students | --- | 1 day | 1 | Offered |
| 16 | 77990191 | 304 | Scholarships | Services related to scholarships of students | Related institution/organization scholarship guidelines/principles | Student | 1. Scholarship institution/board of directors   2- Foreign Languages  Academy | **---** | **---** | **---** | Petitions and annexes | The relevant institution/board of scholarships | Officer  - Chief  –Secretary of the School | Correspondence regarding students' scholarships | Correspondences related to scholarships quota and Requests of students | --- | 1 weeks | 25 | Offered |
| 17 | 77990191 | 308 | Student Council and Representation | Conduct of selection services of the student council and representation of the colleges and their units | Section 7 of the Higher Education Law No. 2547. And Article 65: | Student | 1 Foreign Languages  Academy  2- H.U.  Rectorate | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  - Chief  –Secretary of the School | Correspondence regarding the conduct of student council and representative election services | --- | --- | 2 weeks | 1 | Offered |
| 18 | 77990191 | 302.01.12 | Arrivals based on Amnesty | Execution of student services that benefit from amnesty within the framework of Amnesty Laws issued on various dates | Amnesty Laws that come arising on various dates | Student | 1- H.U.  Student Registrar’s Office Department  2- Foreign Languages  Academy | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  - Chief  –Secretary of the School | Correspondence related to Student amnesties | --- | --- | 1 weeks | 2 | Offered |
| 19 | 77990191 | 399 | Other Student Affairs Related Jobs | Execution of other student-related services | Laws and regulations related to Student Affairs | Student | Foreign Languages  Academy | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  - Chief  –Secretary of the School | Other Student Affairs Related Jobs relevant correspondence | --- | --- | Variable | 50 | Offered |
| 20 | 77990191 | 804 | Document Registration and Shipment Procedures | Shipments to units related to ledger registration of inbound and outbound documents | Regulation on The Principles and Procedures to Be Observed in Official Correspondence (Official Gazette (02.12.2004/25658) | Public | Foreign Languages  Academy | **---** | **---** | **---** | **---** | Incoming Document Bureau | Officer  –Secretary of the School | ---- | --- | --- | Variable | 1400-1500 | Offered |
| 21 | 77990191 | 804 | Incoming Document | Documents entered into the college | Regulation on The Principles and Procedures to Be Observed in Official Correspondence (Official Gazette (02.12.2004/25658) | Student-lecturer - public | 1- Foreign Languages  Academy 2- H.U.  Rectorate | **---** | **---** | **---** | **---** | Incoming Document Bureau | Officer  –Secretary of the School | Correspondence regarding the follow-up and conclusion of the incoming document concerning the institution after sending | Correspondence regarding the follow except up and conclusion of the outgoing document concerning the institution after sending | --- | Variable | 1400-1500 | Offered |
| 22 | 77990191 | 841 | Drawing up and deployment of budget | Preparation and implementation of proposals for budget grants within the framework of educational activities | Public Financial Management and Control Law No. 5018 dated 10.12.2003 | Student-lecturer | 1- Foreign Languages  Acdemy. 2-Strategy Development Directorate | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  –Secretary of the School | Correspondence on Budget Preparation and Implementations | **---** | --- | 2- 3 weeks | 1 | Offered |

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| 23 | 77990191 | 856 | Expenditure Officials and Realization Officers | Administrative managers responsible for budget within the framework of educational activities | 1- Public Financial Management and Control Law No. 5018 dated 10.12.2003  2- Central Administration Expenditure Documents Regulation | Student - lecturer Foreign Languages  Academy | 1- Foreign Languages  Acdemy. 2-Strategy Development Directorate | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  –Secretary of the School | Correspondence with Expenditure Officials and Realization Officers | **---** | --- | Variable | 40 | Offered |
| 24 | 77990191 | 902 | Personnel Employment | Execution of services related to meeting the personnel needs of Higher Education Institutions | 1- The of bureaucracy Law No.657  2- The of higher education Law No.2547  Law 3- Higher Education Personnel Law No. 2914 | Academic and administrative staff | 1- H.U.  Personnel Department  2- Foreign Languages  Academy | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  –Secretary of the School | Correspondence regarding recruitment | **---** | --- | Variable | 2 | Offered |
| 25 | 77990191 | 902 | Recruitment Requests | Execution of services related to meeting the personnel needs of Higher Education Institutions | 1- The of bureaucracy Law No.657  2- The of higher education Law No.2547  Law 3- Higher Education Personnel Law No. 2914 | Academic and administrative staff | 1- H.U.  Personnel Department  2- Foreign Languages  Academy | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  –Secretary of the School | Correspondence regarding Recruitment Requests | **---** | --- | Variable | 2 | Offered |
| 26 | 77990191 | 903 | Personnel Affairs | Conduct of services related to the personal affairs of academic and administrative staff | 1- The of bureaucracy Law No.657  2- The of higher education Law No.2547  Law 3- Higher Education Personnel Law No. 2914 | Academic and administrative staff | 1- H.U.  Personnel Department  2- Foreign Languages  Academy | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  –Secretary of the School | Correspondence regarding With Personal Affairs | **---** | --- | Variable | 20 | Offered |
| 27 | 77990191 | 903.01 | Job admission paperwork | Execution of services related to the recruitment of academic and administrative personnel | 1- The of bureaucracy Law No.657  2- The of higher education Law No.2547  Law 3- Higher Education Personnel Law No. 2914 | Academic and administrative staff | 1- H.U.  Personnel Department  2- Foreign Languages  Academy | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  –Secretary of the School | Correspondence regarding personnel employment documents | **---** | --- | Variable | 6-7 | Offered |
| 28 | 77990191 | 903.05 | Permission Jobs | Execution permission jobs related to the recruitment of academic and administrative personnel | 1- The of bureaucracy Law No.657  2- The of higher education Law No.2547  Law 3- Higher Education Personnel Law No. 2914 | Academic and administrative staff | 1- H.U.  Personnel Department  2 Foreign Languages  Academy | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  –Secretary of the School | Correspondence regarding personnel leave affairs | **---** | --- | Variable | 50 | Offered |
| 29 | 77990191 | 903.07 | Assignments | Execution domestic and international assignments related to the recruitment of academic and administrative personnel | The of higher education Law No.2547  33-35-36-37-38-39-  40/a-c and other applicable articles | Academic and administrative staff | 1- H.U.  Personnel Department  2- Foreign Languages  Academy | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  –Secretary of the School | Correspondence regarding personnel with assignments | **---** | --- | Variable | 10 | Offered |
| 30 | 77990191 | 903.09 | Registration Affairs | Civil Servants Registration Regulation | 10/18/1986 Official Gazette no.26111 | Academic and administrative staff | 1- H.U.  Personnel Department  2 Foreign Languages  Academy | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  –Secretary of the School | Correspondence regarding personnel calendar affairs | **---** | --- | Variable | 2 | Offered |
| 31 | 77990191 | 934 | Purchasing affairs | Carrying out services related to the purchase of goods and services needed within the framework of educational activities | 1- Public Financial Management and Control Law No. 5018 dated 10.12.2003  2- Central Administration Expenditure Documents Regulation | Student - Academic and administrative staff | 1- H.U.  Central Purchasing Unit  2- Foreign Languages  Academy | **---** | **---** | **---** | **---** | Foreign Languages  Academy | Officer  –Secretary of the School | Correspondence regarding purchase affairs | **---** | --- | Variable | 1 | Offered |