



**TC
BARTIN UNIVERSITY
FACULTY OF HEALTH SCIENCES
SERVICE STANDARDS**

ORDER NO	NAME OF THE SERVICE	DOCUMENTS REQUIRED FOR APPLICATION	SERVICE COMPLETION DEADLINE (AT THE LATEST)
1	Permit Procedures	Permission request or permission via the Document Management System form.	1 Day
2	Official Correspondence (Correspondence with internal institutions or natural and legal persons) (Written text, official document, official information, and electronic document)	Written text, official document, official information, and electronic document.	15 Days
3	Official Document Registration	Written text, official document, official information, and electronic document.	1 Day
4	Determining Student Quotas and Conditions	Determining the number of students to be placed and the required qualifications by ÖSYM (Student Selection and Placement Center)	7 days
5	Student Final Registration Procedures	1. High School Diploma 2. Photograph 3. Military deferment certificate (for male candidates) 4. Receipt for application fee 5. LYS (University Entrance Exam) results document 6. Confirmation of registration via the university's website	10 min
6	Horizontal Transfer Procedures	1- Student Petition 2- Transcript (Courses and Grade Information) 3- Approved Course Content 4- Board of Directors Decision 5- Notification of Results to the Relevant Department	For Horizontal Transfer Quotas The period specified in the published Senate decision.
7	Registration Freezing Procedures	1- Application Form for Suspension of Registration 2- Documents Related to the Reason for Freezing Registration (Medical Board Report, Poverty Certificate, Natural Disaster, Detention Certificate, Revocation of Military Service Deferment)	15 days
8	Course Registrations	1. Renewing registration on the university website. 2. Confirmation of registration.	On the dates specified in the Academic Calendar



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9	Course Exemptions and Equivalency Procedures	1- Student Petition 2- Grade Status Information 3- Certified Course Contents from the Graduated/Dismissed School	7 Days
10	Issuance of Student Certificate	Document Request from Student Information System	10 min
11	Transcript Issuance	Document Request from Student Information System	10 min
12	Course Content Document	Document Request from Student Information System	10 min
13	Military Service Deferment Procedures	Student Certificate	3 Days
14	Student Representative Election	1- Election calendar 2- Representative Election Candidate Form 3- Student Representative Election 4- Election Report 5- Announcement of Election Results	30 Days
15	Single Course Exam	1- Student Petition 2- Transcript of Records	7 Days
16	Additional Exams (I-II) (These are exams granted to students who have completed the maximum period of study but have not yet graduated)	1- Student Petition 2- Transcript 1-	7 Days
17	Appealing the Exam Result	Student Application 2- The instructor responsible for the course will re-evaluate the result. 3- Notification of Results to the Relevant Department	15 days
18	Evaluation and Announcement of Exam Results	1- Student Information System	On the dates specified in the Academic Calendar
19	Make-up Exams	1- Student's Letter Stating Their Reason 2- Board of Directors Decision	7 days



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20	Disconnection/Registration	1- Application (Voluntary) 2- Termination Form 1-	5 Days
21	Graduation Procedures	Application 2-Transcript 3-Student ID Card 4-Termination Certificate	30 Days
22	Scholarship Procedures (KYK, Rectorate; Food, Part-Time Work, (TEV)	1- Application Form (Attached Documents) 2- Document showing income status. 3- Photocopy of Identity Document 4-Certificate of being a student	15 Days
23	Personnel Onboarding Procedures	1- Family Status Declaration Form 2- Family Assistance Declaration Form 3- Medical Assistance Declaration Form 4- Medical Assistance Declaration Form 5- Asset declaration form 6- Personnel information identification form 7- Bank account number 8- Salary transfer notification for those being transferred 9- Personnel movement approval 10- Personnel's place of residence and other address document 11- Personnel Information Form 12- Photocopy of the employee's identity card 13- Document showing military status for male personnel 14- Service Certificate (For those transferred or previously employed by the Retirement Fund)	7 days
24	Personnel Termination Procedures	1- Employee's termination of employment (Military conscription, unpaid leave, death certificate, etc.) 2- Salary transfer notification for personnel who are transferring their salaries. 3- Retirement certificate of the retired employee 4- Salary slip for the last month worked	7 days



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25	Faculty Board, Faculty Management Board Decisions	1. Agenda Items 2. Petition and Attachments Related to the Subject	1 day
26	Preparation of Course Program Planning	Determining and announcing the schedules of classes to be held during training weeks to students/instructors.	10 days
27	Annual leave	Permission form	5 min
28	Excuse-Based Leave Procedures	EMPLOYEE'S PRE-NATAL/POST-NATAL LEAVE OF ABSENCE 1. Doctor's report indicating that the woman is fit to work, obtained after the 32nd week of pregnancy, 2. Prenatal doctor's report obtained at the 37th week of pregnancy. report. 3. Birth certificate. MATERNITY LEAVE 1. Birth Report: LEAVE OF ABSENCE FOR MALE EMPLOYEES DUE TO THEIR WIFE GIVING BIRTH. 1. Spouse's Birth Report DUE TO THE DEATH OF A CLOSE RELATIVE (SPOUSE, CHILD, MOTHER, FATHER, SIBLING) 1. The employee's request 2. Death certificate due to the employee's marriage. 1. Employee's Request LEAVE OF ABSENCE GRANTED TO EMPLOYEES DUE TO REASON 1. Petition stating the reason	1 day



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29	Sick Leave	The person's health report is	1 day
30	Unpaid Leave	due to CHILDBIRTH. 1. Application form, 2. Birth certificate. Due to Spouse: 1. Application Form 2. Document showing spouse's excuse. Due to Military Service: 1. Petition 2. Military conscription document DUE TO ILLNESS OF A RELATIVE 1. Application 2. Health report showing the relative's illness DUE TO 10 YEARS OF PUBLIC SERVICE 1. Application DUE TO FAMILY PHYSICIAN 1. Petition Due to Union Duty 1. Petition 2. Union's Request Letter	15 days
31	Resignation Procedures	1. Application form 2. Termination certificate 3. Declaration of assets 4. Institution ID card 5. Civil defense card (if applicable)	1 month
32	Student Change	1. Petition 2. Educational Certificate	15 days
33	Issuance and Renewal of Private Passports for Personnel (Duration) Extension Requests	1. Employee's application letter 2. Photocopies of the employee's, spouse's, and children's identity cards 3. Photos of the employee, their spouse, and children taken within the last three months. Four passport-sized photographs (4.5 x 6 cm)	2 days



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34	Personnel Marital Status and Surname Change Procedures	1. Application form 2. Photocopy of marriage certificate 3. Photocopy of identity card 4. Court decision regarding voluntary name and surname change. 5. Divorce decree	7 days
35	Wage	1-Payment Order Document, 2-Military Subsistence Allowance Slip, 3-Payroll Summary, 4-Salary Slip, 5-Bank List, 6-Personnel Notification, 7- Union Fee Deduction, 8- Insurance Declaration, Pension Contribution,	3 Days
36	Additional Payments	1-Payment Order Document, 2-Scoring, 3- Miscellaneous Payments Payroll, 4- Additional Teaching Load Form, 5- Sample Board of Directors Resolution	3 Days
37	Permanent Assignment Travel Allowance Payments	1- Appointment or Retirement approval 2- Expenditure instruction, 3- Notification of Permanent Assignment Travel Allowance,	6 months
38	Domestic and International Assignment	1. Domestic and International Assignment Form 2. Invitation letter and its translation (if abroad) 3. Faculty Board Decision 4. Preliminary Report (For Overseas Applications)	7-30 Days
39	Domestic Temporary Assignment Travel Allowance Procedures	1. Faculty Board decision, 2. Assignment approval or expenditure instruction, Third Party Petition 4. Round-trip ticket or fare certificate 5. Domestic and International Temporary Assignment Travel Allowance Notification	15 days



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40	Temporary Assignment Travel Allowance Procedures Abroad	1- Faculty Board decision, 2- Assignment approval or expense instruction, 3- Personal application letter, 4- Round-trip ticket, 5- Domestic/ International Temporary Assignment Travel Allowance Notification. 6- Document showing passport entry and exit dates.	15 days
41	Fulfillment of Goods and Services Procurement	1. Purchase request form, 2. Price inquiry for estimated cost (Offer Letter). 3. Preparation of the Estimated Cost Schedule, 4. Approval Certificate, 5. Market Price Research (Offer Letter) 6. Market Price Research Report, 7. Goods and Services Delivery Report, 8. Goods and Services Procurement Inspection, Acceptance and Commission Report. 9. Movable property transaction receipt, 10. Document stating that there are no tax debts, 11. Invoice.	1 month
42	Lesson in accordance with Article 40/a of Law No. 2547 Assignment	1. Proposal letter to the relevant unit. 2. Letter of approval from the relevant department.	15 days
43	Assignment pursuant to Article 31 of Law No. 2547	1. Applicant's petition. 2. Graduation certificate. 3. Curriculum vitae. 4. Three passport-sized photographs 5. Photocopy of Turkish Republic Identity Card 6. Bank account number	1 month
44. Assignments to Public Institutions and Foundations		1. Application form 2. Proposal letter from the relevant institution	1 month
45	Declaration of Assets	Declaration of Assets	1 day



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46	Trade Union Activities	1. Union membership form for those joining the union. 2. Withdrawal form for those resigning from the union. 3. Correspondence of union officials.	1 day
47. Maternity Benefit		1-Personal petition 2- Birth report	15 days
48 Life Assistance		1-Personal petition 2- Burial certificate	15 days
49	Budget Preparation	Request List	15 Days

<u>First Point of Contact</u>	<u>Second Point of Contact</u>
Location: Faculty Secretariat	Deanery
Title: Faculty Secretary	Dean
Address Bartın University Aydıncı Campus Center / BARTIN	Bartın University Aydıncı Campus Center / BARTIN
Wire : (0 378) 223 2564 /5448	(0 378) 223 2560/ 5143
Fax :	
Email : sbf@bartin.edu.tr	sbf@bartin.edu.tr