

TC
BARTIN UNIVERSITY
FACULTY OF HEALTH SCIENCES
SENSITIVE MISSIONS

Sensitive Tasks	Staff	Connected It is Unit	Responsible It is Executive	Failure to perform the duty Results	Risk Level	Measures to be Taken
Monitoring and enforcing laws, regulations, and other legislation.	Chef Ebru DEMİR Civil servant Dilek BÜTÜN	Faculty Secretariat	Deanery His position	Loss of rights, malpractice, waste of resources, criticism, investigation, criminal sanctions.	High-level knowledge of laws and regulations minimizes the margin of error.	
Preparation of payment documents related to salary, overtime, extra lessons, working hours, travel expenses, and purchases.	Chef Ebru DEMİR Civil servant Dilek BÜTÜN	Faculty Secretariat	Deanery His position	Financial losses arising from late payments, reduction of complaints, penalties and harm/loss of rights that may occur due to erroneous payments, penalties, erroneous payment, accountability.	HIGH Among Units	Coordination is ensured, checks are carried out correctly, and delays do not result in penalties. not giving
Ensuring that periodicals are prepared and sent to the relevant departments on time.	Chef Ebru DEMİR Civil servant Dilek BÜTÜN	Faculty Secretariat	Deanery His position	Delayed, incomplete, or absent correspondence can lead to harm to individuals and institutions, penalties, criticism, and loss of reputation for the administration.	MEDIUM Ensuring assigned personnel	complete and follow-up tasks on time.
Information should be provided in a timely manner to those who wish to exercise the right to information law.	Chef Ebru DEMİR Civil servant Dilek BÜTÜN	Faculty Secretariat	Deanery His position	Non-compliance with the law, loss of reputation for the administration, criminal sanctions.	MIDDLE - Pre-archiving necessary	preparations to fulfill information and document requests.
Budget preparation and management	Faculty Board of Directors, Dean, Vice Dean, Faculty Secretary, Chef Ebru DEMİR Civil servant Dilek BÜTÜN	Faculty Secretariat	Deanery His position	Budget deficit, fines and imprisonment, financial loss.	Those preparing a HIGH budget must be	knowledgeable and able to foresee future spending.

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Personnel procedures	Dean's Office Department Heads, Department Heads Faculty Secretary	Deanery His position	Deanery His position	loss of rights	HIGH Timely	completion of workflows bringing them in and addressing the deficiencies
Preparation of the Secret Writings Monitoring and enforcing laws and regulations.	Chef Ebru DEMIR Civil servant Dilek BÜTÜN	Faculty Secretariat	Deanery His position	The leakage of confidential information can harm public and individual rights and interests, and cause loss of reputation and trust.	High-level information	and documents must be clearly explained to personnel and monitored.
Appointment of replacements for personnel leaving sensitive assignments.	Faculty Secretary	Deanery His position	Deanery His position	Risks arising from the inability to ensure the regular continuity of sensitive operations.	MIDDLE Making	appropriate assignments and ensuring coordination between units.
Tender and procurement activities	Chef Ebru DEMIR Civil servant Dilek BÜTÜN	Faculty Secretariat	Deanery His position	Unfair competition, self-serving interests, accountability, loss of reputation for the administration, corruption.	HIGH Unit requirements	by identifying and carrying out the necessary follow-ups
Receiving and placing movable goods in the warehouse.	Civil Servant Dilek ALL Faculty	Secretariat	Deanery His position	Preventing damage to public property, ensuring delivery and protection of goods according to the specifications outlined in technical specifications. Minimizing the risk of financial loss, illicit gain, and corruption.	HIGH RATING:	Timely completion of entry and exit procedures, and orderly maintenance of documents and records.
Maintaining regular records of fixed assets	Chef Ebru DEMIR Civil servant Dilek BÜTÜN	Faculty Secretariat	Deanery His position	Efficient use of public resources and prevention of waste and damage.	High-level controls	must be performed correctly. Maintaining up-to-date record information and carrying out inventory procedures.
Personnel affairs of our university's academic and administrative staff.	Faculty members, Faculty Board of Directors US Presidents, Chapter Their Presidents Chef Ebru DEMIR Civil servant Dilek BÜTÜN	Faculty Secretariat	Deanery His position	Loss of rights resulting from the failure to complete personnel matters on time and properly.	MEDIUM Taking	necessary measures to ensure that correspondence and information exchange with relevant units are carried out in a timely manner.

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Updating the faculty website.	Research Assistant Necmiye ÇÖMLEKÇY Research Assistant Emine GÜNEY YAN Research Assistant Özge UÇAR	Information Technology and Web Commission President	Deanery His position	The website being outdated and containing incomplete information can mislead stakeholders and cause damage to the administration's reputation.	MIDDLE	Assigned personnel monitoring
Exam papers must be graded on time.	Instructors responsible for the course	Section Presidencies	Deanery His position	Loss of rights, investigation, criminal sanctions, loss of reputation	MEDIUM	Ensuring timely completion of workflows and addressing deficiencies.
Printing of exam questions	Instructors responsible for the course	Section Presidencies	Deanery His position	Information and document leaks, loss of rights, investigation, criminal sanctions.	MIDDLE	Re-evaluation of the understanding of the importance of the work done.
Timely uploading of exam grades to electronic format.	Instructors responsible for the course	Section Presidencies	Deanery His position	Non-compliance with the law and exposure to legal sanctions. A waste of time.	MEDIUM	Ensuring timely completion of workflows and addressing deficiencies.
Preparation of exam and course schedules	Department Heads	Deanery	Deanery Complaints and disciplinary matters at the authority level.		MEDIUM	Ensuring timely completion of workflows and addressing deficiencies.
Entering the curriculum and creating courses via UBYS.	Instructors responsible for the course Chef Ebru DEMİR Civil servant Dilek BÜTÜN Faculty Secretary	Section Presidencies	Deanery His position	Grievances that may arise from systemic and human-related problems	To ensure error-free data entry, students must submit their course selection forms to the student affairs office at least 15 days before the start of the course selection process.	
Issuing documents via UBYS based on student requests (student certificate, transcript, military service certificate, disciplinary certificate, etc.)	Chef Ebru DEMİR Civil servant Dilek BÜTÜN	Faculty Secretariat	Deanery His position	Student grievances	For MIDDLE	school document requests, students must complete a document request form and submit it to the student affairs unit.

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The process of appointing consultants.	Chef Ebru DEMİR Civil servant Dilek BÜTÜN	Section Presidencies	Deanery His position	Students experiencing problems with course assignment procedures.	Timely completion	of necessary checks via the ORTA UBYS system.
Student registrations	Chef Ebru DEMİR Civil servant Dilek BÜTÜN	Faculty Secretariat	Deanery His position	Negative consequences arising from incomplete and inaccurate data entry in records, as well as from missing and inaccurate required documents.	HIGH Timely	completion of workflows bringing them in and addressing the deficiencies
Student Course Selection and Approval Procedures	Dr. İlnur DOLU, Assistant Professor Dr. Ayfer ÖZTÜRK, Assistant Professor Research Assistant Emine GÜNEY YAN Research Assistant Necmiye ÇÖMLEKÇİ	Section Presidencies	Deanery His position	Student grievances loss of rights	Timely completion	of necessary checks via HIGH UBYS (National Health System for Electronic Surveillance).
The academic calendar should be used as the basis for educational and training activities.	Faculty Members	Section Presidencies	Deanery His position	Students suffer loss of rights, loss of trust and reputation, and a decline in success and preference due to not being informed in a timely and accurate manner about examination processes and the incorrect application of regulations and guidelines.	HIGH Timely	completion of workflows bringing them in and addressing the deficiencies
Monitoring students participating in the Farabi, Erasmus, and Mevlana programs.	Members of the Erasmus Commission Members of the Farabi Commission Members of the Mevlana Commission	Commission Their Presidents	Deanery His position	Failure to meet student needs, student grievances (loss of classes, loss of semesters, etc.) Not being preferred	MIDDLE SCHOOL	Students must submit their applications within the announced dates.

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Student scholarships, part-time student recruitment	Scholarship and Part-Time Student Commission Members	Scholarships and Partial Timed Student Commission President	Deanery His position	Student grievance, loss of rights.	HIGH EDUCATION	Timely announcements to students
Students must inform the instructor of any permissions related to their participation in social activities.	Chef Ebru DEMİR Civil servant Dilek BÜTÜN	Faculty Secretariat	Deanery His position	The student's disadvantage and loss of rights as a result of failing the course due to absenteeism.	MIDDLE	Relevant Faculty Members and Lecturers To be informed
Article 31 of Law No. 2547 Assignment procedures carried out in accordance with Articles 35-39-40.	Department Head Chef Ebru DEMİR Civil servant Dilek BÜTÜN	Faculty Secretariat	Deanery His position	Grievances arising from the failure to make assignments on time	LOW number	of assignment requests Requests must be entered into the UBYS permission module system on time and completely, and the Dean's Office must be notified of requests at least 15 days in advance.
Ensuring that installations and technical equipment are in working order, regularly repairing and monitoring malfunctions.	Chef Ebru DEMİR Civil servant Dilek BÜTÜN	Faculty Secretariat	Deanery His position	Safety is jeopardized and training is disrupted due to negligence.	LOW RISK:	Timely detection of malfunctions, notification of relevant units for repair, and monitoring of the process until the problem is resolved.
Faculty board, faculty board of directors and discipline writing down board decisions and notification to the relevant parties.	Faculty Secretary V. Nazan DEMİR	Faculty Secretariat	Deanery His position	Waste of time, accountability, investigation, loss of reputation and trust.	Ensuring that the	decisions of the HIGH Council meetings are written and communicated in a timely manner.
Ensuring inter-institutional and intra-institutional harmony and coordination within our faculty.	Academic and Administrative Staff	Deanery His position	Deanery His position	Loss of trust and reputation leads to a decline in success and popularity.	MIDDLE	Meeting to be held to maintain communication with internal and external stakeholders.

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Ensuring the active participation of academic staff and students in scientific research projects and conducting the projects according to the schedule.	US Presidents, Chapter Chairmen, Advisors, Vice Dean	Deanery His position	Deanery His position	Promotion and selection, loss of rights LOW	Announcement	of project proposals on the website and within the institution, making relevant assignments
Our faculty's Performance Program includes the preparation and publication of activity reports, administrative unit activity reports, internal control action plans, and unit and department strategic plans.	Department Heads, Department Heads, Deans Assistant Faculty Secretary Chef Ebru DEMİR Civil servant Dilek BÜTÜN	Deanery His position	Deanery His position	Loss of trust and reputation leads to a decline in success and popularity. Non-compliance with the law	HIGHLY Efficiency	Ensuring the timely preparation of reports and action plans, monitoring of processes, and announcement of them on the website.