



T.C.
Bartın University Faculty of Health
Sciences

Public Service Inventory

Serial No	Standard File Plan Code	Name of the Service	DESCRIPTION OF THE SERVICE	THE NAME OF THE LEGAL BASIS OF THE SERVICE AND THE ARTICLE NUMBER	Those Who Benefit from the Service	NAME OF THE INSTITUTIONS / UNITS AUTHORIZED AND RESPONSIBLE FOR PROVIDING THE SERVICE				DURING THE SERVICE DELIVERY PROCESS								WHICH IS PROVIDED ELECTRONICALLY Not Submitted
						Central Administration	Provincial Units	LOCAL ADMINISTRATION	OTHER (PRIVATE SECTOR AND SIMILAR)	DOCUMENTS REQUIRED FOR APPLICATION	INITIAL APPLICATION AUTHORITY	Paraf List	INTERNAL CORRESPONDENCE THAT THE INSTITUTION MUST, IF ANY	EXTERNAL CORRESPONDENCE THAT THE INSTITUTION MUST, IF ANY	COMPLETION TIME OF THE SERVICE SPECIFIED IN THE LEGISLATION	AVERAGE COMPLETION TIME OF THE SERVICE	Annual number of transactions	
1	302.10.01	Student Certificate Preparation	Education and training	-	Our Faculty Students	Dean's Office	Health Sciences Faculty	Student Office of Affairs	-	1. Student ID Card	Student Affairs Office	Student Affairs Office Responsible	-	-	-	10 min.	***	Offered
2	302.10.04	Student Achievement Tracking Sheet (Transcript) To be prepared	Education and training	Associate Degree and Bachelor's Degree Education And Examinations Regulation	Our Faculty Students	Dean's Office	Health Sciences Faculty	Student Office of Affairs	-	1. Student ID Card	Student Affairs Office	Student Affairs Office Supervisor	-	-	-	10 min.	***	Offered
3	302.02	Finalizing Course Registration, Add, and Drop Transactions	Education and training	Bilkent University Associate Degree and Bachelor's Degree Education and Examinations Regulation	Our Faculty Students	Dean's Office	Health Sciences Faculty	Student Office of Affairs	-	1. Student Request and Advisor Approval	Advisor	Student Office of Affairs Supervisor Faculty Secretary	-	-	Academic On the calendar Specified period Within	Academic In the calendar Specified duration Within	***	Offered
4	302.02	Finalizing Course Registration Transactions with a Valid Excuse	Education and training	Bilkent University Associate Degree and Bachelor's Degree Education and Examinations Regulation	Our Faculty Students	Dean's Office	Health Sciences Faculty	Student Office of Affairs	-	1. Petition 2. Your excuse Document Showing 3. Contribution Payment Receipt	Advisor	Student Office of Affairs Supervisor Faculty Secretary	-	-	Academic On the calendar Specified Duration Within	Academic In the calendar Specified duration Within	***	Not Offered
5	302.02	Finalizing Summer School Application Transactions	Education and training	BÜ Summer Term Education and Training Principles	Our Faculty Students	Dean's Office	Health Sciences Faculty	Student Registry Office	-	1. Summer School Course Request Form	Relevant Department Directorate	Student Office of Affairs Officer in Charge Faculty Secretary	-	-	Academic Calendar Specified Duration Within	Academic In the calendar Specified period Within	***	Not Offered
6	302.11.02	Finalizing the Request for Being Counted as Present (Request to Freeze Registration)	Education and training	BÜ Associate and Undergraduate Education and Examination Regulation	Our Faculty Students	Dean's Office	Health Sciences Faculty	Student Registry Office	-	1. Petition 2. Medical/Excuse Document	Relevant Department Directorate	Student Office of Affairs Officer in Charge Faculty Secretary Administration Board	-	-	-	15 Day	***	Not Offered
7	302.05	Finalizing the Request for Course Exemption	Education and training	BÜ Associate and Undergraduate Education and Examination Regulation	Our Faculty Students	Dean's Office	Health Sciences Faculty	Student Registry Office	-	1. Petition 2. Student Achievement Follow-Up Schedule (Transcript) 3. Course Contents	Relevant Department Directorate	Student Office of Affairs Responsible Officer Faculty Secretary Administration Board	-	-	-	15 Day	***	Not Offered
8	302.04.13	Reviewing an Objection to the Exam Result	Education- Training	BÜ Associate and Undergraduate Education and Examination Regulation	Our Faculty Students	Dean's Office	Health Sciences Faculty	Student Registry Office	-	1. Petition	Relevant Department Directorate	Student Office of Affairs Responsible Person Faculty Secretary Administration Board	-	-	Exam Results' Announced From the date after Within 3 days	15 Day	***	Not Offered
9	302.04.07	Make-up Exam with a Valid Excuse Of their application Review	Education- Training	BÜ Associate and Undergraduate Education and Examination Regulation	Our Faculty Students	Dean's Office	Health Sciences Faculty	Student Registry Office	-	1. Petition 2. Disease Report Form or Documents Stating Your Excuse	Relevant Section Directorate	Student Office of Affairs Responsible Person Faculty Secretary Administration Board	-	-	Of the waiver Follow-up to the end Business day	15 Day	***	Not Offered
10	302.04.09	Single-Course Exam Your application Assessment	Education- Training	BÜ Associate and Undergraduate Education and Examination Regulation	Our Faculty Students	Dean's Office	Health Sciences Faculty	Student Office of Affairs	-	1. Petition 2. Course Tracking Sheet	Relevant Section Directorate	Student Registrar's Office Responsible Person Faculty Secretary Administration Board	-	-	Academic On the calendar Specified date	15 Day	***	Not submitted



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11	302.01.06	Completion of Lateral Transfer Procedures	Education- Teaching	BÜ Associate Degree and Undergraduate Education and Examination Regulations	Other From the universities Applicants Students	Rectorate	Health Sciences Faculty	Student Student Affairs Office	-	1. Petition 2. ÖSYM Document 3. Transcript 4. Course Contents	Relevant Department Directorate	Student Registrar's Office Responsible party Faculty Secretary Administration Board	-	Relevant University	Horizontal Transfer Quotas Published for Senate In its decision Specified duration	Horizontal Transfer Quotas Published for Senate In its decision Specified period	***	Available
12	302.15	Completion of Graduation and/or Termination of Association Procedures	Education- Teaching	BÜ Associate Degree and Undergraduate Education and Examination Regulations	Our Faculty Students'	Rectorate	Health Sciences Faculty	Student Student Affairs Office	-	1. Student Clearance Cutting Certificate	Student Affairs Office	Student Office of Affairs Officer in Charge Faculty Secretary Administration Board	-	-	-	-	***	Not available
13	903.05.01	Completion of Annual Leave and Request for Reason-Specific Leave for Institutional Personnel	Personnel Records	No. 657 Of the D.M.K. Articles 102, 103 and 104. Provisions	Faculty Staff	Rectorate	Health Sciences Faculty	Human Resources Office	-	Annual Leave Form	Department Directorate/ Faculty Secretary	1. Department Presidency 2. Faculty Secretary	-	-	-	1 Day	***	Not available
14	903.05.02	Completion of Request for Sick Leave for Institutional Personnel	Personnel Records	No. 657 Of the D.M.K. Article 105	Faculty Staff	Rectorate	Health Sciences Faculty	Human Resources Office	-	Disability/In-capacity Report	Department Chairmanship/ Faculty Secretary	1. Officer 2. Faculty Secretary	-	-	-	1 Day	***	Not available
15	903.05.04	Completion of Request for Unpaid Leave for Institutional Personnel	Personnel Records	No. 657 Of the D.M.K. Article 108	Faculty Staff	Rectorate	Health Sciences Faculty	Human Resources Office	-	1. Petition / Application Letter 2. Reason/Misconduct Document	Department Chairmanship/ Faculty Secretary	1. Department Presidency 2. Faculty Secretary	Personnel Department Chairmanship	-	-	15 Day	***	Not available
16	903.07.02	Evaluation of the Request for Assignment (Domestic and international assignments for conferences, congresses, seminars, etc.)	Personnel Assignment	Section 657 D.M.C. and 2547 Of the numbered Law Relevant Articles	Faculty Academic Staff	Rectorate	Health Sciences Faculty	Human Resources Office	-	1-Petition Letter 2- Invitation 3-Brief Summary of the Report 4-Remedial/Make-Up Course Schedule	Department Chairmanship	1. Department Chairmanship 2. Faculty Secretary	Office of the Rector Office	-	Administration Board Meeting Until its date	Without wages for travel and Without daily allowance 2 Day, with travel allowance And with daily allowance 15 Day	***	Not available
17	051.99	Evaluation of Technical Tour Requests	Education- Teaching	-	Faculty Students	Rectorate	Health Sciences Faculty	Department Directorate	-	1- Petition Letter 2- Attendance List	Department Chairmanship	1. Department Chairmanship 2. Faculty Secretary	Office of the Rector Office	-	-	30 Day	***	Not offered
18	903.02	Academic Staff Appointment	Personnel Records	Law No. 657 Law No. 2547 Law	Faculty Staff	Rectorate	Health Sciences Faculty	Personnel Affairs Office	-	In the Academic Promotion and Appointment Criteria of BÜ and the Relevant Regulations Requested Documents	Dean's Office Office	Faculty Secretary	Personnel Department Chairmanship	-	-	3 Month	***	Not offered
19	907	Completion of the Application to Extend the Term of Academic Staff Duties	Personnel Records	Law No. 657 Law No. 2547 Law	Faculty Staff	Rectorate	Health Sciences Faculty	Personnel Affairs Office	-	1- Application Form for Extension of Duty Period 2- Activity Report	Department Chairmanship	Faculty Secretary	Personnel Department Chairmanship	-	-	1 month	***	Not offered
20	903.06.01	Pension Application Procedures	Personnel Records	Law No. 657, Law No. 2547 Law, Law No. 5510 Social Security And General Health Insurance Law	Faculty Staff	Rectorate	Health Sciences Faculty	Personnel Affairs Office	-	1- Request for Retirement Pension 2- 4 photographs 3- Photocopy of National ID Card	Administrative Affairs Office	1. Officer 2. Faculty Secretary	Personnel Department Directorate	-	-	30 days	***	Not offered
21	841.02	Preparation of Additional Course Fee Payroll and Summary	Accrual	Law No. 2914 Higher Education Personnel Law	Faculty Teaching Members	Office of the Rector	Health Sciences Faculty	Financial Affairs Office	-	Additional Lesson Payment Schedules	Financial Affairs Office	Finance Office Responsible Person	Strategy Development Department Directorate	-	-	7 Day	***	Not offered
22	841.02	Preparation of Examination Fee Payroll and Summary	Education- Instruction	Law No. 2914 Higher Education Personnel Act	Faculty Teaching Members	Office of the Rector	Health Sciences Faculty	Financial Affairs Office	-	Exam Fee Schedule	Financial Affairs Office	Finance Office Supervisor	Strategy Development Department Presidency	-	1 month	7 days	***	Not offered
23	841.02	Completion of Domestic/ Abroad Temporary Assignment Per Diem Procedures	Domestic and Temporary Abroad Travel Allowances for Duties	Law No. 6245 Allowances Act	Faculty Staff	Office of the Rector	Health Sciences Faculty	Finance Office	-	1- Assignment Letter 2- Travel Allowance Statement	Finance Office	Finance Office Supervisor	Strategy Development Department Presidency	-	-	15 days	***	Not offered
24	841.02	Completion of Domestic/ Abroad Permanent Assignment Per Diem Procedures	Domestic and Permanent Abroad Travel Allowance for Duty Notification	Law No. 657 And Law No. 6245 Allowances Act	Faculty Staff	Office of the Rector	Health Sciences Faculty	Finance Office	-	1- Appointment Approval 2- Travel Allowance Statement	Finance Office	Finance Office Supervisor	Strategy Development Department Presidency	-	-	6 months	***	Not offered



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25	809	Request for Movable Property Of the transactions Conclusion	Institution Its employees' Materials requirement Procedures	Law No. Public Financial Management And Movable Property Regulation	Faculty Staff	Rectorate	Health Sciences Faculty	Movable Assets Records And Control Its Authorized Person	-	1- Request Document According to the Movable Property Management Regulation	Movable property Record and Control Authorized person	-		-	Terms and Fiscal Year End 01/01/20.. - 31/12/20..	3 days	***	Provided
26	934. 01	Procurement Request Of the transactions Conclusion	Procurement	Public Procurement No. 4734 Procurement Law	Faculty Staff	Rectorate	Health Sciences Faculty	Movable Property Register And Control Its Authorized Person	-	1- Expenditure Request Form 2- Technical Specification	Dean's office Office	-	-	-	-	1 month	***	Not provided
27	807	Conclusion of Small Ma- intenance and Repair Se- rvice Requests	Maintenance and Repair	-	Faculty Staff	Rectorate	Health Sciences Faculty	Faculty Secretariat	-	1- Maintenance – Repair Request Form	Dean's office Office	-	-	-	-	2 Day	***	Provided