



ISTANBUL AYDIN UNIVERSITY

ADMINISTRATIVE

UNITS PROCESS

HANDBOOK

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ISTANBUL AYDIN UNIVERSITY

**ADMINISTRATIVE
UNITS PROCESS HANDBOOK**

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FOREWORD

This Process Manual has been prepared to define the duties, authorities, and responsibilities of our institution's administrative units within a systematic framework; to standardize business processes, enhance service quality, and strengthen a sustainable quality management approach. Our primary priority is to ensure that all administrative activities carried out in line with our institution's mission, vision, and strategic objectives are conducted in an effective, efficient, measurable, and continuously improvable manner. In this context, the manual ensures the definition of processes, the clarification of interactions between processes, and the clear delineation of task assignments. Developed within the framework of Integrated Management System standards, this document is based on a risk-based thinking approach and supports performance monitoring, feedback mechanisms, and the principles of continuous improvement. It is expected that the Process Manual will serve as a guide for all our administrative units, contribute to strengthening institutional memory, and support the enhancement of stakeholder satisfaction. The effectiveness of these processes will be made possible through the participation of all our employees and their adoption of a quality culture.

ISTANBUL AYDIN UNIVERSITY

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ADMINISTRATIVE UNITS

Secretary General: **Sebahattin KUTLU**

Deputy Secretary General: **Serkan YOLSAL**

UNITS UNDER THE SECRETARIAT

Property Accounting Office

Property Accountant	Şennur ERDOĞAN
Inventory Specialist	Zeynep AKYOL

Directorate of Press, Public Relations, and Communications

Deputy Director	Aybüke Kardelen KARTAL
Public Relations Coordinator	Neslihan DERELİOĞLU KESİK

Department of Information Technology

Director	Hanifi Volkan İSLİM
Deputy Director	Yalçın AKINCI

Directorate of Development Centers

Director of Development Centers	ÖZLEM ZİNİ
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Security Department

Director	Recep BÜLBÜL
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Directorate of Administrative and Support Services

Director	Erol ÖZÇELİK
----------	--------------

Human Resources Department

Director	Burcu KARAGÖZ
Assistant Director of Payroll and Personnel Affairs	Tarkan KÜÇÜK

Occupational Health and Safety

Manager	Hüseyin Emre GÜLBAŞ
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Corporate Communications and Marketing Directorate

Assistant Director of Corporate Communications and Marketing	Nabi SARIBAŞ
Web Development Coordinator	Şeref ŞEN

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Directorate of Library and Documentation

Deputy Director	Oğuzhan SANDIKCIOĞLU
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Department of Financial Affairs

Deputy Director	Rasim Serdar YOLSAL
Deputy Director	Nevin ÖZLEYEN

Office of Student Affairs

Director	Fevziye KARAMAN
Operations Manager	Oğuzhan YORULMAZ

Office of Human Resources

Department Head	Cem ŞENER
-----------------	-----------

Department of Health, Culture, and Sports

Director	Hüseyin ŞAHİN
----------	---------------

Procurement Directorate

Director	Mustafa KOÇ
Deputy Director of Procurement	İbrahim ÇELİK

Department of Strategy and Quality Development

Director	Ece ERTEKİN KAL
Deputy Director	Gözde ORAN YÖNTEM

Directorate of International Relations

International Student Recruitment Coordinator	Ahmet ARİF
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Department of Construction and Technical Affairs

Director	Zahit BULUT
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Office of Administrative Affairs

Administrative Affairs Manager	Eda ALPTEKİN
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MISSION AND VISION

Mission: In line with sustainable development goals, to encourage entrepreneurship, promote a culture of research by developing innovative research at the undergraduate level, and cultivate individuals who contribute to humanity.

Vision: To be a university that contributes to the country's socio-economic development process through educational diplomacy activities, accelerates the transformation of knowledge into products, and prepares students for global competition by integrating them into the research ecosystem within multicultural campuses through international collaborations.

CORE VALUES

Since its founding, Istanbul Aydın University has aimed to be an innovative and research-oriented educational institution that cultivates individuals capable of thinking in accordance with universal scientific principles and who understand the importance of culture and values in the lives of both individuals and society.

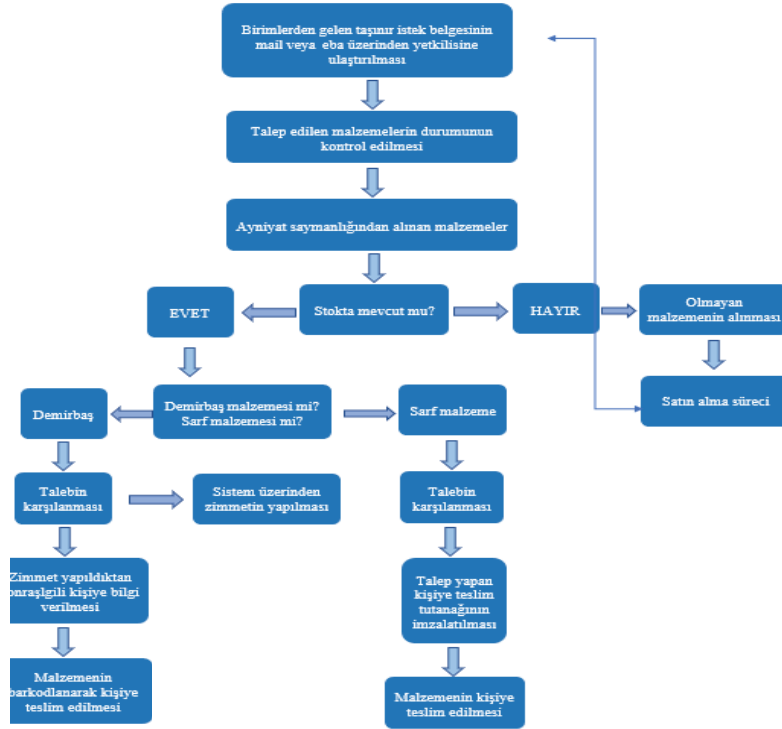
Within this framework, the core values of Istanbul Aydın University are as follows:

- ❖ Transparency and fairness in management
- ❖ Creative, Innovative Leadership
- ❖ Public and social responsibility
- ❖ Participation
- ❖ Respect for diversity and opposition to discrimination
- ❖ Upholding Ethical Values
- ❖ Entrepreneurship
- ❖ Student-centered approach

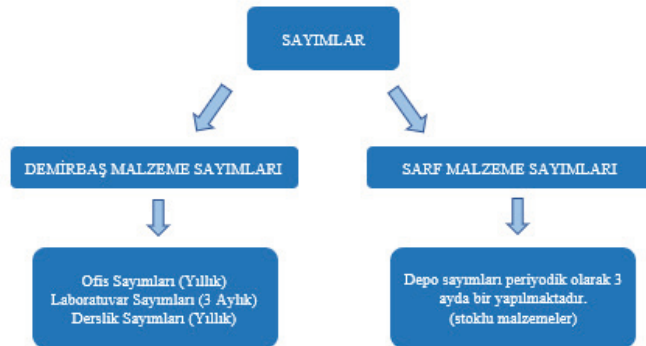
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ASSET ACCOUNTING PROCESSES

DEMİRBAŞ-SARF MALZEME İŞ AKIŞ ŞEMASI



YIL SONU ENVANTER VE DEPO SAYIMLARI



NOT: Ofis sayımlarında tespit edilen eksiklikler yönetim ile paylaşılmaktadır.

ISTANBUL AYDIN UNIVERSITY

Document Title:				
INVENTORY ACCOUNTANT JOB DESCRIPTION				
Document No	Initial Publication Date	Revision Date	Revision No.	Number of Pages
IAU_GT263	January 27, 2018	April 11, 2022	1	4

1. MAIN RESPONSIBILITIES

- 1.1. Receiving all fixed assets and consumables delivered to the institution,
- 1.2. Ensuring that materials are stored in accordance with procedures or delivered to the necessary departments,
- 1.3. Maintaining and tracking the fixed asset inventory,
- 1.4. Issuing fixed asset assignments to ensure their use and conducting necessary controls,
- 1.5. Conducting controlled transfers of fixed assets within the organization,
- 1.6. To meet and organize the fixed asset needs of offices within the institution,
- 1.7. Ensuring the organization of all warehouses and conducting inspections,
- 1.8. Determining material stock levels in the warehouse and ensuring the replenishment of depleted stocks,
- 1.9. Conducting inventory counts,
- 1.10. Preparing monthly consumption reports,
- 1.11. Entering all invoices into the system,
- 1.12. Ensuring that materials leaving the warehouse are deducted from inventory,
- 1.13. Conduct invoice verifications based on received materials,
- 1.14. Conducts operations in compliance with personal data protection and data security objectives, policies, and information security management system documents, as well as the Policy on the Processing and Protection of Personal Data. Monitors the compliance of all units with the Personal Data Protection Law (KVKK) and information/data security objectives through the Information Processing Directorate and ensures that these objectives are met,
- 1.15. Conducts operations in accordance with information security objectives, policies, and information security management system documents. Monitors information security objectives related to their own unit and ensures these objectives are met. Pays attention to and reports any observed or suspected information security vulnerabilities in systems or services,
- 1.16. Implement the strategic business plans and strategic development areas prepared within the Turquality framework, revise them according to changing conditions, and prepare performance results using measurement and evaluation mechanisms,
- 1.17. Conduct awareness training sessions to ensure the team operates from a Turquality perspective,
- 1.18. Prepare annual action plans and schedules in accordance with the organizational strategy,
- 1.19. Comply with the requirements of the management systems currently in place.

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Document Title:				
ASSET MANAGER JOB DESCRIPTION				
Document No	Initial Publication Date	Revision Date	Revision No.	Number of Pages
IAU_GT260	January 27, 2018	April 11, 2022	1	3

1. MAIN RESPONSIBILITIES

- 1.1. Receive all fixed assets and consumables delivered to the institution,
- 1.2. Prepare monthly consumption reports,
- 1.3. Enter all invoices into the system and deduct issued materials from inventory,
- 1.4. Prepare and organize inventory lists,
- 1.5. Prepare lists of fixed assets relocated as a result of inventory counts,
- 1.6. Conducts work in compliance with personal data protection and data security objectives, policies, and information security management system documents, as well as the Policy on the Processing and Protection of Personal Data. Monitors the compliance of all units with the Personal Data Protection Law (KVKK) and information/data security objectives through the Information Processing Directorate and ensures that these objectives are met,
- 1.7. Conducts operations in accordance with information security objectives, policies, and information security management system documents. Monitors information security objectives related to its own unit and ensures these objectives are met. Pays attention to and reports any observed or suspected information security vulnerabilities in systems or services,
- 1.8. Implement the strategic business plans and strategic development areas prepared within the Turquality framework, revise them as conditions change, and prepare performance results using measurement and evaluation mechanisms,
- 1.9. Prepare annual action plans and schedules in accordance with the organizational strategy,
- 1.10. Comply with the requirements of the management systems currently in place.

PRESS, PUBLIC RELATIONS, AND PUBLIC AFFAIRS DIRECTORATE PROCESSES

Document Title:				
REQUEST PLANNING PROCESS PROCEDURE				
Document No	Initial Publication Date	Revision Date	Revision No.	Number of Pages
BHB_PR01	02/06/2018	-	0	2

1. PURPOSE

This procedure establishes the implementation guidelines for the “Request Planning Process” within the scope of activities conducted by the General Secretariat.

2. SCOPE

This Procedure applies to Press, Public Relations, and Communications staff. The General Secretariat is responsible for its publication, updating, and implementation.

3. DEFINITIONS

4. IMPLEMENTATION

4.13 Demand Planning

4.3.1. The quota plan, as determined at management and/or executive board meetings, is prepared by the General Secretariat in accordance with the established objectives.

4.3.2. The approved plan, past student demand, past enrollment rates, physical capacity, the quantitative and qualitative qualifications of faculty members required to launch a program, employment opportunities in our country, the planning and opinions of the Ministry of National Education and the Ministry of Health, and other relevant sources. The “Executive Board Meeting” decides how planning will be carried out regarding new department and program requests, department and program closures, quota distribution, additional quotas, and quota reductions. This meeting is attended by members of the administration and the executive board.

4.3.3. At the meeting, the Quota Request Plan and data obtained from the data sources are presented by the General Secretariat.

4.3.4. The Request Plan is categorized using the quota table and entered into the “**Quota Plan Table.**”

4.14 Submission of the Demand Plan (Quota Plan) for Approval

4.4.1. The General Secretariat prepares the file and forwards it to the Directorate of Student Affairs.

4.4.2. The request forwarded to the Office of Student Affairs is entered into the quota request section on the ÖSYM.gov.tr website by the Office of Student Affairs.

4.4.3. The quota request entered into the ÖSYM system is monitored through the Office of Student Affairs.

4.15 Finalization of the Quota Plan

4.5.1. The request in the ÖSYM system is reviewed by the Higher Education Council (YÖK), and its suitability is verified by YÖK when deemed necessary. If deemed suitable, the program is opened for student admissions in accordance with the quota guidelines announced by ÖSYM.

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Document Title:				
PRESS RELATIONS AND PUBLIC RELATIONS PROCESS PROCEDURE				
Document No	Initial Publication Date	Revision Date	Revision No.	Number of Pages
BHB_PR02	January 5, 2026	-	0	16

1. PURPOSE

The purpose of this procedure is to ensure that the Directorate of Press, Public Relations, and Communications at Istanbul Aydın University promotes the university's institutional identity, vision, and values through accurate, effective, and strategic communication efforts at the national and international levels; strengthens its institutional reputation; and maintains sustainable communication processes with stakeholders.

2. SCOPE

This procedure covers current and prospective students, academic and administrative staff, partner institutions and organizations, public institutions and private sector representatives, media organizations, national and international stakeholders, and the general public as the target audience within the scope of Istanbul Aydın University's Press, Public Relations, and Communications activities.

3. DEFINITIONS

The Directorate of Press, Public Relations, and Communications at Istanbul Aydın University is responsible for coordinating the preparation, updating, and implementation of this procedure. During the process of effectively implementing the procedure, all academic and administrative units fulfill the necessary cooperation and responsibilities.

4. IMPLEMENTATION

4.1. Planning and Business Development

All promotional, communication, and outreach activities conducted by the Directorate of Press, Public Relations, and Communications at Istanbul Aydın University are addressed within the framework of strategic planning, sustainable business development, and a holistic approach to corporate communication. The initiatives carried out under this framework are structured to facilitate prospective students' access to the university, support informed decision-making processes, and foster long-term partnerships with educational institutions.

4.1.1. Strategic Planning and Institutional Goals

The university's promotional activities are shaped in accordance with long-term strategic planning rather than ad-hoc initiatives. The primary objective in this process is to create a communication model that effectively showcases the university's academic and institutional resources by accurately analyzing the needs of prospective students.

Accordingly, all activities are planned within the framework of the principles of accessibility, sustainability, measurable impact, and institutional consistency.

4.1.2. Field Analysis and Needs Assessment

Field analyses and needs assessment studies form the foundation of all promotional and guidance activities. Based on feedback from secondary schools, students, parents, and education stakeholders, the areas where students have the greatest need for support are identified.

Through these analyses, service models tailored to both regional and individual needs are developed, ensuring more efficient use of resources.

4.1.3. Phased Service Design and Implementation Model

The planning and business development process is structured as a phased, mutually reinforcing system rather than a one-way activity structure.

Within this framework, information, guidance, experiential learning, and decision-support processes are addressed as a unified whole, and each phase is designed to support the subsequent process. Thus, prospective students' university selection journey is structured in a systematic and seamless manner.

4.1.4. Institutional Collaboration

To enhance the effectiveness of promotional and guidance activities, strong collaboration networks are established with educational institutions, public organizations, and local stakeholders.

These partnerships are continuously developed through institutional visits, seminars, protocols, campus events, and joint initiatives.

This establishes a sustainable and multifaceted communication network between the university and the educational ecosystem.

4.1.5. Regional Structure and Access Strategy

Instead of conducting promotional activities solely from the central office, the goal is to support them through regional offices spread across Turkey. This structure enables direct access to prospective students in different geographic regions.

Regional organization enables the development of communication strategies tailored to local dynamics and enhances the university's promotional power.

4.1.6. Development of Digitalization and Guidance Systems

Digital guidance tools constitute a significant aspect of the planning and business development process. Through preference robots, online information systems, and data-driven guidance tools, students' access to accurate and timely information is supported.

This digital infrastructure serves as a complementary component to physical promotional activities and is positioned as a key element that enhances accessibility.

4.1.7. Continuous Improvement and Development Process

All activities are regularly evaluated and analyzed through feedback mechanisms. Based on the data collected, processes are restructured and service quality is continuously improved.

Thanks to this approach, promotional, guidance, and business development activities take on a dynamic structure, enabling a swift and effective response to changing student needs.

4.1.8. General Evaluation and Institutional Contribution

All activities conducted under the heading of planning and business development contribute to prospective students managing their university selection processes in a conscious, accurate, and systematic manner. At the same time, a strong, sustainable, and multidimensional foundation for collaboration is established between educational institutions and the university.

Thanks to this holistic structure, promotional activities do not remain merely at the informational level; they evolve into a strategic system that generates long-term institutional impact.

4.2. Institutional Visits

4.2.1. Purpose of Institutional Visits

Institutional visits conducted by the Directorate of Press, Public Relations, and Communications at Istanbul Aydın University are carried out with the aim of developing strong, sustainable, and multifaceted relationships with secondary education institutions. Within the scope of these efforts, the goal is to ensure that prospective students have access to accurate and comprehensive information about university life.

4.2.2. Scheduled and Appointment-Based School Visits

In line with promotional activities, planned and scheduled school visits are organized throughout the year. During these visits, meetings are held with school administrations, guidance counselors, and students; detailed information is provided regarding the university's academic structure, variety of departments and programs, as well as its social and physical facilities.

4.2.3. Information and Guidance Activities

During these visits, informative content is shared to help prospective students prepare more consciously for the higher education process, and guidance support is provided regarding the application process. Contributions are made to help students make the right department and career choices in line with their interests and career goals.

4.2.4. Campus Tours and Awareness Activities

The meetings conducted are not limited to informational activities; campus tours are also organized to allow students to experience university life firsthand. Additionally, seminar and event programs aimed at enhancing students' academic and professional awareness are planned and implemented.

4.2.5. Fair and Career Day Activities

Direct communication with students takes place at fairs, career days, and promotional events organized by or attended by the university. Through these events, prospective students are provided with detailed information about the university, while comprehensive presentations on social, cultural, and academic activities are also conducted.

4.2.6. Institutional Partnerships and Sustainable Communication

Various cooperation protocols are being prepared and joint projects are being carried out to develop sustainable relationships with high schools. Additionally, through information and preference support programs aimed at prospective students, support is provided to help students make informed university choices.

4.2.7. Overall Evaluation of the Process

The goal of all activities carried out is to increase students' awareness of the university. At the same time, the aim is to establish a lasting, productive, and multifaceted foundation for communication and collaboration between Istanbul Aydın University and educational institutions

4.3. Campus Tours

4.3.1. Planning of Campus Visits

The planning process for campus tours, organized by the Directorate of Press, Public Relations, and Community Relations, begins with preliminary meetings with guidance counselors and administrative staff. Based on these discussions, relevant school groups are invited

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to the university campus, and the visit program is developed through mutual coordination.

4.3.2. **Transportation and Welcome Process**

Once the planning process is complete, students are picked up from their schools via the university's shuttle buses at the designated dates and times and transported to the campus. Upon arrival at the campus, students are greeted by promotional staff and guided throughout the program to ensure the visit proceeds in an orderly and efficient manner.

4.3.3. **Seminars and Information Programs**

As part of campus visits, students first participate in seminars organized around specific topics. These seminars provide comprehensive information about the university's academic structure, department curricula, educational opportunities, and career prospects. The goal is to help prospective students develop a more informed perspective on the higher education process.

4.3.4. **Faculty and Laboratory Tours**

Following the seminar programs, campus tours are conducted to the practical facilities of the faculties and departments that students are interested in. During this process, laboratories, workshops, classrooms, and social areas are introduced, allowing students to experience university life firsthand.

4.3.5. **Interaction with Academic and Administrative Units**

During the campus tour, all of the students' questions are answered; they are encouraged to engage in one-on-one communication with faculty members, representatives of administrative units, and university staff. The aim is for students to gain comprehensive information about the university's educational philosophy, organizational structure, and student life.

4.3.6. **Provision of Promotional Materials**

At the end of the program, students are provided with brochures, catalogs, and various informational materials introducing the university. After the tour program is completed, students are safely transported back to their institutions via the university's shuttle buses.

4.3.7. **The Contribution and Importance of Campus Tours**

Campus tours enable prospective students to observe the university's academic, physical, and social facilities firsthand, allowing them to get to know the institution closely. In this regard, campus tours are not merely promotional activities; they also serve as a strategic communication tool that conveys the university's educational philosophy, institutional values, and student-centered approach. Through these activities, the goal is to establish a strong and sustainable bond between prospective students and Istanbul Aydın University.

4.4. **Seminar Programs**

4.4.1. **Planning of Seminar Programs at**

The seminar programs conducted by the Directorate of Press, Public Relations, and Communications at Istanbul Aydın University are carried out in accordance with a planned and phased organizational process. The process begins with preliminary meetings with the relevant school administrations and guidance services. At this stage, the target audience is identified; needs analyses are conducted for students, parents, teachers, and school administrators to determine the scope and content of the seminars.

4.4.2. **Development of Seminar Content**

Seminar content prepared in line with the identified needs covers academic program introductions, career fields, career planning processes, and university selection strategies. The content is tailored to the expectations and needs of the target audience to ensure a more effective and efficient information-sharing process.

4.4.3. **Information Programs for Students**

In student seminars conducted by expert faculty members and guidance counselors, comprehensive information is shared regarding department curricula, career selection, career opportunities, and university life. The aim is to help students better identify their interests and talents, establish informed career goals, and manage the university application process effectively.

4.4.4. **Guidance Activities for Parents**

In the seminar programs conducted for parents, guidance activities are carried out to help them support their children's decision-making processes in a healthy manner. Within this scope, the goal is to raise parents' awareness regarding the university application process, career planning, and student motivation.

4.4.5. **Sessions for Teachers and Educators**

Sessions organized for teachers and educators address current educational approaches, academic developments, career guidance methods, and university-school collaboration models. The goal is to strengthen knowledge sharing and institutional collaboration among education stakeholders.

4.4.6. **Application Areas and Topics of the Seminars**

Seminar programs are held both on university campuses and at secondary schools. In guidance seminars, topics such as the university application process, personal development, career planning, the examination system, motivation and anxiety management, and future professions are covered. In faculty and department introduction programs, detailed information is shared regarding educational content, academic infrastructure, scholarship opportunities, practical training opportunities, and post-graduation career prospects.

4.4.7. **Interaction and Feedback Process**

Throughout the seminar, an interactive communication environment is established with participants; questions are answered individually, and direct information is provided on topics of interest. Feedback received at the end of the program is evaluated and contributes to the improvement of future events.

4.5. **Collaboration Protocols**

ISTANBUL AYDIN UNIVERSITY

The Directorate of Press, Public Relations, and Public Affairs conducts collaborations with provincial and district national education directorates, municipalities, secondary education institutions, and other public institutions and organizations. These collaborations aim to develop joint initiatives in the fields of education, science, art, sports, and culture; increase the exchange of knowledge and experience; strengthen social contributions; and establish sustainable collaboration environments. The collaboration processes carried out within this scope are systematically implemented in a planned and phased manner as follows:

4.5.1. Preliminary Consultation and Appointment Process

Appointments for meetings are scheduled by contacting the relevant provincial and district directorates of national education, secondary education institutions, municipalities, and other public institutions. At this stage, the general framework of the collaboration and potential areas of joint work are preliminarily assessed.

4.5.2. Inter-Institutional Project Development Meetings

Following the completion of the scheduling process, joint project planning meetings are held between representatives of the relevant institutions and organizations and the Directorate of Press, Public Relations, and Communications. During these meetings, potential collaborations in strategic areas such as education, scientific research, cultural events, social responsibility projects, and similar fields are addressed through a comprehensive and holistic approach. As part of the process, potential project areas are evaluated in line with the parties' priorities, needs, and institutional goals; detailed planning is carried out on collaboration models that will provide mutual benefit.

4.5.3. Protocol Process

If mutual agreement is reached following the conducted discussions, the process proceeds to the protocol phase. At this stage, representatives of the relevant institutions are invited to Istanbul Aydın University, or university representatives visit the relevant institutions and organizations to formalize the collaboration. During the protocol process, the scope of the collaboration, its objectives, the duties and responsibilities of the parties, as well as the projects and activities to be carried out, are defined in detail and formally documented. This establishes a strong collaboration framework between the parties that is sustainable, transparent, and grounded in institutional foundations.

4.5.4. Post-Protocol Implementation

With the protocol's entry into force, Istanbul Aydın University actively hosts various educational programs, seminars, conferences, and project activities in collaboration with relevant institutions and organizations. In this process, the university assumes the role of an active partner contributing academically, going beyond merely providing organizational support. At the same time, academic support is provided for the work carried out within the scope of the collaboration; joint projects are implemented in a systematic and coordinated manner in line with planned objectives. In this way, a collaboration model that strengthens knowledge sharing, creates a field of application, and generates sustainable impact is effectively maintained.

4.5.5. Sustainable Collaboration Process

All activities are evaluated at regular intervals, and new project areas are developed based on these evaluations to ensure the continuity of the collaboration. This fosters a long-term and productive collaboration structure, thereby strengthening the exchange of knowledge and experience between institutions. Through this systematic approach, Istanbul Aydın University transforms its collaborations with public institutions from merely periodic activities into a sustainable, institutionally grounded structure that generates long-term impact. Consequently, a robust collaboration ecosystem is established that contributes to both academic development and societal structure.

4.6. Prospective Student Information and Preference Support Programs

4.6.1. Objectives of the Programs

The prospective student information and preference support programs conducted by Istanbul Aydın University are designed to help students make informed, accurate, and sound decisions during the university and department selection processes. The programs aim to ensure that students have access to the information they need while planning their academic and professional futures.

4.6.2. Year-Round Outreach Activities

Activities targeting prospective students are not limited to the application period; they are carried out in a planned and systematic manner starting from the beginning of the year. Through seminars, university tours, conferences, career days, and college fairs organized within this framework, students are continuously informed. In this way, prospective students have the opportunity to get to know the university environment, academic opportunities, and social life up close.

4.6.3. Academic and Career Guidance Process

In the later stages of the programs, students are supported in evaluating suitable department and career options by taking into account their interests, abilities, and academic goals. Through information and counseling activities conducted by faculty experts and guidance

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counselors in their respective fields, the aim is to ensure students receive proper guidance.

4.6.4. Application Period Support Services

During the application period, free application robots and various guidance tools are actively used to help prospective students make informed choices. Thanks to digital support systems, students can evaluate programs at that are suitable for them based on their scores, success rankings, and areas of interest.

4.6.5. Digital Support and Partnerships

The digital systems used in the preference support process are also shared with relevant institutions and organizations in line with students' needs and expectations. This creates a broader access network, enabling prospective students to access information more quickly and effectively.

4.6.6. Overall Evaluation of the Process

All these efforts are carried out in a planned and coordinated manner to ensure that prospective students can manage the university preference process as efficiently as possible. Thus, students are supported not only during the preference period but at every stage of the process; this contributes to a more informed and healthy transition to university life.

4.7. YKS Preference Counseling Centers

4.7.1. Purpose of the Application Counseling Centers

Through the YKS Application Counseling Centers established by Istanbul Aydın University—primarily at the Florya Halit Aydın Campus and in various regions across Turkey—free application counseling services are provided to prospective students. These centers operate with the aim of supporting students in managing their university application processes in a conscious, accurate, and healthy manner.

4.7.2. Planning and Location of the Centers

The preference counseling centers were not established solely for general information purposes; they were planned and implemented in accordance with student demands, needs, and expectations identified through field research. Thus, an accessible and effective counseling network has been established in regions where prospective students have a high need for guidance support.

4.7.3. One-on-One College Counseling Services

One-on-one counseling services are provided to students during the preference selection process. Within this scope, detailed information is provided regarding score types, success rankings, quotas, program contents, and university facilities. The aim is to help students create their preference lists correctly and evaluate their options in an informed manner.

4.7.4. Information Sessions for Families

Various information sessions are conducted to ensure that families can participate in the preference selection process in a healthy and informed manner. These sessions aim to strengthen family support in students' decision-making processes, reduce indecision, and prevent misguided guidance.

4.7.5. Career and Goal-Oriented Guidance Process

During the counseling process, students are encouraged to make evaluations not only based on exam results but also in line with their interests, talents, and career goals. In this way, prospective students are supported in making the most suitable department and university choices for themselves.

4.8. Fairs and Career Days

4.8.1. Purpose of the Fair and Career Days

The fairs and career days organized by the Directorate of Press, Public Relations, and Communications at Istanbul Aydın University are conducted to support students in making informed and appropriate decisions regarding their university and career choices. Through university promotion fairs and career events held across Turkey, direct communication is established with prospective students; comprehensive information is shared regarding academic programs, scholarship opportunities, career prospects, and the university's social and cultural life.

4.8.2. Planning and Evaluation of Events

Fair and career day events are conducted as part of a systematic process encompassing the stages of planning, coordination, implementation, and evaluation. In the initial phase, proposals are solicited from companies organizing university promotional fairs and career events; the target audience of the events, the region where they will be held, and the contributions they will provide are evaluated in detail. Based on the results of these analyses, events aligned with the university's promotional strategy are identified, and an annual participation plan is established.

4.8.3. Procurement and Operational Processes

Procurement processes related to the identified events are carried out in collaboration with the relevant units. Operational processes such as booth selection, technical infrastructure requirements, transportation planning, and event coordination are meticulously organized. Additionally, the booth location that will most effectively reflect the university's institutional visibility at the fair is determined, and implementation preparations are carried out.

4.8.4. Visual Communication and Promotional Materials

As part of event preparations, visual communication materials reflecting the university's institutional identity are being developed. Posters, digital content, wayfinding applications, and various promotional materials are designed to suit the target audience. Furthermore, brochures, catalogs, and similar products are planned in line with the fair's concept and participant profile to create a comprehensive promotional process.

4.8.5. One-on-One Communication Process with Students

Throughout the fair and career days, one-on-one meetings are held with students; detailed information is provided regarding educational opportunities, academic units, scholarship support, and campus life. The aim of this process is to guide prospective students in the right direction based on their interests, talents, and career goals.

4.8.6. Faculty and Career Introduction Seminars

Faculty and career orientation seminars organized as part of these events help students shape their career goals. The seminars provide comprehensive information on department curricula, professional development opportunities, practical application areas, and post-graduation career prospects.

4.8.7. Feedback and Strategic Evaluation Process

An evaluation process is conducted following the completion of events. Feedback gathered during fairs and career days, along with student requests, communication data, and outputs from promotional activities, are analyzed in detail. Based on these evaluations, strategic plans are developed for future events; the effectiveness of promotional activities, outreach capacity, and institutional communication capabilities are continuously enhanced.

4.9. Events

National and international events held at Istanbul Aydın University aim to support students' academic, social, and personal development, strengthen knowledge sharing, and encourage innovative thinking. Through seminars, conferences, workshops, and similar academic events organized within this framework, students are encouraged to gain diverse perspectives, keep abreast of current developments, and enhance their professional vision.

These events bring together faculty members, students, administrative units, and industry representatives, thereby increasing interdisciplinary interaction and facilitating the exchange of high-quality knowledge. With its strong academic infrastructure and event-focused approach, the university is not merely a participating institution; it also serves as a guiding force in organizing events, producing content, and supporting innovative practices.

4.9.1. Event Planning and Application Process

To ensure events are conducted in a healthy and systematic manner, the relevant academic or administrative unit must prepare an "Event Request Form." This form includes basic information such as the event's purpose, target audience, which faculty or unit will host it, and the scope and content of the event. Additionally, the equipment to be used during the event (sound system, projector, computer, stage setup, etc.), technical requirements, and necessary food and beverage arrangements must be specified in detail. Event forms must be submitted through the system by the requesting unit at least 15 days in advance or delivered directly to the Event Unit to ensure the event is properly planned. This timeframe is critical for completing the necessary approval processes and ensuring the event is fully planned.

4.9.2. Preparation Process

During the preparation phase for approved events, all operational processes—including venue allocation, technical equipment setup, preparation of visual materials, and catering arrangements—are carried out under the coordination of the Events Unit in collaboration with the relevant departments. The necessary technical and logistical support is provided in accordance with the event's content, and all preparations are meticulously executed to ensure the event proceeds as planned and without issues.

4.9.3. Event Implementation Process

During the event, the uninterrupted operation of all technical infrastructure is ensured, participant management is carried out in an orderly manner, and the program flow is monitored by the relevant teams to ensure it proceeds as planned. This ensures that the event is completed efficiently and in line with its intended objectives.

4.9.4. Post-Event Process

Following the conclusion of the event, the areas used are tidied up, all equipment is inspected and returned, and the venue is left in the same condition as it was at the start. Additionally, feedback regarding the event is collected and incorporated into the evaluation process, and analyzed to ensure more effective execution of future events. Through this comprehensive approach, Istanbul Aydın University manages its event processes in a planned, systematic, and sustainable manner, providing its students and stakeholders with a high-quality academic and social interaction environment.

4.10. Regional Communication Offices

4.10.1. Purpose of Regional Communication Offices

Istanbul Aydın University conducts its promotional activities not only from its Istanbul headquarters but also comprehensively and systematically through the regional communication offices it has established across Turkey. These offices operate to ensure that the university's promotional activities are effectively carried out at the local level.

4.10.2. Structure of Regional Offices

The Communication Offices operating within the university include the Ankara Communication Office, the Antalya and Western Mediterranean Communication Office, the Bursa and Southern Marmara Communication Office, the Diyarbakır and Southeastern Anatolia Communication Office, the Erzurum Communication Office, the İzmir and Aegean Communication Office, the Kayseri and Central Anatolia Communication Office, the Samsun and Central Black Sea Communication Office, the Trabzon and Black Sea Communication Office, and the Malatya Communication Office; serve as local representative units responsible for planning and implementing the university's promotional activities in their respective regions.

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4.10.3. Central Coordination and Communication Process of the

Regional communication offices work in coordination with the Istanbul Promotion Office. Within the scope of this process, key activities such as establishing communication with secondary schools, organizing institutional visits, conducting informational sessions for prospective students, and supporting the guidance process are carried out.

4.10.4. Promotion and Organizational Activities

The offices carry out various promotional activities, such as planning campus visits, organizing seminars and events, and participating in fairs and career and university open house days. Additionally, the goal is to accurately convey the university's academic, social, and cultural opportunities to prospective students.

4.10.5. Institutional Collaboration and Local Communication Initiatives

Regional offices aim to develop sustainable relationships with educational institutions in their respective regions and to increase opportunities for inter-institutional collaboration. In this regard, communication strategies tailored to local dynamics are developed; strong ties are established with prospective students, guidance counselors, and educational institutions.

4.10.6. The Contribution and Importance of Regional Offices

Thanks to this structure, Istanbul Aydın University's promotional activities are coordinated through a centralized approach while an effective and sustainable communication network is established at the local level. Regional communication offices contribute to the university reaching broader audiences in different regions and support prospective students' access to accurate information about the university

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DEMAND PLANNING PROCESS			
EXPLANATION	PROCESS	RESPONSIBLE	DOCUMENTS USED
Following the publication of the ÖSYM guide, the annual enrollment rates of universities, the status of departments and quotas, and the number of students admitted to and enrolled at our university are examined.	<pre> graph TD A[ÖSYM Guide] --> B[Publication of the ÖSYM Guide] B --> C[Analysis of planning factors] C --> D{Report Preparation} D --> E[Analysis] E --> F[YÖK evaluation] </pre>	ÖSYM	ÖSYM Guide
Student demand, enrollment rates, physical facilities, the quantitative and qualitative qualifications of faculty members required to launch a program, employment opportunities in our country, the planning and opinions of the Ministry of National Education and the Ministry of Health,	<pre> graph TD C[Analysis of planning factors] --> D{Report Preparation} D --> E[Analysis] E --> F[YÖK evaluation] </pre>	the General Secretariat and Board of Trustees	
	<pre> graph TD D{Report Preparation} --> E[Analysis] E --> F[YÖK evaluation] </pre>	Information Office Office of the Secretary-General	
	<pre> graph TD E[Analysis] --> F[YÖK evaluation] </pre>	Office of the Secretary-General and Board of Trustees	
	<pre> graph TD F[YÖK evaluation] --> G[YÖK] </pre>	Office of the Secretary-General Student Affairs	ÖSYM
	<pre> graph TD G[YÖK] --> F[YÖK evaluation] </pre>	YÖK	
	<pre> graph TD G[YÖK] --> H[ÖSYM Guide] </pre>	YÖK	ÖSYM Guide
<p align="center">Activity Calendar: The determination of enrollment quotas is repeated annually at the end of the first academic term.</p>			

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Document Title: DIRECTORATE OF PRESS, PUBLIC RELATIONS, AND PUBLIC AFFAIRS DIRECTORATE GENERAL JOB DESCRIPTION				
Document No IAU GT120	Initial Publication Date October 10, 2017	Revision Date June 7, 2025	Revision No. 2	Number of Pages 4

1. MAIN RESPONSIBILITIES

- 1.1. Ensure the management of relations with partner organizations within the scope of press, public relations, and communications processes,
- 1.2. Monitor the national agenda, compile reports on ongoing activities, and submit them to the Chairman of the Board of Trustees, the Secretary General, the Deputy Secretaries General, and the relevant department heads, ensuring they are archived,
- 1.3. Monitor all university operations and events; prepare press releases with photos and videos to inform the public, and distribute them to print and visual media outlets,
- 1.4. Monitor inaccurate or incomplete information published in the media, obtain correct information from relevant department heads, and forward corrections to media outlets,
- 1.5. Organize press conferences as needed, as well as meetings to present plans, projects, and municipal services,
- 1.6. Organize the activities of the Board of Trustees Chairperson with media outlets,
- 1.7. Prepare, commission, distribute to the public, and ensure the archiving of the Department's periodic and non-periodic publications,
- 1.8. Conducting or commissioning surveys at specific intervals to gauge student perceptions,
- 1.9. To carry out or commission promotional and communication activities aimed at publicizing university activities. In this context, to design, print, and publish promotional materials such as books, newsletters, calendars, brochures, posters, bulletin boards, invitations, CDs, etc.,
- 1.10. To organize activities and initiatives for important days and anniversary celebrations in coordination with the Directorate of Health, Culture, and Sports Affairs,
- 1.11. Evaluate, record, and forward student complaints, requests, and suggestions received by the unit through the Central Office to the relevant units or directorates, and ensure they are resolved,
- 1.12. Evaluate applications received through UBIS and ensure they are responded to,
- 1.13. Implement the Customer Satisfaction Management System in coordination with the Quality Management System,
- 1.14. Manage projects specific to the unit,
- 1.15. Performing other duties assigned by the Chairman of the Board of Trustees,
- 1.16. Prepare UBIS reports and present them to management,
- 1.17. Ensure the establishment, implementation, and maintenance of the Integrated Management System within unit operations, and ensure the continuous improvement of the Integrated Management System's performance, including energy performance,
- 1.18. Identify resource needs related to the Integrated Management System and affiliated units, and request their fulfillment from senior management,
- 1.19. To establish the necessary criteria and methods related to unit activities to ensure the effectiveness of Integrated Management System applications and controls,
- 1.20. Conducts its work in accordance with personal data protection and data security objectives, policies, and information security management system documents, as well as the Policy on the Processing and Protection of Personal Data. Through the Information Processing Directorate, it monitors the compliance of all units with the Personal Data Protection Law (KVKK) and information/data security objectives, and ensures that these objectives are met,
- 1.21. Conducts its operations in accordance with information security objectives, policies, and information security management system documents. Monitors information security objectives related to its own unit and ensures these objectives are met. Pays attention to and reports any observed or suspected information security vulnerabilities in systems or services,
- 1.22. Implement the strategic business plans and strategic development areas prepared within the Turquality framework, revise them according to changing conditions, and prepare performance results using measurement and evaluation mechanisms,
- 1.23. Conduct awareness training sessions to ensure the team operates with a Turquality perspective,
- 1.24. Prepare annual action plans and schedules in accordance with the organizational strategy,

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- 1.25. Comply with the requirements of the management systems currently in place.

Document Title: PRESS, PUBLIC RELATIONS, AND PUBLIC AFFAIRS DIRECTORATE PUBLIC RELATIONS SPECIALIST JOB DESCRIPTION				
Document No IAU_GT342	Initial Publication Date January 16, 2018	Revision Date May 9, 2022	Revision No. 1	Number of Pages 4

1. MAIN RESPONSIBILITIES

- 1.1. Plan the university's promotional activities on an annual basis and submit them to the Promotion Coordinator,
- 1.2. Provide support to the promotional coordinator in these activities,
- 1.3. Conduct promotional activities in Istanbul and surrounding provinces, ensure the university is promoted, and organize seminars for students,
- 1.4. Obtain permits from provincial governors' offices to carry out promotional activities,
- 1.5. Organizing orientation training for new students and academic staff starting in the new academic year,
- 1.6. Providing the necessary venues, equipment, and supplies for promotional activities,
- 1.7. Ensuring that staff responsible for promotional and informational activities work collaboratively and meet at regular intervals,
- 1.8. Responding to correspondence sent to the promotion coordinator regarding promotional and fair activities and preparing the requested reports,
- 1.9. Conducting university orientation activities for incoming students,
- 1.10. Preparing presentations for groups of students to introduce the university and all types of educational, social, and cultural activities held on campus,
- 1.11. Prepare, develop, or procure materials to be used in promotional seminars,
- 1.12. Prepare unit reports,
- 1.13. Conducts work in compliance with personal data protection and data security objectives, policies, and information security management system documents, as well as the Policy on the Processing and Protection of Personal Data. Monitors the compliance of all units with the Personal Data Protection Law (KVKK) and information/data security objectives through the Directorate of Information Technology, and ensures that these objectives are met,
- 1.14. Conducts work in accordance with information security objectives, policies, and information security management system documents. Monitors information security objectives related to their own unit and ensures these objectives are met. Pays attention to and reports any observed or suspected information security vulnerabilities in systems or services,
- 1.15. Implement the strategic business plans and strategic development areas prepared within the Turquality framework, revise them as conditions change, and prepare performance results using measurement and evaluation mechanisms,
- 1.16. Prepare annual action plans and schedules in accordance with the organizational strategy,
- 1.17. Comply with the requirements of the management systems currently in place.

ADMINISTRATIVE UNITS PROCESS HANDBOOK

INFORMATION TECHNOLOGY DIRECTORATE PROCESSES

Document Title:				
INFORMATION SECURITY MANAGEMENT POLICIES				
Document No	Initial Publication Date	Revision Date	Revision No.	Number of Pages
BİB_PR07	December 8, 2017	March 15, 2023	3	33

1. PURPOSE

To define the senior management's approach and objectives to prevent violations of legal, regulatory, or contractual obligations and all safety requirements, and to communicate these objectives to all employees and relevant parties.

2. SCOPE

Covers information assets related to educational activities and the information security and business processes used to protect these assets.

2.1. Internal Scope

2.1.1. Administration, organizational structure, roles, and responsibilities

Departments within the scope under senior management include: the Human Resources Directorate, the Procurement Directorate, the Property and Accounts Office, the Information Technology Directorate, the Personnel Directorate, and the Strategy and Quality Development Directorate.

2.1.2. Policies, objectives, and strategies to be implemented

- Policies defined in all management systems,
- Annual Information Security Management System objectives established by management,
- Organizational culture,
- Capabilities understood in terms of resources and expertise (e.g., capital, time, personnel, processes, systems, and technologies),
- Management Representatives and the Information Security Management System team appointed by management for the establishment, operation, and maintenance of the Information Security Management System,
- Relationships with internal stakeholders and their perceptions and values, the organization's culture, standards, guidelines, and models adopted by the organization, and contractual relationships; encompassing their form and scope.
- Standards, guidelines, and models adopted by the organization for integrated management systems,
- Matters related to products, production processes, design activities, installation and service activities, strategic plans, financial resources, and human resources structure that may positively or negatively affect our information security responsibilities,
- Controversial issues and changing circumstances or disputes that affect the ability of Istanbul Aydin University to achieve the intended outcomes of its Information Security Management System.

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Document Title:				
USER AUTHORIZATION PROCEDURE				
Document No.	Initial Publication Date	Revision Date	Revision No.	Number of Pages
BİB_PR11	January 17, 2018	March 17, 2023	1	3

1. PURPOSE

This policy aims to ensure the effective use of Information Systems services by all administrative and academic staff at Istanbul Aydın University.

2. SCOPE

It covers the inventory and services under the responsibility of the Information Information Processing Directorate.

3. DEFINITIONS

- 3.1 **UBIS: University Information System.**
- 3.2 **AYNET: Istanbul Aydın University Data Flow Portal**
- 3.3 **EBYS: Electronic Document Management System.**
- 3.4 **EBA: Document and Workflow Management System**
- 3.5 **Personal/Corporate/Shared Area: Istanbul Aydın University staff storage area**
- 3.6 **Smart Classroom System: A system comprising door screens, lecterns, projectors, and audio equipment located within classrooms.**
- 3.7 **Active Directory: A directory service designed for Microsoft Server and Client computer systems that stores information such as servers, client computers, users, and printers.**
- 3.8 **Security Group: Objects used to simplify management by grouping user accounts together and to restrict access to and sharing of resources are called “groups.”**

4. APPLICATION

- 4.1. At Istanbul Aydın University, after the application and acceptance phases are completed for the hiring of administrative and academic staff, personnel records are created in the UBIS system by the Human Resources Unit for administrative staff and by the Personnel Directorate for academic staff.
- 4.2. To enable staff to use the institution’s information systems services, the Technical Support Unit of the Information Technology Directorate fills out the Aynet User Account Form using the UBIS record as a reference; user and email accounts are automatically created within 5 minutes. If a mobile phone number is entered on the form, account details are sent via SMS. The Information Technology Directorate’s Orientation Handbook is emailed to the individual’s email address.
- 4.3. After the employee’s user account is created, the individual’s Active Directory Security Group association is automatically established every 4 hours based on the synchronization processes tied to their registered position in UBIS, thereby completing the authorization process.
- 4.4. At the end of this stage:
 - 4.4.1. Administrative staff can access UBIS, Aynet, EBYS, eBA, QDMS, Email, and Personal/Corporate/Shared Spaces.
 - 4.4.2. Academic staff can access UBIS, Aynet, EBYS, eBA, QDMS, Email, Personal/Corporate/Shared Areas, and the Smart Classroom System.
- 4.5. Within one hour of the Student Affairs Office completing the registration process, a “stu” Active Directory account is automatically created based on the student’s UBIS account information. Authorization is automatically granted based on the student’s faculty/institute/vocational school/college, providing access to an email account and the Wi-Fi network.

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Document Title:				
INFORMATION SYSTEMS MAINTENANCE PROCEDURE				
Document No. BİB_PR08	Initial Publication Date December 11, 2017	Revision Date -	Revision No. 1	Number of Pages 2

1. PURPOSE

This document aims to define the rules that must be followed regarding the maintenance and inspection of hardware and equipment for systems under the management of the Information Technology Directorate at Istanbul Aydın University.

2. SCOPE

This document covers the hardware and equipment used in the information systems managed by the Istanbul Aydın University Information Technology Directorate. It falls under the responsibility of the Information Technology Directorate.

3. DEFINITIONS

3.1 AYNET: University intranet

4. APPLICATION

- 4.1. **The “Annual Maintenance Plan for Hardware and Equipment”** is prepared on the task tracking (AYNET) application to include the hardware and **equipment** of systems managed by the Information Technology Directorate.
- 4.2. The Information Technology Directorate is responsible for monitoring and controlling the maintenance plan.
- 4.3. **For server room maintenance**, the record of the contractor performing the maintenance service is entered into the Work Tracking (AYNET) application. The registration of personnel from the contractor firm arriving for maintenance is recorded in the “**System Room Access Tracking Form**” and is carried out under the supervision of Information Processing Directorate personnel throughout the maintenance process. A service form regarding the maintenance performed by the contractor is requested and retained by the Information Processing Directorate.
- 4.4. **For computer laboratory maintenance:** It is entered into the Work Tracking (AYNET) application prior to the exam periods specified in the academic calendar and is carried out at the scheduled time.
- 4.5. **For security camera system maintenance:** It is scheduled to begin at the end of the spring semester and continue until the start of the fall semester. It is recorded in the Work Tracking (AYNET) application.
- 4.6. **For security turnstile system maintenance:** Maintenance is scheduled from the end of the spring semester until the beginning of the fall semester. It is recorded in the Work Tracking (AYNET) application.

Document Title:				
SOFTWARE DEVELOPMENT AND SECURE CODING PROCEDURE				
Document No BİB PR26	Initial Publication Date February 21, 2024	Revision Date -	Revision No. 0	Number of Pages 4

1. PURPOSE

This document establishes the procedures and rules to be followed for software to be developed or produced by the Information Technology Directorate, with the aim of meeting the software/program requests of academic/administrative staff, students, prospective students, or external organizations, or addressing identified software/program deficiencies, within the scope of available resources.

2. SCOPE

This procedure applies to software to be developed or produced by the Information Technology Directorate.

3. IMPLEMENTATION

4.1 Receipt, Identification, and Evaluation of Software Requests

4.1.1 Software development needs of students and administrative/academic staff, as well as changes communicated via regulations, guidelines, and official correspondence from the institutions and organizations under our responsibility, are evaluated in coordination with the relevant units and senior management of the Information Processing Directorate. Decisions are made regarding necessary changes and updates, a schedule is established, and records are tracked in the UBIS timeline system.

4.1.2 BİDB decides on necessary updates based on evolving software and security technologies or to develop more user-friendly software, and establishes a schedule for these updates.

4.2 Fulfillment of Software Requirements

4.2.1 Software development in compliance with the conditions specified in the Secure Coding Principles,

4.2.2 Once a decision has been made and a schedule established for the software, a corresponding process is created in the Timeline application within the UBIS program and assigned to the developer(s) responsible for developing the application.

4.2.3 Application development takes place in a separate environment within the product environment. In this development environment, software developers use only the SVN method to develop applications within a security-tested framework in areas specifically authorized for them.

4.2.4 After the developer completes the application, it is tested by a different developer assigned to the testing task.

4.2.5 If any issues are encountered, the errors and problems are listed and communicated to the developer who created the application, and the process continues from the previous step.

4.2.6 If no issues are encountered, testing permissions are granted to a few personnel from the unit where the application will be deployed, and the application is tested by these personnel.

4.2.7 If an issue is encountered, the errors are listed and communicated to the developer, and the process continues from the relevant step.

4.2.8 If no issues are encountered, the software is deployed, and the relevant process is closed on the timeline application in accordance with the software’s development.

4.3 Secure Coding Principles

4.3.1 The software development environment and the database environment are separate, independent areas. Critical information related to these areas (server name and version, software version used, etc.) is kept confidential.

4.3.2 The software development environment is defined in a separate virtual host area, with access restricted to software developers via the SVN

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method, and access is blocked through physical firewalls and switches.

- 4.3.3 The database environment is managed via firewalls and switches to ensure access is restricted solely to database administrators.
- 4.3.4 Code is submitted to the software development environment exclusively via the SVN method. This method ensures that the software library version is maintained.
- 4.3.5 A separate username, password, and authorization are defined for each software developer.
- 4.3.6 User inputs entered by users of the application are coded with careful attention to the use of sanitization, filtering, and SQL injection prevention methods.
- 4.3.7 All access requests made to the application are subject to authorization both at the request and response stages.
- 4.3.8 Every request made by a user from the application environment is logged and responded to after authorization is verified.
- 4.3.9 Security scans for the software used—such as the application framework, database, application server, and web server—are at the highest level.
- 4.3.10 A record is kept of every failed operation that occurs while the application is in use, and this is reported to the application developers.
- 4.3.11 Predefined user accounts are removed from the system, the database, and the application.
- 4.3.12 To prevent web pages containing sensitive information from being cached in browsers, necessary HTTP/HTML headers such as autocomplete, cache-control, and pragma are used.
- 4.3.13 Strong encryption algorithms are used for secure web traffic (SSL).
- 4.3.14 When users log in, their passwords are masked and displayed in a hidden format in all password fields.
- 4.3.15 Weak passwords are not permitted.
- 4.3.16 The HTTPS protocol is used in the application.
- 4.3.17 Server-side authentication is performed for access to all non-public resources and pages.
- 4.3.18 User passwords are stored in encrypted form. A salt is used when generating the hash value.
- 4.3.19 Users are required to change their passwords upon first use after being assigned a password. Passwords must be at least 8 characters long and contain at least one uppercase letter, one lowercase letter, one number, and one special character.
- 4.3.20 The account is locked after a certain number of failed login attempts. When an incorrect password or username is entered, a generic error message is displayed to prevent social engineering, thereby concealing the source of the error.
- 4.3.21 Passwords have an expiration period. This period is 90 days.
- 4.3.22 The old password is required when changing a password.
- 4.3.23 For users, every time they log in, unique, time-limited cookies and a session are created; when the session is closed, the cookies and sessions associated with that session are terminated.
- 4.3.24 When granting permissions, "role-based" permissions are implemented.
- 4.3.25 User permissions are managed exclusively by system administrators or authorized personnel.
- 4.3.26 In the event of an attack, security measures such as CAPTCHA are activated.

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Document Title:				
DEPARTMENT OF INFORMATION TECHNOLOGY DEPARTMENT HEAD JOB DESCRIPTION				
Document No	Initial Publication Date	Revision Date	Revision No.	Number of Pages
IAU_GT380	January 22, 2018	June 7, 2025	2	4

1. MAIN RESPONSIBILITIES

- 1.1. Review the institution's strategic plan and monitor its updates,
- 1.2. Identify the Information Technology Directorate's strategic plan and its objectives aligned with the plan,
- 1.3. Manage and supervise the Department's staff,
- 1.4. Ensure the institution's information technology infrastructure operates 24/7 in compliance with legal regulations, make necessary plans, and take appropriate measures,
- 1.5. Ensure the security of existing information and systems by assessing their risk levels,
- 1.6. Establish and develop a system to ensure that any technical issues are resolved as quickly as possible,
- 1.7. To plan the procurement of hardware, software, and other materials,
- 1.8. To plan and implement maintenance and repair activities for IT-related hardware,
- 1.9. Continuously monitor new technologies,
- 1.10. Ensuring compliance with established standards,
- 1.11. Representing the institution domestically and internationally when necessary,
- 1.12. Implementing and monitoring the activity program; taking necessary measures to ensure that the work to be carried out by subordinate units in accordance with the activity program is executed fully and without delay, and ensuring coordinated and collaborative work by providing the necessary coordination and cooperation,
- 1.13. Monitor all correspondence of the Directorate, and review and sign or countersign prepared documents,
- 1.14. Monitoring staff personnel rights and reviewing procedures related to promotions, transfers, rewards, disciplinary actions, leave, and terminations, and submitting opinions and recommendations to the General Secretariat,
- 1.15. To plan and manage the development and training needs of the Information Technology Department staff in line with technological advancements and their job descriptions,
- 1.16. Ensuring coordination among subordinate units,
- 1.17. Provide advisory services to the General Secretariat and the Board of Trustees regarding matters within the scope of responsibility,
- 1.18. Perform other tasks assigned by the General Secretariat and the Board of Trustees,

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Document Title: DEPARTMENT OF INFORMATION TECHNOLOGY INFORMATION SYSTEMS MANAGEMENT SPECIALIST JOB DESCRIPTION				
Document No.	Initial Publication Date	Revision Date	Revision No.	Number of Pages
IAU_GT80	October 10, 2017	-	0	3

1. MAIN RESPONSIBILITIES

- 1.1. Ensure end-to-end management of the system infrastructure,
- 1.2. Set up email and user accounts for new employees,
- 1.3. Ensure that authorizations for the corporate shared space are properly configured,
- 1.4. Ensure the monitoring and management of online and remote learning systems,
- 1.5. Manage student email groups,
- 1.6. Ensuring the monitoring of virtualization environments,
- 1.7. Identifying and resolving users’ hardware-related issues,
- 1.8. Ensure the updating of email groups,
- 1.9. Ensuring that the email group of terminated staff is closed based on information received from the Human Resources Department,
- 1.10. Manage central server rooms,
- 1.11. Monitoring electronic temperature and humidity measurements in system server rooms,
- 1.12. Manage all risks related to potential flooding, fire, or unauthorized access to central system rooms, and intervene as necessary,
- 1.13. Ensuring that suspicious situations are reported to security or the responsible personnel,
- 1.14. To facilitate the installation of new devices arriving at the university,
- 1.15. Configure domain settings for all computers on campus and provide necessary updates,
- 1.16. Provide support within the unit as needed,
- 1.17. Forwarding matters unrelated to the unit from the user to the relevant person within the unit,
- 1.18. Signing up for technology-related websites and monitoring changes,
- 1.19. Communicating the feasibility of emerging changes for use within the institution to the System Administration and Audit Manager and making recommendations,
- 1.20. Manage the central registration management system,
- 1.21. Research all technological advancements that could benefit the organization,
- 1.22. Working to advance topics related to one’s area of expertise and conducting improvement initiatives,
- 1.23. Conducts work in accordance with information security objectives, policies, and information security management system documentation. Monitors information security objectives related to their own unit and ensures that these objectives are met. Pays attention to and reports any observed or suspected information security vulnerabilities in systems or services.

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HUMAN RESOURCES DEPARTMENT PROCESSES

Document Title:				
TRAINING PROCEDURE				
Document No IKM_PR01	Initial Publication Date September 11, 2017	Revision Date July 31, 2025	Revision No. 3	Number of Pages 5

1. PURPOSE

To support the planning, implementation, and evaluation of in-service training activities for Istanbul Aydın University staff—excluding academic training—in accordance with the institution’s internal objectives, values, and principles.

2. SCOPE

Covers all administrative and academic staff and staff training programs.

3. DEFINITIONS

3.1 Mandatory Training: Training programs determined in collaboration with departments, designed to meet the specific needs of the relevant department, and in which participation by selected staff is mandatory.

3.2 Voluntary Training: Training programs determined based on the needs and preferences of the relevant departments or staff, conducted with the full voluntary participation of the staff.

3.3 External Training: Training programs to be delivered by various organizations either on or off campus.

3.4 Internal Training: Training programs to be conducted within the university.

4. IMPLEMENTATION

4.13 Basic Approach

6.3.1. Ensuring that all staff adopt the policies of TS EN ISO 9001, TS ISO/IEC 27001, TS ISO 10002, TS ISO 50001, YÖK requirements, and EUA standards,

6.3.2. Ensuring that staff adapt to changes, developments, and new technologies,

6.3.3. Enhancing staff knowledge and skills in line with quality improvement activities,

6.3.4. Raising staff awareness regarding the concept of productivity and ways to improve it,

6.3.5. Assisting staff in their professional and cultural development,

6.3.6. Conducting in-service training regularly and effectively.

ADMINISTRATIVE UNITS PROCESS HANDBOOK

Document Title:				
CAREER MANAGEMENT AND SUCCESSION PLANNING PROCEDURE				
Document No. İKM_PR06	Initial Publication Date August 16, 2018	Revision Date September 17, 2024	Revision No. 2	Number of Pages 3

1. PURPOSE

This policy aims to plan employees' career development processes, establish rotation procedures, and define the succession planning process for key positions at Istanbul Aydın University in accordance with the organization's needs.

2. SCOPE

Applies to all administrative and academic staff.

3. DEFINITIONS

4. IMPLEMENTATION

4.1. Academic Staff Career Planning Process

4.1.1. Conducted in accordance with the "Regulations on Promotion and Appointment to Faculty Positions" and the "Guidelines on Appointment and Promotion of Academic Staff."

4.2. Career Planning and Management Process

4.2.1. The "Career Management Form" defines the career plan, existing career paths, the steps within these paths, and the competencies that staff involved in the process must possess.

Career planning is carried out with consideration of both horizontal and vertical advancement.

4.3. Eligibility Criteria for Promotion to a Higher Level

4.3.1. The necessary competencies, skills, and criteria required for an employee's promotion or rotation to a position with a higher title than their current one are specified in the "Performance Management System Form," based on the "Competency Dictionary."

4.3.2. The position to be promoted to must be vacant.

4.3.3. In addition to meeting the established requirements for the position to be promoted to, the relevant manager's assessment of the employee's knowledge, skills, and other relevant matters, as well as their performance score, as recorded in the "Performance Management System Form," must be taken into account.

4.3.4. For promotion, the employee's performance evaluation results in their current role must be "Satisfactory" and/or "Excellent."

4.3.5. The employee must not have received any disciplinary action during the year.

4.4. Promotion and Rotation

4.4.1. The relevant Department Manager submits promotion and rotation requests for eligible employees to the Human Resources Department using the "Promotion/Rotation Form."

4.4.2. Promotion and rotation requests are evaluated by the Human Resources Department, the Relevant Department Manager, the New Department Manager, and the General Secretariat. They are submitted to the Board of Trustees for approval.

4.4.3. The results of the promotion evaluations are communicated to the relevant employees and managers by the Human Resources Department.

4.4.4. The Human Resources Department notifies the employee via the "Promotion/Rotation Form" of their new title and any changes to their salary and benefits, if applicable. The approved "Promotion/Rotation Form" and "Promotion/Rotation Salary Approval Form" are kept

in the employee's personnel file.

- 4.4.5. Following the promotion and rotation, the relevant Department Manager, in collaboration with the Human Resources Department, explains the new job description to the employee and provides all necessary information .
- 4.4.6. The Human Resources Department informs all employees regarding promotions and rotations; if the employee holds a position involving external communication, the relevant department manager provides the information.
- 4.4.7. The relevant departments make the necessary updates based on this notification.
- 4.4.8. Effective as of the employee's promotion and rotation date, the organizational chart, job description, work location, personnel information, and authority levels are updated by the Human Resources Department.
- 4.4.9. The process for promoting employees who are not yet deemed eligible but have potential is determined through the "Career Planning Form" within the framework of the Development Plan.
- 4.5. **Succession Planning**
- 4.5.1. A succession plan for current critical positions is established by identifying qualified and/or high-performing potential successors from lower-level staff who possess the appropriate competencies.
- 4.5.2. In the event that critical positions unexpectedly become vacant, qualified and/or potential successors are identified to be brought in.
- 4.5.3. Qualified successors are selected from department managers and/or senior executives within the organization who share common operational processes and/or job descriptions.
- 4.5.4. If there are no qualified and/or potential candidates on standby for a critical position, external recruitment is utilized when the need arises.
- 4.5.5. A development program is implemented for potential successors within the framework of "Career Management."
- 4.5.6. The "Succession Planning Form" is prepared by selecting candidates who have been evaluated within the framework of human resources management processes and organizational design.
- 4.5.7. The "Succession Planning Form" is reviewed annually to ensure it remains up-to-date.

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Document Title:				
PERFORMANCE MANAGEMENT SYSTEM PROCEDURE				
Document No HRM_PR02	Initial Publication Date August 16, 2018	Revision Date May 25, 2021	Revision No. 1	Number of Pages 4

1. PURPOSE

To measure and evaluate the success and potential for development of Istanbul Aydın University employees in their work.

2 SCOPE

Covers all administrative staff.

4. DEFINITIONS

5. IMPLEMENTATION

4.1. Performance Monitoring Methods

Performance monitoring is conducted in the following areas at our institution.

- Education and Teaching Activities (Number of courses taught, student pass/fail status, number of faculty members per student, number of classrooms, number of laboratories, number of books in the library, and the library's usage rate by students are monitored through activity reports by the Directorate of Strategy and Quality Development.
- Feedback is tracked through the system by the Directorate of Strategy and Quality Development.
- **Surveys are tracked in accordance with the "Survey Measurement and Evaluation Procedure."**
- **Nonconformities and corrective actions are tracked through the QDMS system.**
- Suppliers are evaluated by the Procurement Department in accordance with the "**Procurement Procedure.**"
- Risk analyses are developed by the Directorate of Strategy and Quality Development.
- Documentation development is carried out by the Directorate of Strategy and Quality Development.

Document Title:				
SALARY MANAGEMENT PROCEDURE				
Document No.	Initial Publication Date	Revision Date	Revision No.	Number of Pages
IKM_PR17	May 21, 2018	-	1	4

1. PURPOSE

The purpose of this procedure is to establish a compensation system that takes into account the value of the work performed and the individual’s skills and qualifications.

2. SCOPE

This procedure covers the establishment of the compensation management system.

3. DEFINITIONS

4. IMPLEMENTATION

4.1 Compensation Policy

4.1.1 Salary increases are determined by taking into account the industry average, the organization’s financial status, and performance evaluation results.

4.1.2 In determining starting salaries, market conditions, the current salaries of internal employees performing the same job, and the “Pay Scale System Form” are taken into account.

4.2 Pay Scale System

4.2.1 In the scale system, job title, hierarchical structure, nature of the work (job evaluation), experience, education level, expertise, and other criteria are taken into account.

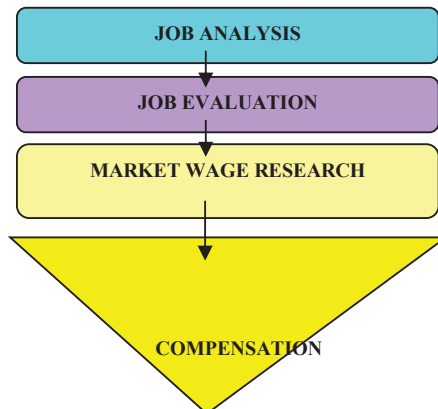
4.2.2 It serves as the basis for the horizontal or vertical promotion system and the hiring process.

4.3 Job Evaluation

4.3.1 Definition and Purpose of Job Evaluation

4.3.1.1 It involves evaluating and categorizing jobs based on their differences and similarities, as well as their levels of difficulty and qualifications.

4.4 Job Evaluation Process and Stages



4.4.1. The general purpose of job evaluation is to determine the relative values of the required skill levels, the difficulties, and the conditions of jobs in relation to one another.

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4.5 Benefits of Job Evaluation for Our System

- 4.5.1. The fundamental principles of a scientific and realistic wage management system are established.
- 4.5.2. “Equal pay for equal work” is ensured.
- 4.5.3. Employee motivation and commitment to their work are fostered through wage satisfaction.
- 4.5.4. It facilitates the control of labor costs and the associated obligations.
- 4.5.5. It is utilized in training planning.

4.5.6. The Job Evaluation System in Use

- 4.5.6.1. The job evaluation system in use is the “Point-Based Job Evaluation” system.
- 4.5.6.2. Thirteen factors, divided into four main groups, were used to evaluate jobs. These factors are as follows:

Group 1: Knowledge and Skills

- 1- Education
- 2- Experience
- 3- Foreign Language Proficiency
- 4- Problem Solving
- 5- Initiative and Decision-Making

Group 2 Responsibility

- 1- Supervisory Responsibility
- 2- Legal and/or Financial Responsibility (Duty of Care)
- 3- Workplace Relations Responsibility
- 4- Representation Responsibility

Group 3 Effort

- 1- Mental Effort
- 2- Physical Effort

Group 4 Working Conditions

- 1- Working Conditions (Hazards)
- 2- Job Hazard (Risk)

4.6. Comparison of Wages and Market Rates

- 4.6.1. The Human Resources Directorate and the Personnel Department update the “Pay Scale Form” by comparing “Pay Scale System” wages with market wages on an annual basis, and this is used as a basis for annual wage increases.

4.7. Determination and Implementation of Wage Increases

- 4.7.1. Salary increases are preferably implemented once a year, based on the month the employee joined the organization.
- 4.7.2. The annual increase rate is determined by taking into account salary survey reports, the employee’s performance evaluation results, and the organization’s financial situation.

4.8. Performance Bonus

- 4.8.1. At Istanbul Aydın University, a bonus system is applied as part of performance evaluations for managers and employees.
- 4.8.2. At Istanbul Aydın University, recommendations are submitted to the Administration for the payment of bonuses in cases where managers and employees have made the institution’s operations more efficient and rational, developed a service type suitable for the institution’s structure, or contributed to an innovation that yields benefits or savings. If deemed appropriate, the recommended bonus payment is made accordingly.
- 4.8.3. Bonus payments do not constitute an acquired right for the recipient and do not serve as a precedent for other managers and staff.

ISTANBUL AYDIN UNIVERSITY

Document Title:				
ADVANCE PAYMENT PROCEDURE				
Document No IKM_PR13	Initial Publication Date August 31, 2018	Revision Date May 25, 2021	Revision No. 1	Number of Pages 3

1. PURPOSE

This procedure aims to establish the guidelines for the use of advances in emergency situations to help employees meet unexpected needs that cannot be covered by their current income.

2. SCOPE

Applies to all administrative and academic staff.

3. DEFINITIONS

4. IMPLEMENTATION

4.1. Eligible Needs for an Advance

- 4.1.1. If the employee's home is damaged by natural disasters such as fire, earthquake, landslide, or flood,
- 4.1.2. The employee's marriage,
- 4.1.3. The birth of the employee's child or their spouse's child,
- 4.1.4. The marriage or circumcision of the employee's children whom they are legally obligated to support,
- 4.1.5. The death or serious illness of a first-degree relative (spouse, child, or a parent living in the same household whom the employee is responsible for supporting),
- 4.1.6. The employee's children requiring education at special needs or rehabilitation centers,
- 4.1.7. Being the victim of a theft and having this documented by an official authority,
- 4.1.8. The employee being required to relocate due to a job assignment by the institution,
- 4.1.9. All requests made by reporting a special circumstance not covered by the items listed above will be granted only with the approval of the General Secretariat. In such cases, the employee must submit the process-supporting official documents or records attached to their "Petition."

4.2. Conditions for Receiving an Advance

- 4.2.1. The employee submits an advance request via a petition to the Human Resources Directorate,
- 4.2.2. Once the advance request is approved, the employee may receive the advance,
- 4.2.3. The employee making the request must have no outstanding advance debt,
- 4.2.4. The employee must provide documentation proving the need and attach it to the request (marriage certificate, doctor's note, etc.),
- 4.2.5. The employee must not have used an advance for the same purpose within the past year,
- 4.2.6. If the request involves an employee who has recently started working and needs to travel to a different province from their place of residence, the request is subject to review by our institution.


4.3. Approval and Payment of the Advance

- 4.3.1. Upon fulfillment of the conditions for receiving an advance, the Human Resources Department processes the employee's advance request form after obtaining approval from the Board of Trustees.
- 4.3.2. Following the approval of the request, the original copy of the request form is retained by the Human Resources Department.
- 4.3.3. The advance payment is made to the employee's payroll account by the Human Resources Department.

4.4. Advance Amount, Repayment, and Deduction Method

- 4.4.1. The advance amount may not exceed half of the employee's monthly salary.
- 4.4.2. The advance is repaid through deductions from the employee's salary. The deduction is made from the salary of the month in which the advance was received.

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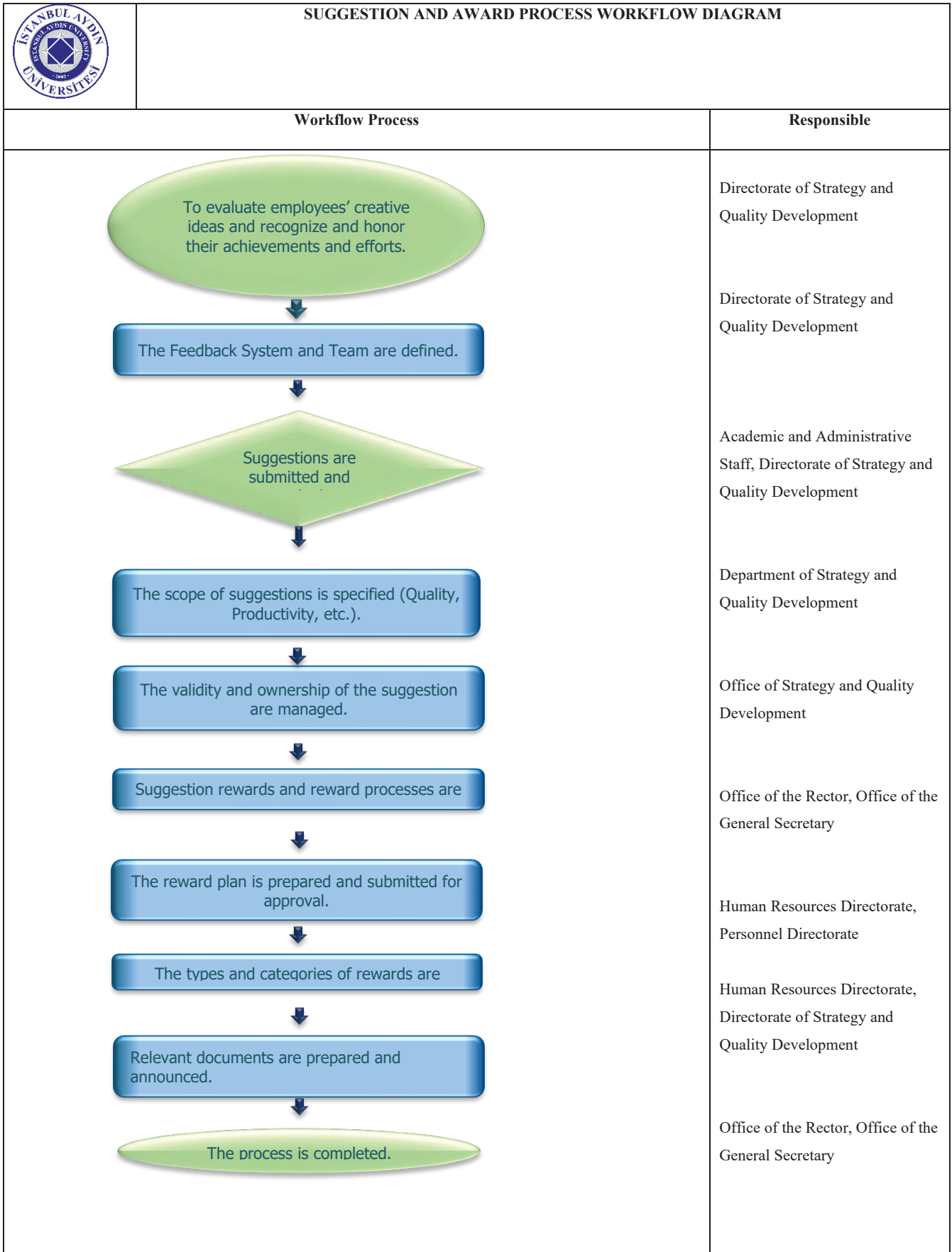
Workflow Process	Responsible
 <div style="text-align: center;"> <p style="margin: 0;">Competencies that will improve employees' job performance are identified.</p> <p style="font-size: 12px; margin: 5px 0;">↓</p> <p style="margin: 0;">A 180-degree evaluation is conducted to assess employees' performance and competencies.</p> <p style="font-size: 12px; margin: 5px 0;">↓</p> <p style="margin: 0;">A talent pool is established to determine employee development programs.</p> <p style="font-size: 12px; margin: 5px 0;">↓</p> <p style="margin: 0;">Initiatives such as leadership development programs, rewards, and coaching are launched.</p> <p style="font-size: 12px; margin: 5px 0;">↓</p> <p style="margin: 0;">Career planning is conducted for employees, and opportunities for job rotation are offered.</p> <p style="font-size: 12px; margin: 5px 0;">↓</p> <p style="margin: 0;">Employees are evaluated as they take career steps, and the development process is initiated.</p> <p style="font-size: 12px; margin: 5px 0;">↓</p> <p style="margin: 0;">The process is completed.</p> </div>	<p style="margin: 0;">Human Resources Department</p> <p style="margin: 10px 0 0 0;">Human Resources Department</p> <p style="margin: 10px 0 0 0;">Human Resources Department</p> <p style="margin: 10px 0 0 0;">Human Resources Department</p> <p style="margin: 10px 0 0 0;">Human Resources Department</p> <p style="margin: 10px 0 0 0;">Human Resources Department</p> <p style="margin: 10px 0 0 0;">Human Resources Department</p>



CAREER MANAGEMENT AND SUCCESSION PLANNING PROCESS WORKFLOW DIAGRAM

Workflow Process	Responsible
<pre> graph TD A([Determining the career path and the competencies employees must possess.]) --> B[Conducting competency, skill, and performance evaluations required for promotion.] B --> C{Forwarding and evaluating promotion and rotation requests to the relevant departments.} C --> D[Developing succession plans for critical positions.] D --> E([Process completed.]) </pre>	<p>Human Resources Department</p> <p>Relevant Manager</p> <p>Unit Manager</p> <p>Human Resources Department</p>

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PERFORMANCE MANAGEMENT PROCESS WORKFLOW DIAGRAM

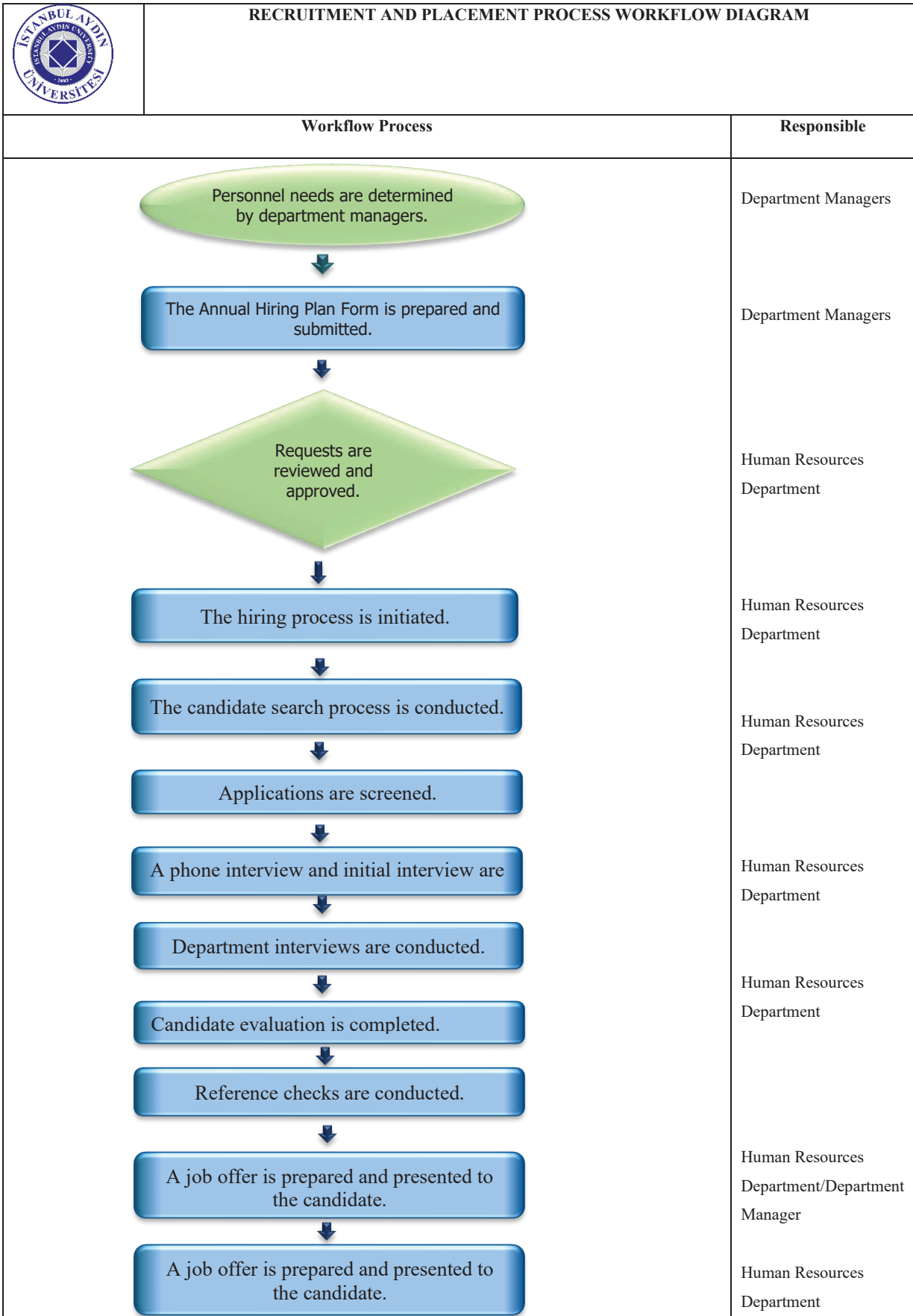
Workflow Process	Responsible
<p>Individual goals are established by discussing departmental goals with employees.</p>	<p>Unit Manager</p>
<p>Competencies are identified and evaluated as Core Competencies, Functional Competencies, and Managerial Competencies.</p>	<p>Human Resources Department and Unit Managers</p>
<p>A performance review evaluates subordinates' performance against established goals, and any shortcomings are addressed.</p>	<p>Relevant Unit Manager</p>
<p>Employees conduct a self-assessment based on their goals and competencies, and are then evaluated by their manager.</p>	<p>Unit Manager and Human Resources Department</p>
<p>During the performance review, achievements are reviewed and areas for development are identified.</p>	<p>Department Manager</p>
<p>The employee is evaluated by the manager appointed to replace the departing manager, and the process continues. A performance score is calculated and communicated to senior managers.</p>	<p>Human Resources Department and Senior Management</p>
<p>The process is completed.</p>	

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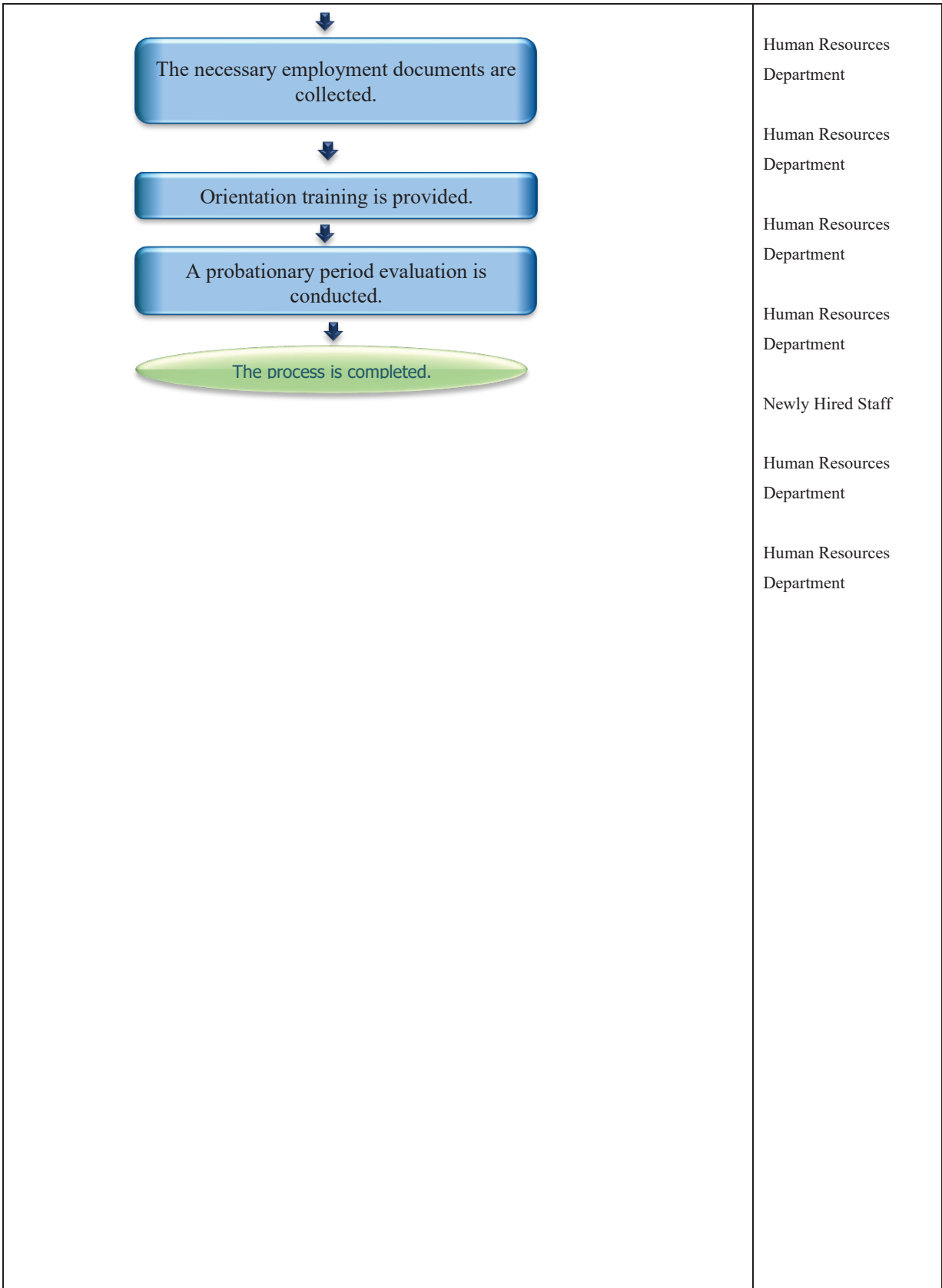



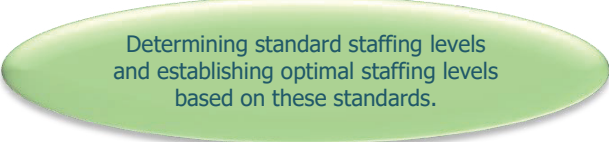
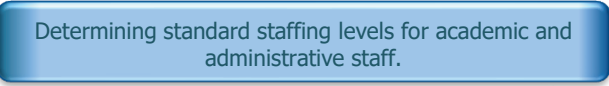
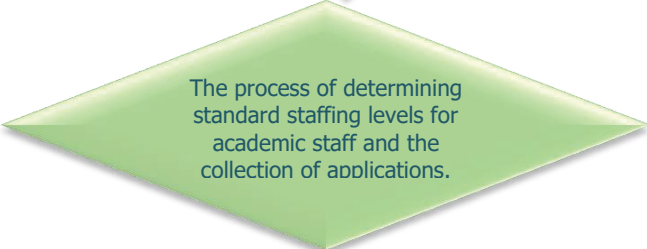
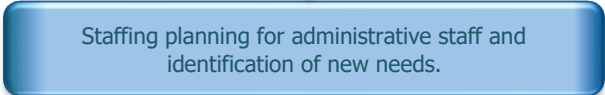
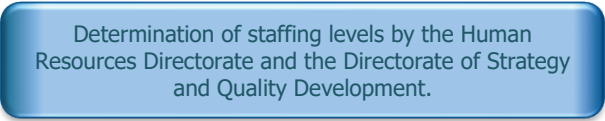
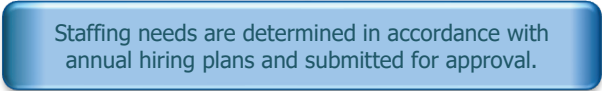
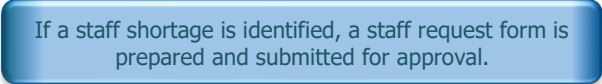
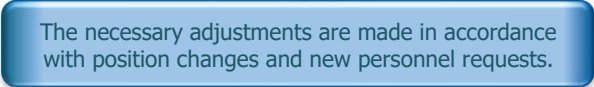
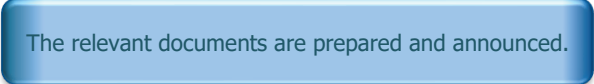
ADVANCE PAYMENT APPLICATION PROCESS WORKFLOW DIAGRAM

Workflow Process	Responsible
<pre> graph TD Start([A situation requiring a mandatory advance arises.]) --> Step1[The application and supporting documents are] Step1 --> Step2{The application is submitted to Human} Step2 --> Step3[The conditions and documents are reviewed.] Step3 --> Step4[The request is forwarded to management.] Step4 --> Step5[The request is approved or rejected.] Step5 --> Step6[The advance is deposited into the payroll account.] Step6 --> Step7[Documents are filed.] Step7 --> Step8[A deduction is made from the salary.] Step8 --> End([The process is completed.]) </pre>	<p>Personnel</p> <p>Staff</p> <p>Personnel</p> <p>Payroll and Personnel Affairs</p> <p>Payroll and Personnel Affairs</p> <p>Board of Trustees</p> <p>Payroll and Personnel Affairs</p> <p>Payroll and Human Resources</p> <p>Payroll and Human Resources</p>




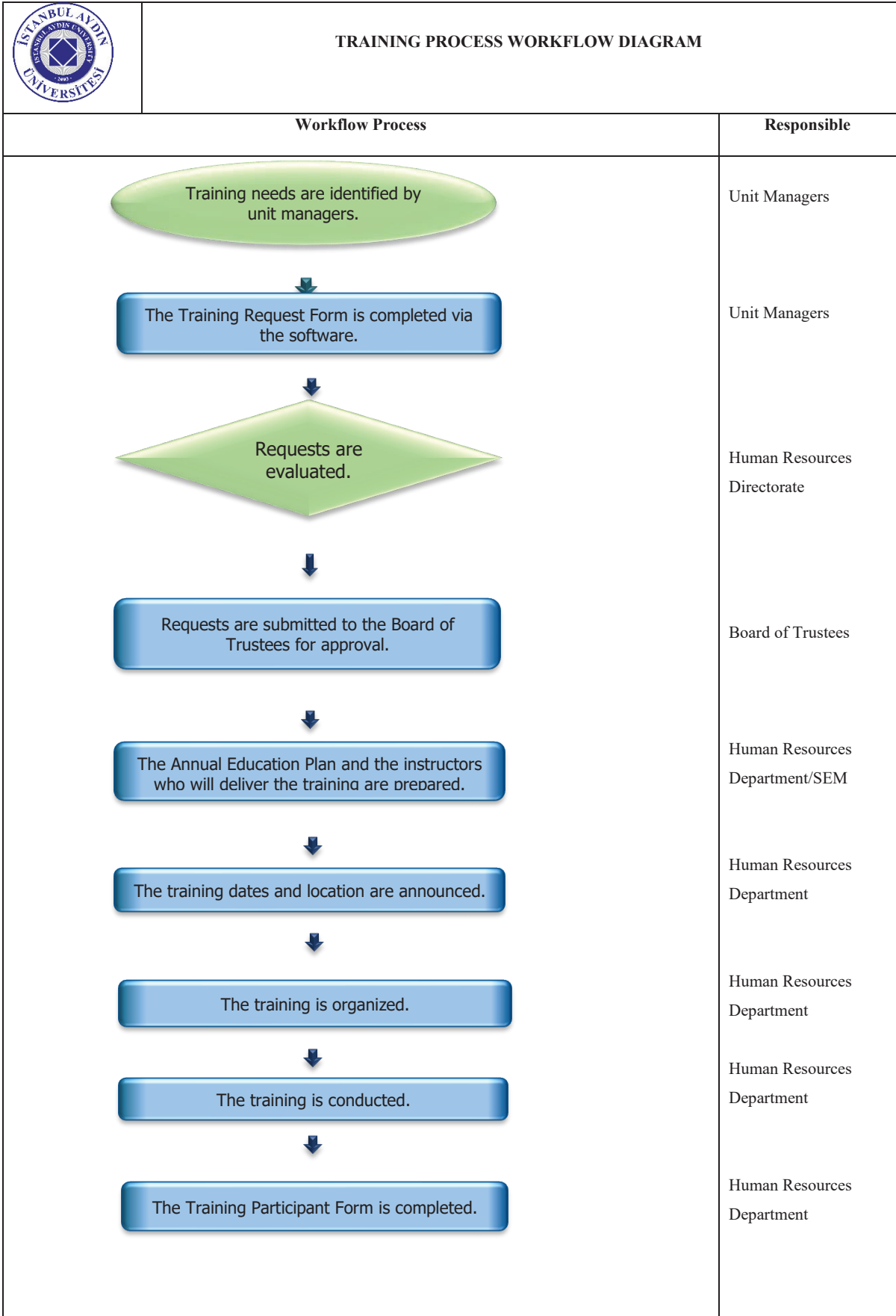
ADMINISTRATIVE UNITS PROCESS HANDBOOK



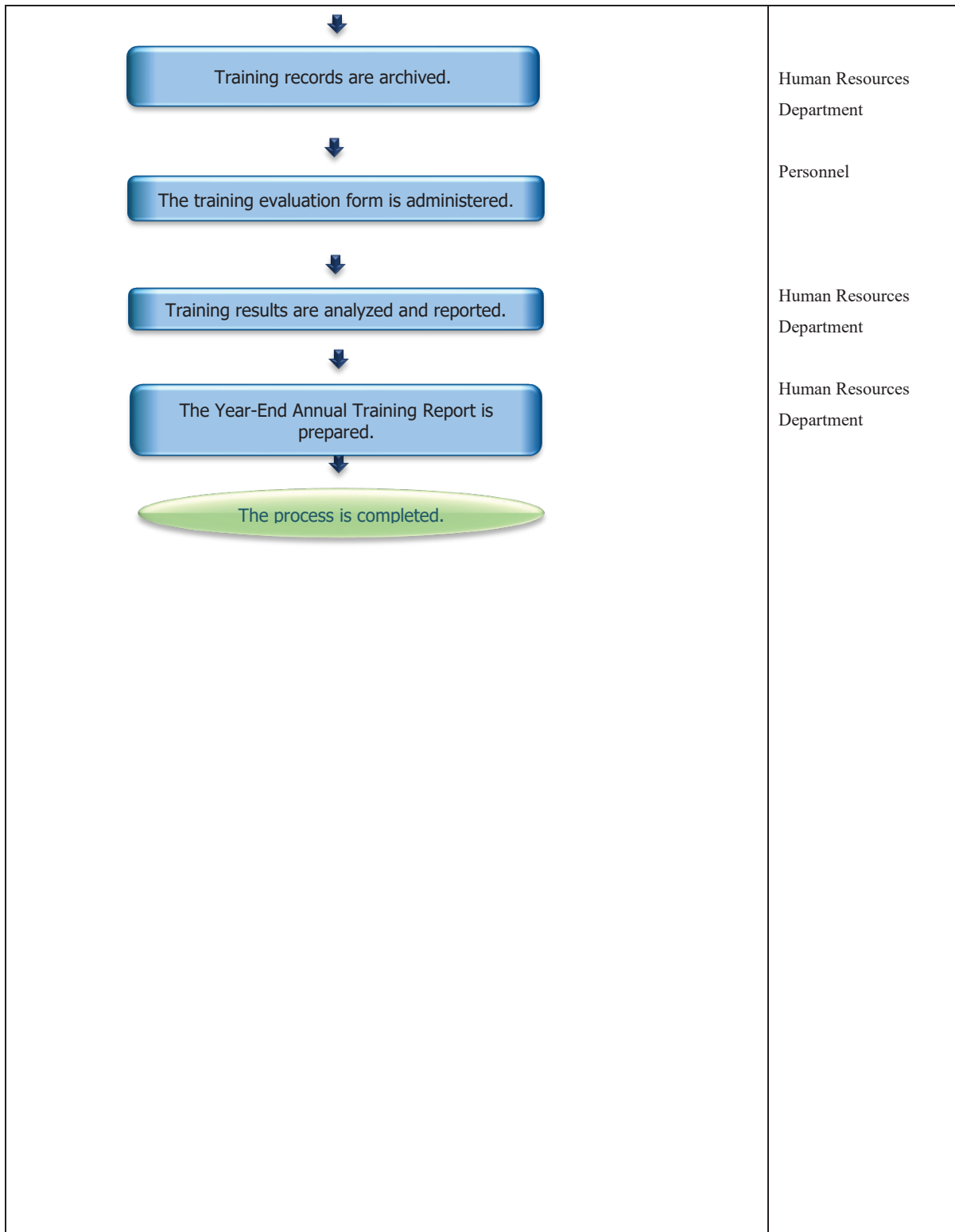
 STANDARD STAFFING PLAN PROCESS WORKFLOW DIAGRAM	
Workflow Process	Responsible
	Directorate of Strategy and Quality Development
	Human Resources Directorate, Directorate General of Strategy and Quality Development
	Human Resources Directorate, Directorate General of Strategy and Quality Development
	Department Manager, Personnel Directorate
	Human Resources Directorate, Department of Strategy and Quality Development
	Human Resources Department, Directorate General of Strategy and Quality Development
	Unit Manager, Personnel Directorate
	Human Resources Directorate
	Human Resources Directorate, Board of Trustees

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	Human Resources Directorate, Department of Strategy and Quality Development
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ISTANBUL AYDIN UNIVERSITY

Document Title:				
JOB DESCRIPTION FOR THE DIRECTOR OF HUMAN RESOURCES				
Document No	Original Publication Date	Revision Date	Revision No.	Number of Pages
IAU_GT290	January 12, 2018	June 7, 2025	3	4

1. MAIN RESPONSIBILITIES

- 1.1. Develop and implement IAU HR strategies, objectives, and policies,
- 1.2. Preparing and implementing short-, medium-, and long-term HR plans in line with institutional goals,
- 1.3. Ensuring the establishment, development, and oversight of systems related to HR activities such as recruitment, compensation, performance evaluation, job analysis, workforce planning, career management, training, and employee satisfaction,
- 1.4. To prepare HR and Personnel Budgets in accordance with the budget schedule,
- 1.5. Periodically present HR reports (budget, employee demographics, training, employee turnover rate, etc.),
- 1.6. Ensure that personnel records and payroll processes are conducted in compliance with laws and regulations,
- 1.7. Ensure that all HR-related transactions are conducted on behalf of the organization in compliance with legal regulations,
- 1.8. Establish, implement, and maintain the Integrated Management System within unit operations, and ensure the continuous improvement of the system's performance, including energy performance,
- 1.9. Identify resource needs related to the Integrated Management System and affiliated units, and request their fulfillment from senior management,
- 1.10. To establish the necessary criteria and methods related to unit activities to ensure the effectiveness of Integrated Management System applications and controls,
- 1.11. Conducts its work in accordance with personal data protection and data security objectives, policies, and information security management system documents, as well as the Policy on the Processing and Protection of Personal Data. Through the Information Processing Directorate, it monitors the compliance of all units with the Personal Data Protection Law (KVKK) and information/data security objectives, and ensures that these objectives are met,
- 1.12. Conducts its operations in accordance with information security objectives, policies, and information security management system documents. Monitors information security objectives related to its own unit and ensures these objectives are met. Pays attention to and reports any observed or suspected information security vulnerabilities in systems or services,
- 1.13. Implement the strategic business plans and strategic development areas prepared within the Turquality framework, revise them according to changing conditions, and prepare performance results using measurement and evaluation mechanisms,
- 1.14. Conduct awareness training sessions to ensure the team operates from a Turquality perspective,
- 1.15. Prepare annual action plans and schedules in accordance with the organizational strategy,
- 1.16. Comply with the requirements of the management systems currently in place.

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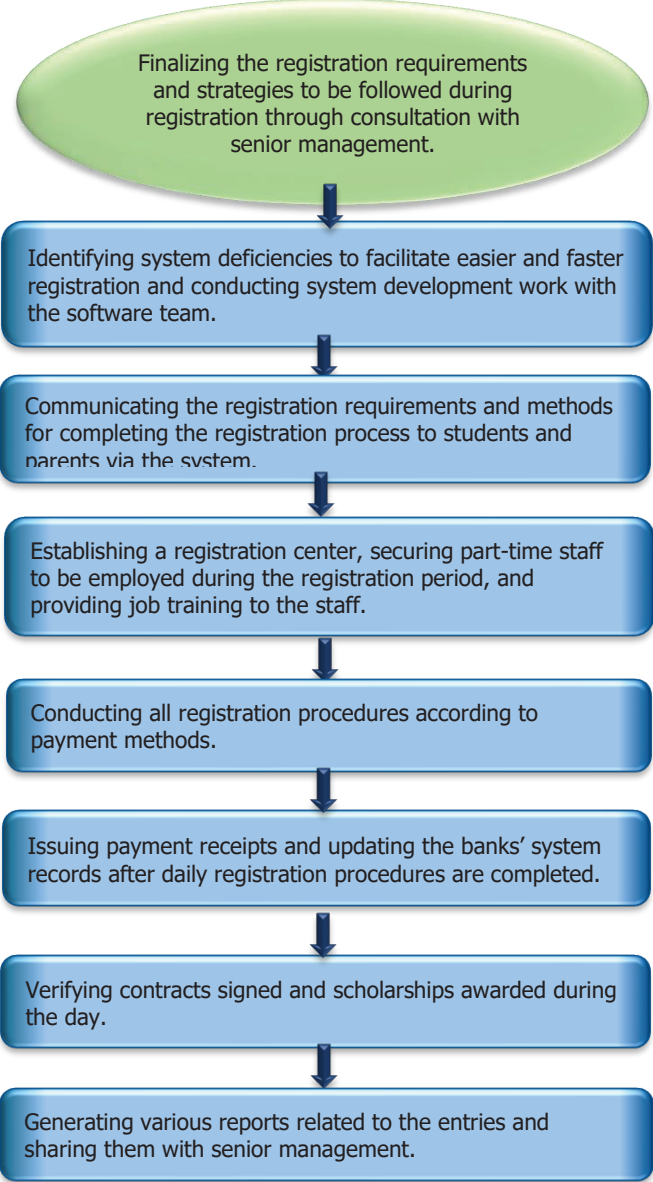
Document Title:				
HUMAN RESOURCES SPECIALIST JOB DESCRIPTION				
Document No	Initial Publication Date	Revision Date	Revision No.	Number of Pages
IAU_GT288	January 12, 2018	December 27, 2023	2	4

1. MAIN RESPONSIBILITIES

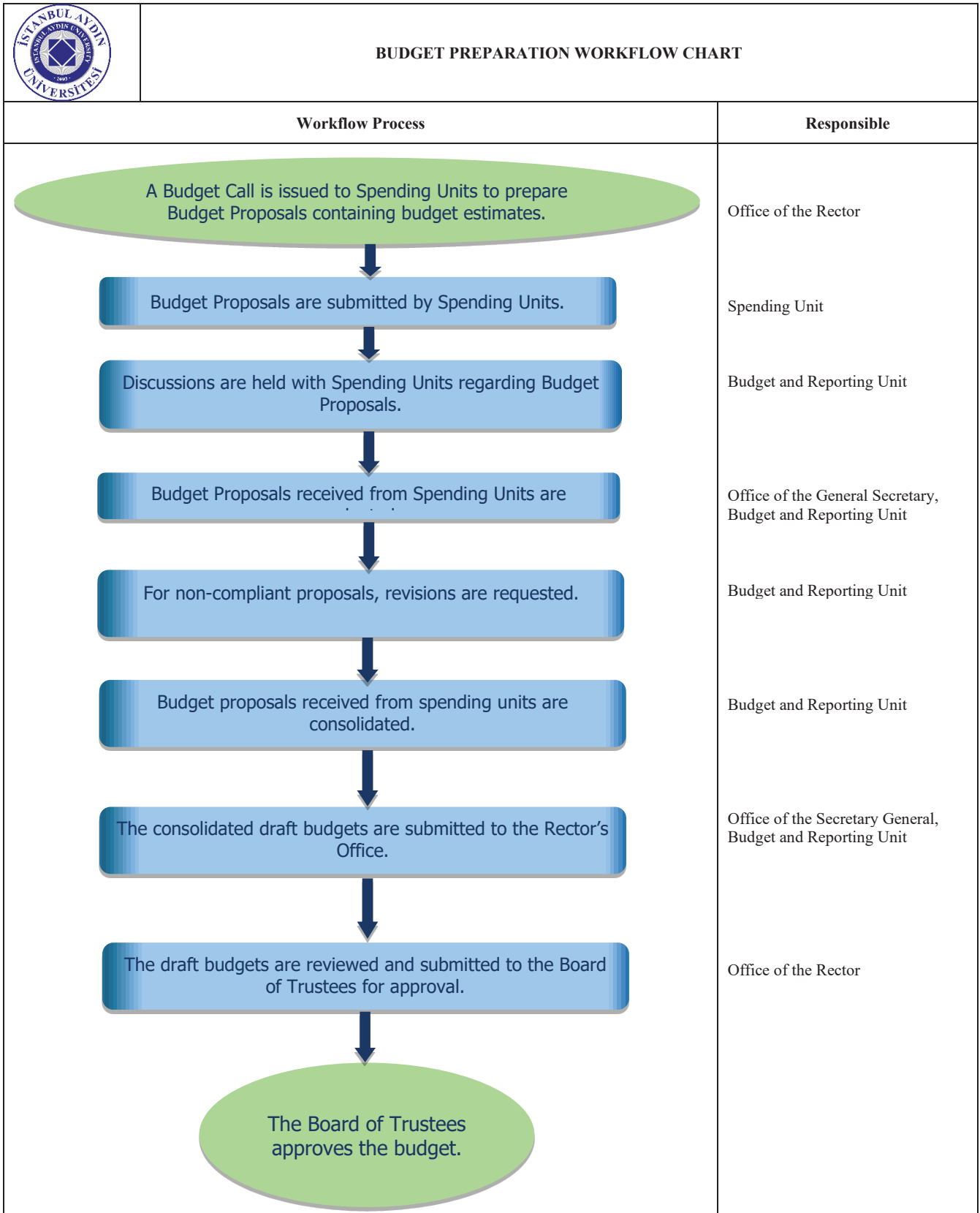
- 1.1. Support the development of administrative human resources processes and procedures,
- 1.2. Publishing internal job postings for required personnel in relevant institutions and organizations,
- 1.3. Evaluate job applications, schedule necessary interviews for personnel selection, and conduct interviews,
- 1.4. Open personnel records and close them upon departure,
- 1.5. Manage activities that identify the training needs of managers and employees at all levels, plan training programs, and report on training evaluation results,
- 1.6. Conducting necessary discussions with SEM based on training needs, ensuring the preparation of the “Annual Training Plan,” and ensuring that approved training requests are implemented,
- 1.7. Ensuring the planning and implementation of orientation training for new employees,
- 1.8. Developing the performance evaluation system, ensuring its implementation, and ensuring that the results are utilized as input in other processes,
- 1.9. Establishing, developing, and implementing the career management and succession planning system,
- 1.10. Support the establishment, development, and implementation of the compensation management system,
- 1.11. Ensuring the seamless operation of the compensation management system as an output of the performance evaluation system,
- 1.12. Manage the suggestion system process,
- 1.13. Determining, obtaining approval for, and implementing actions based on employee satisfaction analysis results,
- 1.14. Manage social activities (trips, meals, entertainment, etc.) aimed at increasing employee motivation,
- 1.15. Ensure the organizational chart and job descriptions remain up-to-date, and collaborate with departments to define job descriptions for newly created roles within the organization,
- 1.16. Prepare and present the monthly human resources activity report,
- 1.17. Assist in the development of the human resources budget,
- 1.18. Manage processes related to administrative staff benefits such as TSS and meals,
- 1.19. Conducting necessary checks on administrative staff’s leave requests, verifying their eligibility, and approving them,
- 1.20. Conducting necessary checks on administrative staff’s overtime requests, verifying eligibility, and approving them,
- 1.21. Review, approve, and report sick leave reports,
- 1.22. Preparing summary reports for administrative staff through the system where leave forms are processed by the end of the workday on the last day of each month and sharing the approved summary,
- 1.23. Ensuring the control and organization of the administrative staff leave roster,
- 1.24. Track administrative staff annual leave,
- 1.25. Prepare and present administrative staff leave reports,
- 1.26. Conducts work in compliance with personal data protection and data security objectives, policies, and information security management system documents, as well as the Policy on the Processing and Protection of Personal Data. Monitors the compliance of all units with the Personal Data Protection Law (KVKK) and information/data security objectives through the Information Processing Directorate and ensures that these objectives are met,
- 1.27. Conducts work in accordance with information security objectives, policies, and information security management system documents. Monitors information security objectives related to their own unit and ensures these objectives are met. Pays attention to and reports any observed or suspected information security vulnerabilities in systems or services,

- 1.28. Implement the strategic business plans and strategic development areas prepared within the Turquality framework, revise them as conditions change, and prepare performance results using measurement and evaluation mechanisms,
- 1.29. Prepare annual action plans and schedules in accordance with the organizational strategy,
- 1.30. Comply with the requirements of the management systems currently in place.

FINANCIAL AFFAIRS DIRECTORATE PROCESSES

	<p>WORKFLOW DIAGRAM FOR DETERMINING STUDENT ACCOUNTING REGISTRATION REQUIREMENTS</p>	
	<p>Workflow Process</p>	<p>Responsible</p>
 <pre> graph TD A([Finalizing the registration requirements and strategies to be followed during registration through consultation with senior management.]) --> B[Identifying system deficiencies to facilitate easier and faster registration and conducting system development work with the software team.] B --> C[Communicating the registration requirements and methods for completing the registration process to students and parents via the system.] C --> D[Establishing a registration center, securing part-time staff to be employed during the registration period, and providing job training to the staff.] D --> E[Conducting all registration procedures according to payment methods.] E --> F[Issuing payment receipts and updating the banks' system records after daily registration procedures are completed.] F --> G[Verifying contracts signed and scholarships awarded during the day.] G --> H[Generating various reports related to the entries and sharing them with senior management.] </pre>	<p>Student Accounting Manager</p> <p>Student Accounting Manager, Student Accounting Officer</p> <p>Student Accounting Officer</p> <p>Student Accounting Officer</p> <p>Student Accounting Specialist</p> <p>Student Accounting Officer, Student Accounting Specialist</p> <p>Student Accounting Manager</p> <p>Director of Financial Affairs, Student Accounting Manager</p>	

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GENERAL ACCOUNTING PURCHASE INVOICE WORKFLOW DIAGRAM

Workflow Process	Responsible
<p>Purchase invoices received with approval from the purchasing unit are reviewed.</p>	General Accounting Specialist
<p>If signatures or purchase decisions are missing, the invoices are returned to the purchasing department.</p>	General Accounting Specialist, General Accounting Specialist Assistant
<p>Invoices that have been reviewed and accepted are forwarded to the Director of Financial Affairs.</p>	General Accounting Specialist Assistant
<p>Invoice entries are made in the accounting system, and accounting voucher printouts are generated.</p>	General Accounting Specialist Assistant
<p>Accounting vouchers are reviewed against the invoices and signed.</p>	General Accounting Specialist
<p>Invoices and accounting vouchers are filed.</p>	General Accounting Specialist Assistant

ADMINISTRATIVE UNITS PROCESS HANDBOOK

Document Title:				
JOB DESCRIPTION OF THE DIRECTOR OF FINANCIAL AFFAIRS				
Document No IAU_GT360	Initial Publication Date January 17, 2018	Revision Date June 7, 2025	Revision No. 2	Number of Pages 4

1. MAIN RESPONSIBILITIES

- 1.1. Ensure that the department and its subordinate units operate effectively and in a coordinated manner by utilizing management functions,
- 1.2. Handle all administrative correspondence for the Presidency, maintain records of incoming and outgoing documents, and oversee filing procedures,
- 1.3. To provide information, opinions, and recommendations to senior management as a decision-support element on matters within the scope of responsibilities when necessary,
- 1.4. Ensure the preparation of the budget, monitor its implementation, and manage financial services,
- 1.5. Regularly conducting financial analyses and preparing financial reports for senior management,
- 1.6. Ensuring that legal ledgers are maintained in accordance with the law,
- 1.7. Ensuring that all financial transactions are recorded in accordance with institutional rules,
- 1.8. Ensure that financial data is recorded completely for real-time or periodic reporting,
- 1.9. Establish, implement, and maintain the Integrated Management System within unit operations, and ensure the continuous improvement of the system’s performance, including energy performance,
- 1.10. Identifying resource needs related to units under the Integrated Management System and requesting their fulfillment from senior management,
- 1.11. To establish the necessary criteria and methods related to unit activities to ensure the effectiveness of Integrated Management System applications and controls,
- 1.12. Conducts its work in accordance with personal data protection and data security objectives, policies, and information security management system documents, as well as the Policy on the Processing and Protection of Personal Data. Through the Information Processing Directorate, it monitors the compliance of all units with the Personal Data Protection Law (KVKK) and information/data security objectives, and ensures that these objectives are met,
- 1.13. Conducts its operations in accordance with information security objectives, policies, and information security management system documents. Monitors information security objectives related to its own unit and ensures these objectives are met. Pays attention to and reports any observed or suspected information security vulnerabilities in systems or services,
- 1.14. Implement the strategic business plans and strategic development areas prepared within the Turquality framework, revise them according to changing conditions, and prepare performance results using measurement and evaluation mechanisms,
- 1.15. Conduct awareness training sessions to ensure the team operates from a Turquality perspective,
- 1.16. Prepare annual action plans and schedules in accordance with the organizational strategy,
- 1.17. Comply with the requirements of the management systems currently in place.

ISTANBUL AYDIN UNIVERSITY


Document Title: DEPARTMENT OF FINANCIAL AFFAIRS STUDENT ACCOUNTING SPECIALIST JOB DESCRIPTION				
Document No	Initial Publication Date	Revision Date	Revision No.	Number of Pages
IAU_GT365	January 17, 2018	April 28, 2022	1	3

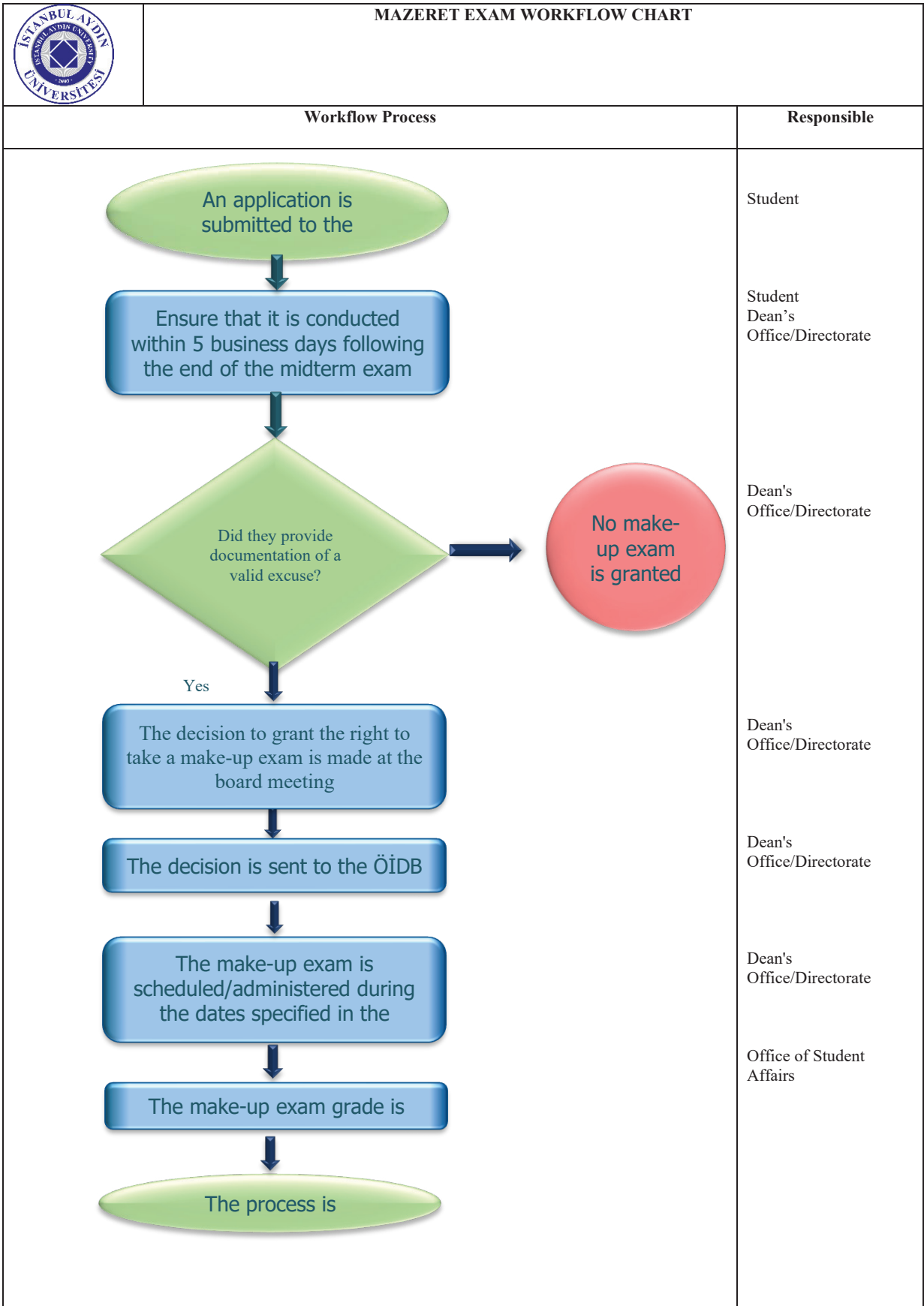
1. MAIN RESPONSIBILITIES

- 1.1.** Ensuring the processing of ÖSYM registrations, DGS, supplementary placement, vertical and horizontal transfer registrations, special talent registrations, summer school registrations, semester registrations for students exceeding the standard duration of study, international student registrations, and master's and doctoral program registrations,
- 1.2.** Processing student certificates, transcripts, provisional graduation certificates, and certified copies; renewing contracts and student ID cards; issuing diplomas; topping up parking credits; and collecting exam fees,
- 1.3.** Ensuring periodic reconciliation between the student registration system and the general accounting system,
- 1.4.** To process summer school and semester extension student transactions and create contracts,
- 1.5.** Performing reconciliations between SEM-registered students and general accounting records,
- 1.6.** Ensuring that TÖMER student transactions are processed and accounting records are maintained,
- 1.7.** Ensuring that all fees collected throughout the day are submitted along with a cash receipt at the end of the day,
- 1.8.** Process payments made via promissory notes and track these transactions; prepare lists of debtors to be submitted to the Legal Affairs Advisory Office,
- 1.9.** Processing refund requests for students and preparing bank instructions,
- 1.10.** Approve the withdrawal form after conducting the necessary checks,
- 1.11.** Conducts operations in compliance with personal data protection and data security objectives, policies, and information security management system documents, as well as the Policy on the Processing and Protection of Personal Data. Monitors the compliance of all units with the Personal Data Protection Law (KVKK) and information/data security objectives through the Information Processing Directorate and ensures these objectives are met,
- 1.12.** Conducts operations in accordance with information security objectives, policies, and information security management system documents. Monitors information security objectives related to its own unit and ensures these objectives are met. Pays attention to and reports any observed or suspected information security vulnerabilities in systems or services.
- 1.13.** Implement strategic business plans and strategic development areas prepared within the scope of the Turquality initiative, revise them according to changing conditions, and prepare performance results using measurement and evaluation mechanisms,
- 1.14.** Prepare annual action plans and schedules in accordance with the organizational strategy,
- 1.15.** Comply with the requirements of the management systems currently in use.

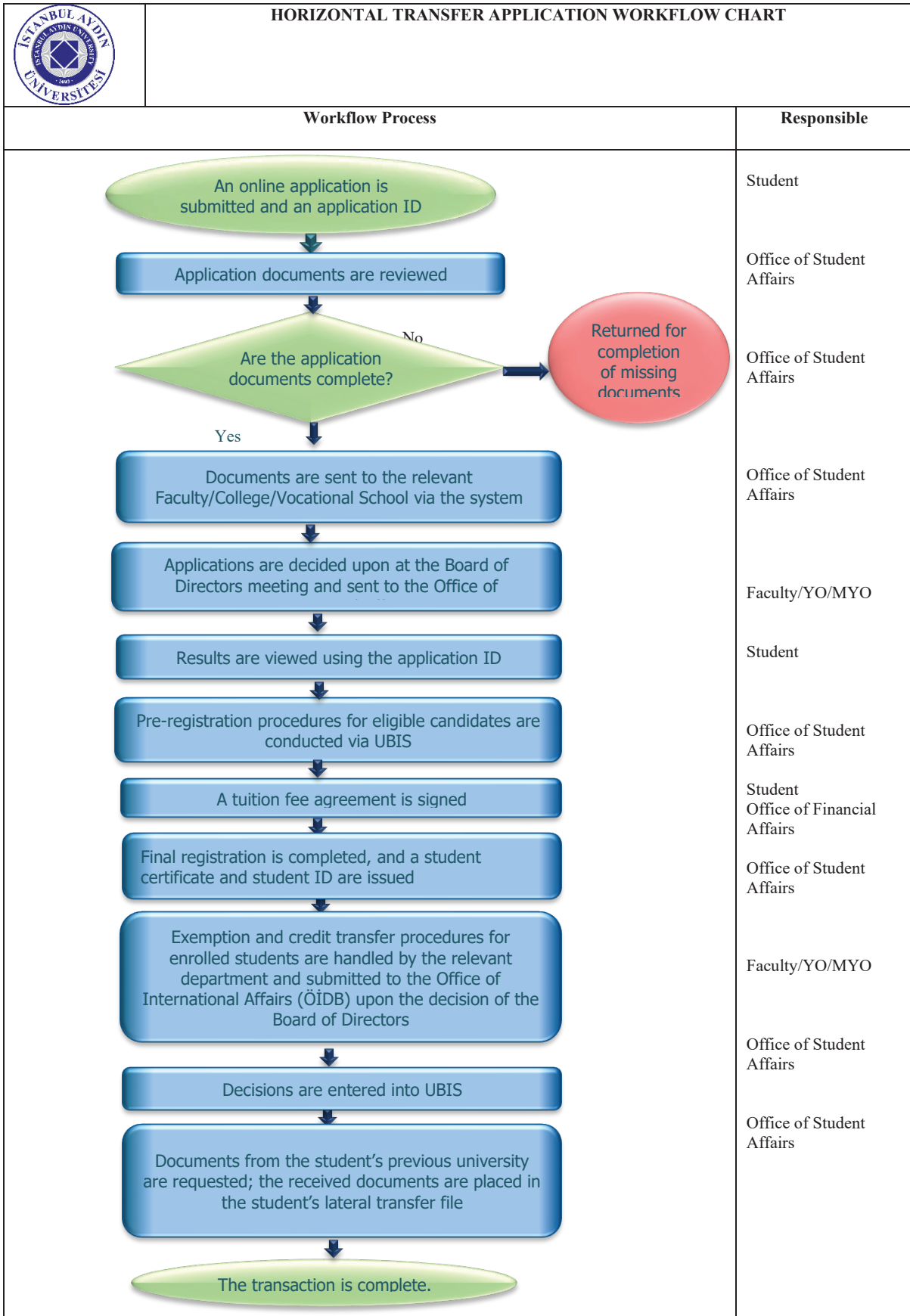
ADMINISTRATIVE UNITS PROCESS HANDBOOK

OFFICE OF STUDENT AFFAIRS PROCESSES

	WORKFLOW CHART FOR PREPARING DIPLOMAS AND DIPLOMA SUPPLEMENTS	
	Workflow Process	Responsible
	<pre> graph TD Start([A list of diplomas to be printed is prepared]) --> Step1[Diplomas are printed] Step1 --> Step2[The diploma supplement is printed] Step2 --> Step3[The Director of Student Affairs signs the diplomas and diploma supplements] Step3 --> Step4[Signing of Diplomas; • Director of Student Affairs • Relevant Dean/Director • The Rector] Step4 --> Step5[Diplomas that have been signed and are to be sent to the Provincial Health Directorate and the Ministry of Health are prepared and sent] Step5 --> Step6[Diplomas registered and signed by the Provincial Health Directorate and the Ministry of Health are reviewed] Step6 --> Step7[The diploma and diploma supplement are combined and kept on file to be issued to the student] Step7 --> End([The process is completed.]) </pre>	Office of Student Affairs


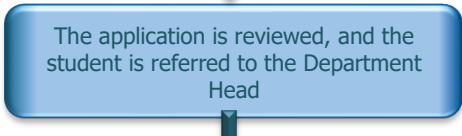
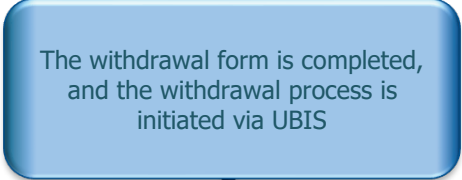
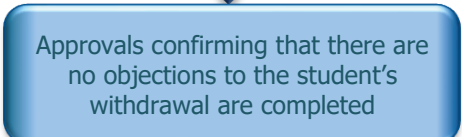
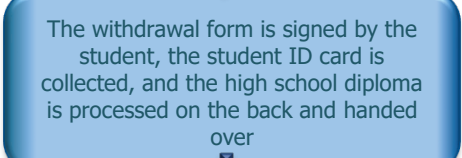




ADMINISTRATIVE UNITS PROCESS HANDBOOK





REGISTRATION CANCELLATION WORKFLOW DIAGRAM

Workflow Process	Responsible
	Student
	Office of Student Affairs
	Student Office of Student Affairs
	IT Department Finance Department Library Department Alumni Coordination Office of Student Affairs
	Student Office of Student Affairs
	Office of Student Affairs
	

ISTANBUL AYDIN UNIVERSITY

Document Title:				
JOB DESCRIPTION OF THE DIRECTOR OF STUDENT AFFAIRS				
Document No IAU_GT01	Initial Publication Date October 10, 2017	Revision Date June 7, 2025	Revision No. 2	Number of Pages 4

1. MAIN RESPONSIBILITIES

- 1.1. Represent the Directorate both within and outside the institution,
- 1.2. Develop work plans in accordance with the fundamental principles and objectives established by YÖK and ensure their implementation,
- 1.3. Monitor the tasks required to be performed by units under the Directorate in accordance with relevant legislation and request activity reports,
- 1.4. Conduct necessary research to enhance the efficiency of education, teaching, and administration, and to ensure continuous improvement; prepare research-based improvement projects and submit them to senior management for approval; implement approved projects and evaluate their results,
- 1.5. To ensure coordination among units under the Presidency and organize informational meetings,
- 1.6. To guide the staff of the Office of Student Affairs in the preparation of programs for academic terms and other related tasks, and to oversee their work,
- 1.7. Continuously monitor and evaluate staff performance, take necessary measures, support their preparation for higher-level positions, and make recommendations to senior management,
- 1.8. Ensure that documents received by the Office are forwarded to the relevant units,
- 1.9. Participate in academic calendar planning,
- 1.10. Presenting the Department's strategic plan, activity reports, and briefing documents to senior management,
- 1.11. Ensure that the quality policy and quality objectives are communicated to, understood by, and adopted by the units under the Directorate,
- 1.12. Ensure the establishment, implementation, and maintenance of the Integrated Management System in unit operations, and ensure the continuous improvement of Integrated Management System performance, including energy performance,
- 1.13. Identify resource needs related to the Integrated Management System and the units under its jurisdiction, and request their fulfillment from senior management,
- 1.14. To establish the necessary criteria and methods related to unit activities to ensure the effectiveness of Integrated Management System applications and controls,
- 1.15. Conducts its work in accordance with personal data protection and data security objectives, policies, and information security management system documents, as well as the Policy on the Processing and Protection of Personal Data. Through the Information Processing Directorate, it monitors the compliance of all units with the Personal Data Protection Law (KVKK) and information/data security objectives, and ensures that these objectives are met,
- 1.16. Conducts its operations in accordance with information security objectives, policies, and information security management system documents. Monitors information security objectives related to its own unit and ensures these objectives are met. Pays attention to and reports any observed or suspected information security vulnerabilities in systems or services,
- 1.17. Implement the strategic business plans and strategic development areas prepared within the Turquality framework, revise them according to changing conditions, and prepare performance results using measurement and evaluation mechanisms,
- 1.18. Conduct awareness training sessions to ensure the team operates from a Turquality perspective,
- 1.19. Prepare annual action plans and schedules in accordance with the organizational strategy,
- 1.20. Comply with the requirements of the management systems currently in place.

ADMINISTRATIVE UNITS PROCESS HANDBOOK

Document Title: STUDENT AFFAIRS OPERATIONS SPECIALIST JOB DESCRIPTION				
Document No IAU_GT06	Initial Publication Date October 10, 2017	Revision Date April 26, 2022	Revision No. 1	Number of Pages 3

1. MAIN RESPONSIBILITIES

- 1.1. Ensure that all student-related procedures are carried out in accordance with the regulations,
- 1.2. Ensuring that external correspondence regarding a student's status is conducted in a timely and legally compliant manner,
- 1.3. Ensuring that student files are kept complete, accurate, and up-to-date,
- 1.4. Review written and verbal requests from students and ensure that appropriate responses are provided,
- 1.5. To intervene in student requests that cannot be resolved by front-desk staff and to resolve them in accordance with regulations,
- 1.6. Ensure that the procedures for international students and student exchange programs such as Erasmus and Farabi are carried out completely,
- 1.7. To process relevant decisions of the Administrative Board and Disciplinary Board into the student system and maintain them in their files,
- 1.8. Contribute to the implementation of quality policies and objectives within the unit,
- 1.9. Ensure the preparation of files to be submitted for YÖK audits,
- 1.10. Conducts its operations in compliance with personal data protection and data security objectives, policies, and information security management system documents, as well as the Policy on the Processing and Protection of Personal Data. Through the Directorate of Information Processing, it monitors the compliance of all units with the Personal Data Protection Law (KVKK) and information/data security objectives, and ensures these objectives are met,
- 1.11. Conducts its operations in accordance with information security objectives, policies, and information security management system documents. Monitors information security objectives related to its own unit and ensures that these objectives are met,
- 1.12. Implement the strategic business plans and strategic development areas prepared within the scope of the Turquality initiative,
- 1.13. Comply with the requirements of the management systems currently in place.

ISTANBUL AYDIN UNIVERSITY








PERSONNEL DIRECTORATE PROCESSES

Document Title:				
PERSONNEL DEPARTMENT				
JOB DESCRIPTION FOR ACADEMIC PERSONNEL AFFAIRS SPECIALIST				
Document No	Initial Publication Date	Revision Date	Revision No.	Number of Pages
IAU_GT283	January 29, 2018	April 9, 2022	2	4

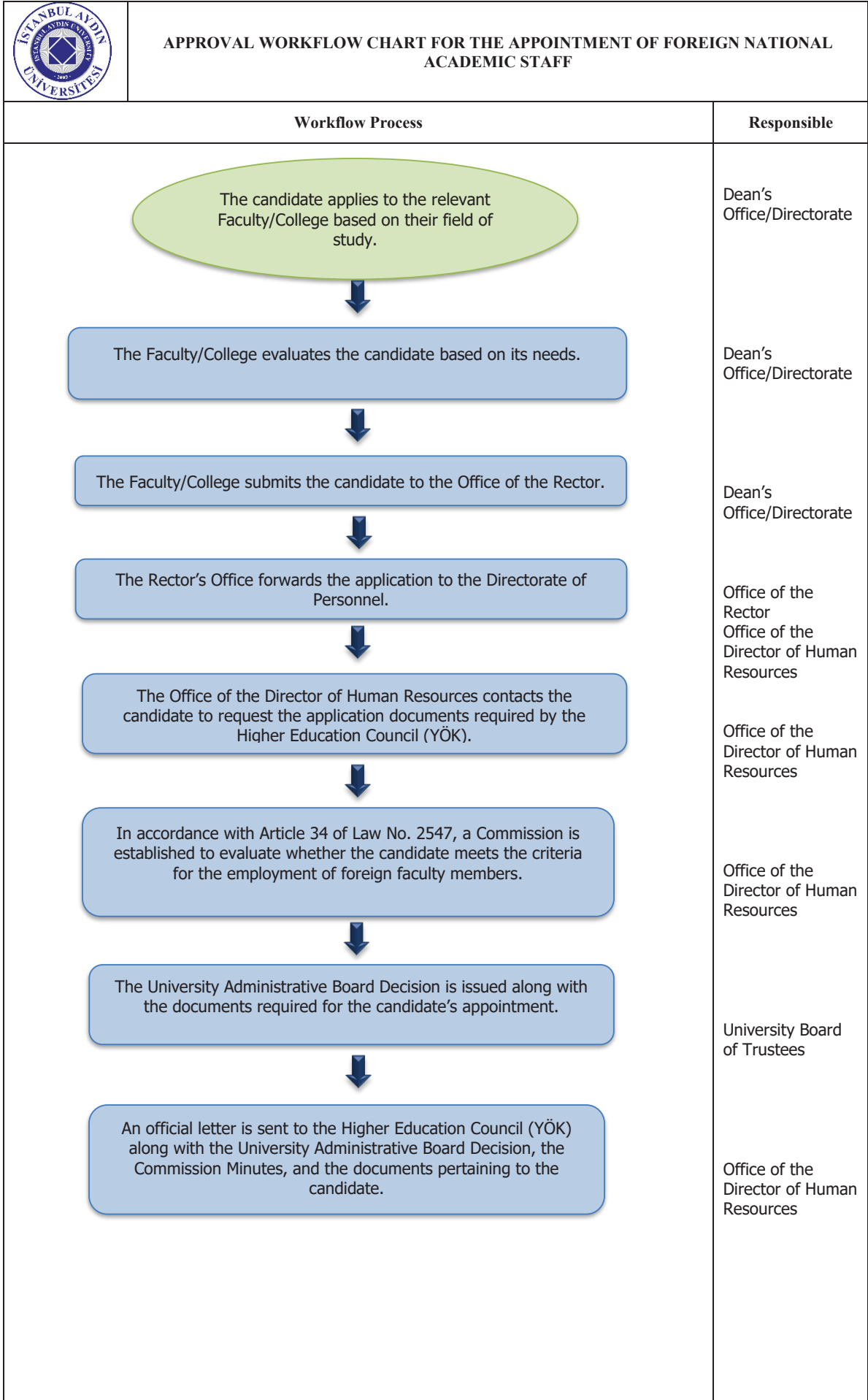
1. MAIN RESPONSIBILITIES

- 1.1. Ensure the formation of academic staff through YÖKSİS,
- 1.2. Publishing job postings via YÖKSİS in accordance with the faculties' requests,
- 1.3. Handling procedures related to the appointment, personnel records, and similar matters of academic staff at the university,
- 1.4. Update academic staff information for YÖK audits,
- 1.5. Forwarding insurance enrollment notifications to the Human Resources Directorate,
- 1.6. File insurance enrollment forms in staff personnel files,
- 1.7. Obtaining UBIS passwords for newly hired academic staff,
- 1.8. Create UBIS accounts and ensure information updates,
- 1.9. Preparing assignment letters for academic staff,
- 1.10. Handling correspondence regarding academic staff assignments between universities,
- 1.11. Distributing staff resignation letters to the relevant parties via the EBYS system,
- 1.12. Notifying the Human Resources Directorate of staff whose resignations have been approved,
- 1.13. Submitting monthly lists of active academic staff from UBIS to the Human Resources Directorate,
- 1.14. Managing the archival system for academic staff personnel files within the Office of Personnel,
- 1.15. Receive correspondence addressed to the Rector's Office from various internal units via the EBYS system,
- 1.16. Manage the processes related to academic staff's TSS, meal, and other benefits,
- 1.17. Conducting necessary checks on academic staff's leave requests, verifying their eligibility, and approving them,
- 1.18. Conducting necessary checks on academic staff's overtime requests, verifying their eligibility, and approving them,
- 1.19. Reviewing, approving, and reporting sick leave reports,
- 1.20. Retrieving summary reports for academic staff via the system where leave forms are processed by the end of the workday on the last day of each month, submitting them to the Rector's Office, and forwarding the approved summary to the Human Resources Directorate,
- 1.21. Processing absence entries for days when academic staff were absent,
- 1.22. Processing leave closures for academic staff pursuing master's or doctoral degrees,
- 1.23. Ensuring the control and organization of the academic staff leave roster,
- 1.24. Track annual leave for academic staff,
- 1.25. Prepare and submit leave reports for academic staff,
- 1.26. Conducts work in compliance with personal data protection and data security objectives, policies, and information security management system documents, as well as the Policy on the Processing and Protection of Personal Data. Monitors the compliance of all units with the Personal Data Protection Law (KVKK) and information/data security objectives through the Information Processing Directorate, and ensures that these objectives are met.
- 1.27. Conducts work in accordance with information security objectives, policies, and information security management system documents. Monitors information security objectives related to their own unit and ensures these objectives are met. Pays attention to and reports any observed or suspected information security vulnerabilities in systems or services.
- 1.28. Implement strategic business plans and strategic development areas prepared within the Turquality framework, revise them according to changing conditions, and prepare performance results using measurement and evaluation mechanisms,
- 1.29. Prepare annual action plans and schedules in accordance with the organizational strategy,
- 1.30. Comply with the requirements of the management systems currently in place.

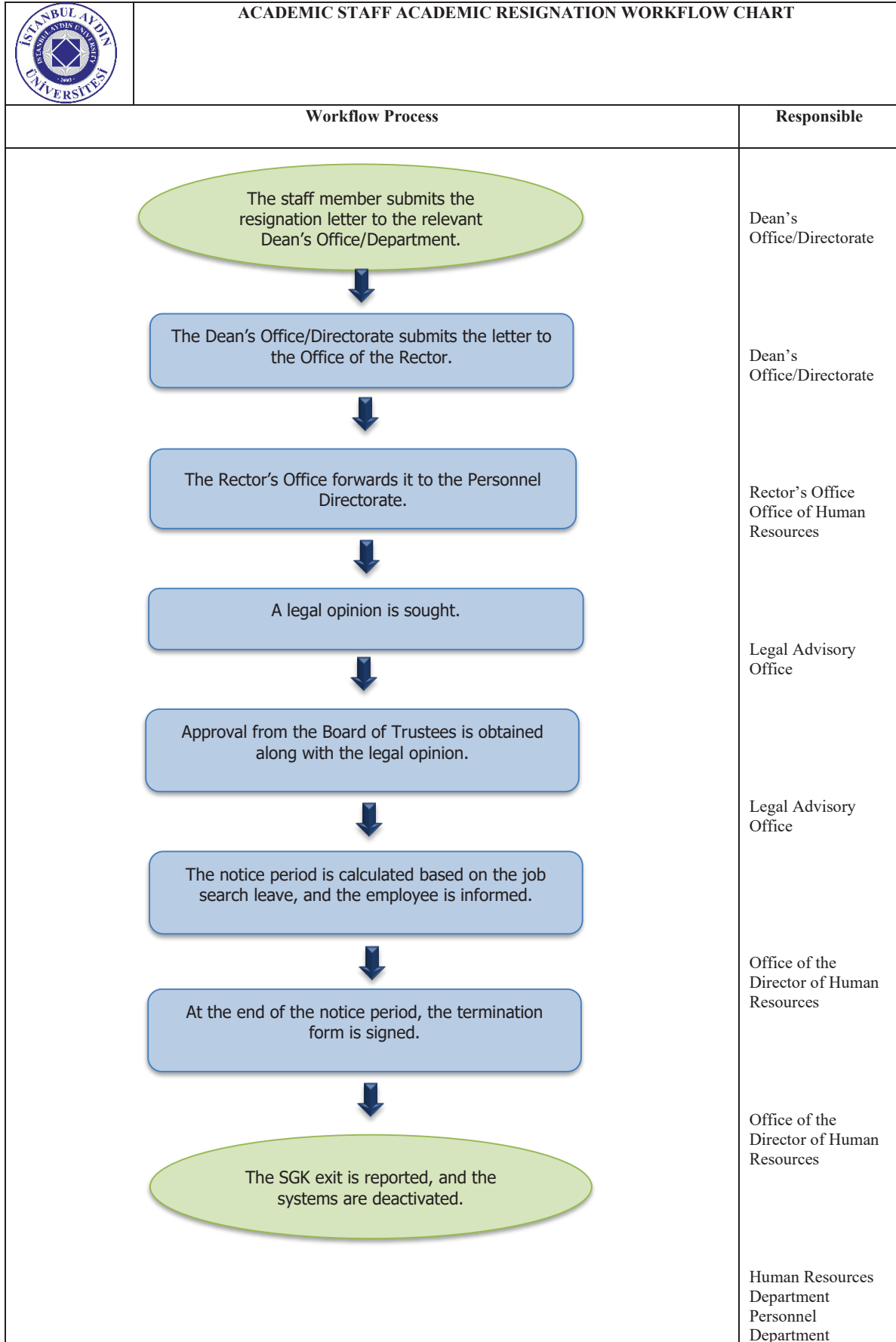
ADMINISTRATIVE UNITS PROCESS HANDBOOK


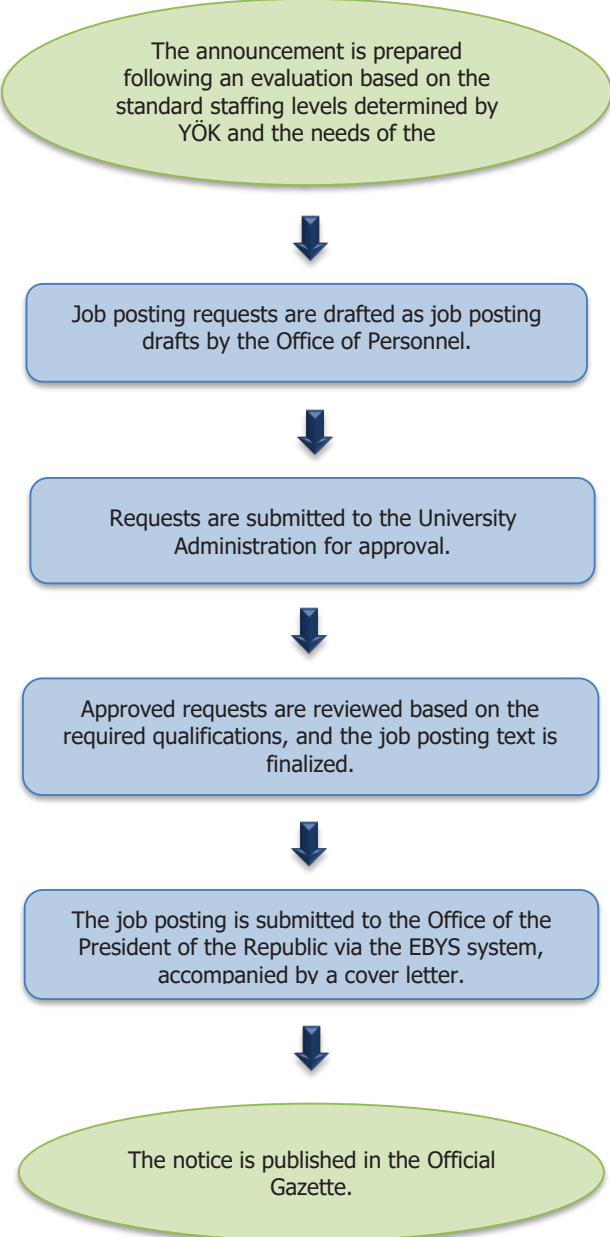
	RESEARCH ASSISTANT – INSTRUCTOR APPOINTMENT WORKFLOW CHART	
	Workflow Process	Responsible
	<div style="border: 1px solid green; border-radius: 50%; padding: 10px; background-color: #d9ead3; margin-bottom: 10px;"> Applications from candidates are accepted by the Dean's Office/Directorate during the period the job posting is active. </div> <div style="text-align: center; margin-bottom: 10px;">  </div> <div style="border: 1px solid blue; border-radius: 10px; padding: 10px; background-color: #d9ead3; margin-bottom: 10px;"> At the close of the application period, the Dean's Office/Directorate will appoint an examination committee consisting of three faculty members for candidates who meet the application criteria. </div> <div style="text-align: center; margin-bottom: 10px;">  </div> <div style="border: 1px solid blue; border-radius: 10px; padding: 10px; background-color: #d9ead3; margin-bottom: 10px;"> The committee members, as determined by the Faculty/College Secretary, are notified. </div> <div style="text-align: center; margin-bottom: 10px;">  </div> <div style="border: 1px solid blue; border-radius: 10px; padding: 10px; background-color: #d9ead3; margin-bottom: 10px;"> The committee members conduct the evaluation in accordance with the "Regulations on the Procedures and Principles Regarding the Central Examination and Entrance Examinations to Be Conducted for Appointments to Academic Staff Positions Other Than Faculty Members." </div> <div style="text-align: center; margin-bottom: 10px;">  </div> <div style="border: 1px solid blue; border-radius: 10px; padding: 10px; background-color: #d9ead3; margin-bottom: 10px;"> Candidates selected for evaluation take a written exam. </div> <div style="text-align: center; margin-bottom: 10px;">  </div> <div style="border: 1px solid blue; border-radius: 10px; padding: 10px; background-color: #d9ead3; margin-bottom: 10px;"> The final evaluation results are determined along with the exam results. </div> <div style="text-align: center; margin-bottom: 10px;">  </div> <div style="border: 1px solid blue; border-radius: 10px; padding: 10px; background-color: #d9ead3;"> A decision by the Faculty Board regarding successful candidates is submitted to the Office of the Rector. </div>	<p>Dean's Office/Directorate</p> <p>Dean's Office/Directorate</p> <p>Faculty/College Secretary</p> <p>Jury Members</p> <p>Dean's Office/Directorate</p> <p>Dean's Office/Directorate</p> <p>Dean's Office/Directorate Office of the President</p>

ISTANBUL AYDIN UNIVERSITY



ADMINISTRATIVE UNITS PROCESS HANDBOOK

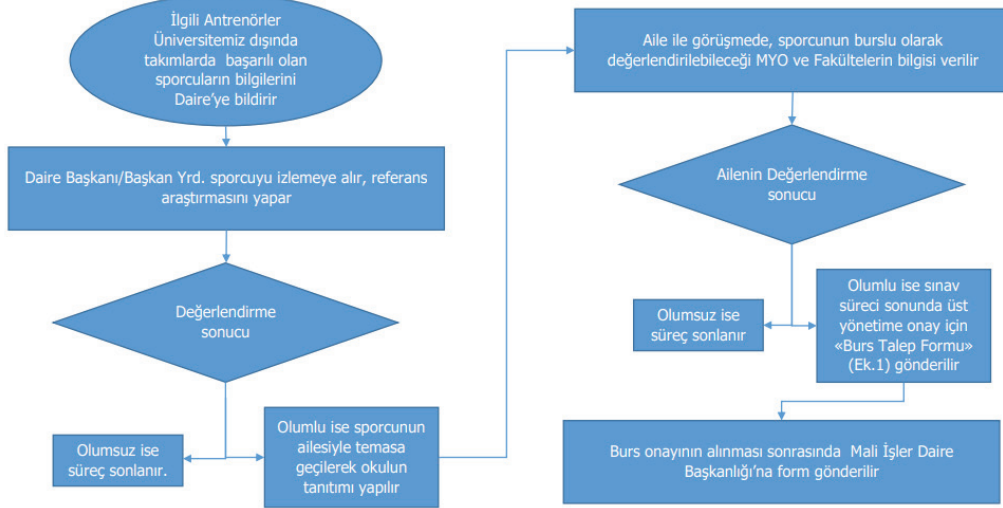


	WORKFLOW CHART FOR PREPARING ACADEMIC STAFF JOB POSTINGS	
	Workflow Process	Responsible
 <pre> graph TD A([The announcement is prepared following an evaluation based on the standard staffing levels determined by YÖK and the needs of the]) --> B[Job posting requests are drafted as job posting drafts by the Office of Personnel.] B --> C[Requests are submitted to the University Administration for approval.] C --> D[Approved requests are reviewed based on the required qualifications, and the job posting text is finalized.] D --> E[The job posting is submitted to the Office of the President of the Republic via the EBYS system, accompanied by a cover letter.] E --> F([The notice is published in the Official Gazette.]) </pre>	<p>Dean's Office/Directorate</p> <p>Office of the Director of Human Resources</p> <p>Personnel Directorate</p> <p>Personnel Directorate</p> <p>Office of Administrative Affairs</p> <p>Personnel Department</p>	

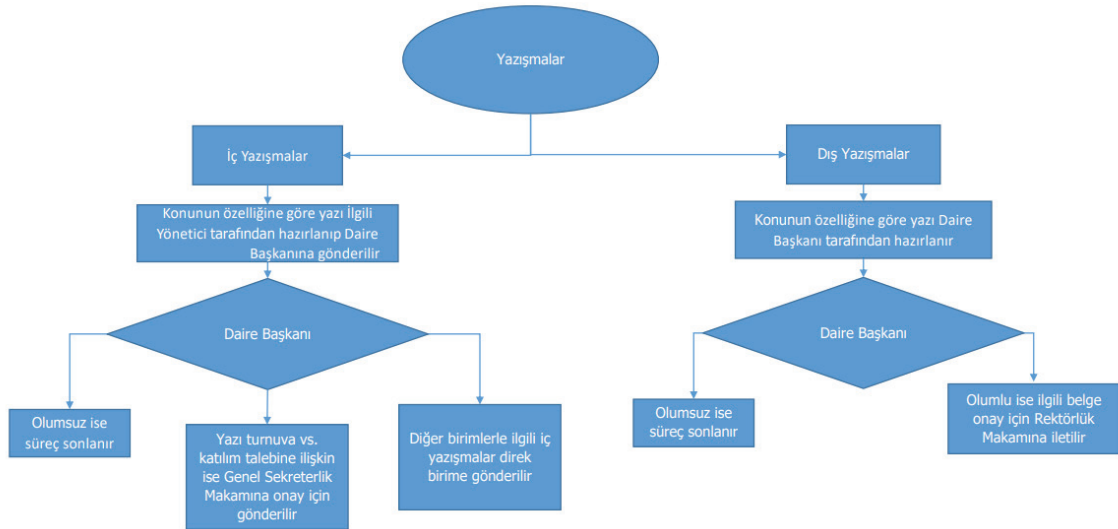
SPORTS AND CULTURE DEPARTMENT PROCESSES



SAĞLIK KÜLTÜR SPOR SPORCU BURSLARI İŞ AKIŞ ŞEMASI



SAĞLIK KÜLTÜR SPOR YAZIŞMA SÜREÇLERİ İŞ AKIŞ ŞEMASI



ISTANBUL AYDIN UNIVERSITY

Document Title:				
JOB DESCRIPTION OF THE DIRECTOR OF HEALTH, CULTURE, AND SPORTS				
Document No IAU_GT58	Initial Publication Date October 10, 2017	Revision Date June 7, 2025	Revision No. 3	Number of Pages 5

1. MAIN RESPONSIBILITIES

- 1.1. Ensuring the department operates effectively and harmoniously by utilizing management functions,
- 1.2. To carry out tasks and procedures related to student clubs and the student council in accordance with the Istanbul Aydın University Student Clubs Establishment and Operation Guidelines approved by the Istanbul Aydın University Senate,
- 1.3. To carry out tasks and procedures related to the establishment of student clubs,
- 1.4. Review club financial records,
- 1.5. To monitor and ensure the implementation of club activity plans,
- 1.6. To evaluate and approve documents submitted to the Directorate of Health, Culture, and Sports for signature,
- 1.7. To provide services related to the health care and treatment of students and staff,
- 1.8. Organize activities to meet the sports, cultural, and social needs of students and staff,
- 1.9. Providing information, opinions, and recommendations to senior management as a decision-support element on matters within the scope of responsibility when necessary,
- 1.10. To evaluate the appropriateness of invitations, posters, and brochures prepared for organized events,
- 1.11. To manage tasks and procedures related to the Health, Culture, and Sports Directorate's website,
- 1.12. To track the attendance and work records of assigned instructors,
- 1.13. Ensure the announcement and updating of events in the Event Calendar under the Office of the Dean of Students/Directorate of Health, Culture, and Sports on our university's website,
- 1.14. Approve correspondence regarding the notification of the sports disciplines in which faculties and colleges will participate and the representatives of the sports units,
- 1.15. Conducting necessary correspondence with the Turkish University Sports Federation at the beginning of the academic year regarding the sports disciplines we will participate in and organize,
- 1.16. To organize meetings regarding upcoming competitions and events and to manage the approval processes,
- 1.17. To ensure the establishment, implementation, and continuation of the Integrated Management System within unit activities, and to ensure the continuous improvement of the Integrated Management System's performance, including energy performance,
- 1.18. Identify resource needs related to the Integrated Management System and affiliated units, and request these from senior management to ensure they are met,
- 1.19. To establish the necessary criteria and methods for unit activities aimed at ensuring the effectiveness of Integrated Management System applications and controls,
- 1.20. Conducts its work in accordance with personal data protection and data security objectives, policies, and information security management system documents, as well as the Policy on the Processing and Protection of Personal Data. Through the Information Processing Directorate, it monitors the compliance of all units with the Personal Data Protection Law (KVKK) and information/data security objectives, and ensures that these objectives are met,
- 1.21. Conducts its operations in accordance with information security objectives, policies, and information security management system documents. Monitors information security objectives related to its own unit and ensures these objectives are met. Pays attention to and reports any observed or suspected information security vulnerabilities in systems or services,
- 1.22. Implement the strategic business plans and strategic development areas prepared within the Turquality framework, revise them according to changing conditions, and prepare performance results using measurement and evaluation mechanisms,
- 1.23. Conduct awareness training sessions to ensure the team operates from a Turquality perspective,
- 1.24. Prepare annual action plans and schedules in accordance with the organizational strategy,
- 1.25. Comply with the requirements of the management systems currently in place.

ADMINISTRATIVE UNITS PROCESS HANDBOOK

Document Title: DEPARTMENT OF HEALTH, CULTURE, AND SPORTS JOB DESCRIPTION FOR CULTURAL ACTIVITIES SPECIALIST				
Document No IAU_GT471	Initial Publication Date April 18, 2022	Revision Date January 5, 2024	Revision No. 1	Number of Pages 4

1. MAIN RESPONSIBILITIES

- 1.1. To create the necessary environment for our university's students and staff to make the most of their free time according to their interests and preferences,
- 1.2. To carry out all matters and procedures related to student clubs in accordance with the Student Club Establishment and Operation Guidelines approved by the Istanbul Aydın University Senate,
- 1.3. To carry out the tasks and procedures related to the establishment of student clubs,
- 1.4. To review club financial records,
- 1.5. To monitor and ensure the implementation of club activity plans,
- 1.6. To carry out procedures related to the suspension and dissolution of club activities,
- 1.7. To coordinate and monitor events organized by clubs,
- 1.8. To create spaces where students and staff can participate in cultural activities, to ensure the provision of stage, sound, and lighting systems for cultural activities, and to organize backstage areas,
- 1.9. To collaborate with the Corporate Communications and Marketing unit in a coordinated manner regarding events organized by students, for use in visual and print media,
- 1.10. Organize events to showcase and promote the work of our university students,
- 1.11. Ensure that subordinates work effectively and harmoniously,
- 1.12. Performing other tasks assigned by the Department Head,
- 1.13. Conducts work in accordance with personal data protection and data security objectives, policies, and information security management system documents, as well as the Policy on the Processing and Protection of Personal Data. Monitors the compliance of all units with the Personal Data Protection Law (KVKK) and information/data security objectives through the Information Processing Department, and ensures that these objectives are met,
- 1.14. Conducts operations in accordance with information security objectives, policies, and information security management system documents. Monitors information security objectives related to their own unit and ensures these objectives are met. Pays attention to and reports any observed or suspected information security vulnerabilities in systems or services,
- 1.15. Implement the strategic business plans and strategic development areas prepared within the scope of the Turquality initiative,
- 1.16. To meet the requirements of the management systems currently in place.

ISTANBUL AYDIN UNIVERSITY

PURCHASING DEPARTMENT PROCESSES

Document Title:				
PURCHASING PROCEDURE				
Document No SAM_PRO1	Initial Publication Date September 11, 2017	Revision Date January 20, 2026	Revision No. 1	Number of Pages 10

1. PURPOSE

To procure all types of materials and/or services (fixed assets, machinery, spare parts, consumables, technical services such as the Call Center, Security, and similar) required for the operations of Istanbul Aydin University from supplier companies selected through planned and systematic evaluations; in accordance with Regulation No. 31070 published in the Official Gazette on March 16, 2020, to ensure their procurement in a qualified manner (at the most favorable price and payment terms, and of the highest possible quality).

2. SCOPE

Applies to all department personnel.

3. IMPLEMENTATION

- 3.1. The scope of application includes all processes from the identification of materials required to sustain operations by the authorities of Istanbul Aydin University's academic, administrative, support, R&D centers, and research centers, through their procurement, receipt, and delivery to the end-user.
- 3.2. All procurement activities are conducted in accordance with Istanbul Aydin University's "Code of Ethics."
- 3.3. All procurement transactions across the university are carried out by the Procurement Directorate. The Procurement Directorate coordinates all processes from the request stage to the completion of procurement transactions, including interdepartmental relations and interactions between the institution and supplier/contractor firms.
- 3.4. The Procurement Directorate is responsible for conducting necessary preliminary research from the request stage onward, determining costs and scope, presenting relevant studies to the approving authorities, identifying supplier and contractor firms, and ensuring coordination among departments.
- 3.5. No procurement activities may be conducted independently of the Procurement Directorate.
- 3.6. All units are required to notify the Procurement Directorate of procurement requests at least 7 days in advance to ensure effective procurement and cost advantages. The notification period may vary depending on the product characteristics. Notifications for procurement transactions that have never been conducted before, are not foreseen in the current year's budget, or arise under specific conditions must be made taking into account the necessary research period.
- 3.7. Procurement transactions at Istanbul Aydin University will be conducted in accordance with the principle of separation of duties. Accordingly, the requesting and receiving departments will be separate, the researching and ordering departments will be separate, and the paying department will be separate. In this way, the relevant departments will have the opportunity to monitor each other at every stage of the procurement process and prevent potential issues within their respective areas.
- 3.8. Departments must present their exemptions, incentive certificates, project budgets, and remaining funds for Research and Development projects to the Procurement Directorate during procurement processes.

ADMINISTRATIVE UNITS PROCESS HANDBOOK

Document Title:				
JOB DESCRIPTION OF THE PURCHASING DIRECTOR				
Document No IAU GT269	Initial Publication Date February 8, 2018	Revision Date June 7, 2025	Revision No. 3	Number of Pages 5

1. MAIN RESPONSIBILITIES

- 1.1. To ensure that our university units can carry out their services effectively and that financial resources are used efficiently, to oversee procurement processes related to the purchase of goods and services,
- 1.2. To collect and evaluate procurement requests from academic and administrative units,
- 1.3. To verify the validity of requests, consult with the Property Accounting Office, and, if necessary, seek input from other units,
- 1.4. To take necessary measures to ensure that units submit their requests well in advance to facilitate planned and effective procurement,
- 1.5. Prepare an annual consolidated pro forma procurement budget; request annual procurement estimates from all units in this regard; and report monthly actuals to senior management,
- 1.6. Forward requests to the relevant procurement staff according to product groups,
- 1.7. Develop the Procurement Department Service Standards and obtain approval from senior management,
- 1.8. Evaluate the compliance of the procurement decision prepared by the relevant procurement staff with the Procurement Department Service Standards; prepare the procurement decision, including the signatures of all relevant parties (the requester, the reviewer), and submit it for approval by the committee members; subsequently, submit it for approval by the Vice Chair and Chair of the Board of Trustees,
- 1.9. To prepare specifications for works decided to be included in the tender scope and to conduct the tender process,
- 1.10. Obtain approval from the Legal Affairs Advisory Office for all works subject to the contract,
- 1.11. Notify the Property Accounting Office of the deadlines for each procurement decision approved by the Chair of the Board of Trustees,
- 1.12. Forwarding files where the procurement process has been completed to the Directorate of Financial Affairs,
- 1.13. Maintain communication with the Directorate of Financial Affairs regarding tax obligations (such as withholding tax, VAT end-of-month procedures, etc.),
- 1.14. Administer the approved supplier and supplier evaluation system,
- 1.15. Perform other tasks required by procurement services and ensure coordination of workflows and communication with other units,
- 1.16. Monitor the operations of units within the Procurement Department and their staff; ensure that activities are conducted in accordance with procedures and job descriptions to ensure the uninterrupted delivery of services; reorganize the division of labor among staff in response to changing work conditions; and participate in general training activities,
- 1.17. Prepare a detailed annual activity report on unit operations,
- 1.18. To establish, implement, and maintain the Integrated Management System within departmental operations, and to ensure the continuous improvement of the system's performance, including energy performance,
- 1.19. To identify resource requirements related to units associated with the Integrated Management System and request their fulfillment from senior management,
- 1.20. To establish the necessary criteria and methods related to unit activities to ensure the effectiveness of Integrated Management System applications and controls,
- 1.21. Conducts its operations in compliance with personal data protection and data security objectives, policies, and information security management system documents, as well as the Policy on the Processing and Protection of Personal Data. Through the Directorate of Information Technology, it monitors the compliance of all units with the Personal Data Protection Law (KVKK) and information/data security objectives, and ensures that these objectives are met.
- 1.22. Conducts its operations in accordance with information security objectives, policies, and information security management system documents. Monitors information security objectives related to its own unit and ensures these objectives are met. Pays attention to and reports any observed or suspected information security vulnerabilities in systems or services,
- 1.23. Implementing the strategic business plans and strategic development areas prepared within the Turquality framework, revising them according to changing conditions, and preparing performance results using measurement and evaluation mechanisms,

ISTANBUL AYDIN UNIVERSITY

- 1.24. Conduct awareness training for the team to ensure they operate from a Turquality perspective,
- 1.25. Prepare annual action plans and schedules in accordance with the organizational strategy,
- 1.26. Comply with the requirements of the management systems currently in place.

Document Title:				
PURCHASING SPECIALIST JOB DESCRIPTION				
Document No	Initial Publication Date	Revision Date	Revision No.	Number of Pages
IAU_GT268	January 27, 2018	February 11, 2022	2	4

1. MAIN RESPONSIBILITIES

- 1.1. To ensure that our university units can carry out their services effectively and that financial resources are used efficiently, to oversee procurement processes related to the purchase of goods and services,
- 1.2. To collect procurement requests from academic and administrative units,
- 1.3. To assess the validity of these requests, consult with the Property Accounting Office, and, if necessary, seek input from other units,
- 1.4. To take necessary measures to ensure that units submit their requests to the Procurement Directorate well in advance to facilitate planned and effective procurement,
- 1.5. Conduct operations in accordance with the Procurement Directorate's Service Standards,
- 1.6. Process requests (forwarded by the Procurement Manager to relevant procurement staff based on product groups),
- 1.7. Prepare procurement decisions for files approved by the Procurement Manager, ensuring they include the signatures of all relevant parties (the requester and those providing input),
- 1.8. To pay attention to the following matters in the files prepared:
 - 1.8.1. Ensure compliance with the request chain,
 - 1.8.2. In files containing visual work, provide a visual representation or a "draft" of the work,
 - 1.8.3. In purchases of maintenance, repair, and service contracts, etc., verify whether scheduled maintenance is performed on time to ensure the full economic lifespan of the relevant goods is utilized,
 - 1.8.4. Avoid the tendency to simply purchase repairs as a shortcut,
 - 1.8.5. To evaluate whether repairs are covered under warranty or compensated under our corporate insurance policy by monitoring warranty periods, while considering the institutional budget,
 - 1.8.6. Ensuring that maintenance for devices whose warranty periods have expired is performed in-house rather than by purchasing external services,
 - 1.8.7. Obtaining approval from the Legal Affairs Advisory Office for all matters covered by the contract,
- 1.9. Notify the Property Accounting Office of the deadlines for each procurement decision approved by the Board of Trustees Chair,
- 1.10. Forwarding files where the procurement process has been completed to the Directorate of Financial Affairs,
- 1.11. Maintain communication with the Directorate of Financial Affairs regarding tax obligations (such as withholding tax, VAT end-of-month procedures, etc.),
- 1.12. Administer the approved supplier and supplier evaluation system,
- 1.13. Perform other tasks required by procurement services and ensure coordination of workflows and communication with other units,
- 1.14. Prepare a detailed weekly activity report regarding operations,
- 1.15. Perform other tasks assigned by the Procurement Manager,
- 1.16. Conducts work in compliance with personal data protection and data security objectives, policies, and information security management system documents, as well as the Policy on the Processing and Protection of Personal Data. Monitors the compliance of all units with the Personal Data Protection Law (KVKK) and information/data security objectives through the Information Technology Directorate and ensures these objectives are met.
- 1.17. Conducts work in accordance with information security objectives, policies, and information security management system documents. Monitors information security objectives related to their own unit and ensures these objectives are met. Pays attention to and reports any observed or suspected information security vulnerabilities in systems or services,

ADMINISTRATIVE UNITS PROCESS HANDBOOK

- 1.18. Implement the strategic business plans and strategic development areas prepared within the Turquality framework, revise them as conditions change, and prepare performance results using measurement and evaluation mechanisms,
- 1.19. Prepare annual action plans and schedules in accordance with the organizational strategy,
- 1.20. To meet the requirements of the management systems currently in place.

STRATEGY AND QUALITY DEVELOPMENT DIRECTORATE PROCESSES

Document Title:				
DOCUMENT AND RECORD CONTROL PROCEDURE				
Document No IAU_PR09	Initial Publication Date September 12, 2017	Revision Date 1	Revision No. January 15, 2023	Number of Pages 7

1. **PURPOSE**
To establish the procedures for the preparation, numbering, approval, implementation, distribution, revision, and control of documents constituting the quality management system, as well as the method of using external documents related to these procedures.
2. **SCOPE**
Applies to all departments and personnel.
3. **IMPLEMENTATION**
 - 3.1. **General Provisions**
 - 3.1.1. The Directorate of Strategy and Quality Development, in collaboration with committees and departments, ensures that it is determined which operations and activities will be formalized and/or documented through procedures, instructions, and other supporting documents (plans, flowcharts, lists, informational brochures, guides, etc.).
 - 3.1.2. An official procedure is designed to be realistic and practical. A procedure does not represent an ideal but accurately reflects what is actually done. The level of detail in the procedure and the instructions used within it varies depending on the importance of the activity and the training level of the personnel who will use the relevant documents.
 - 3.1.3. When a new procedure is written or an existing one is revised, the compatibility with other procedures referenced or related to it is reviewed.
 - 3.1.4. Personnel preparing procedures and related documents have the authority to access all relevant documents to ensure the adequacy of the prepared documentation. All personnel have the authority to request a revision.
 - 3.1.5. The authority to initiate a revision falls within the scope of the personnel of the Directorate of Strategy and Quality Development and the document owners.
 - 3.1.6. The accessibility and currency of documents prepared in accordance with legal requirements and standards are ensured through the QDMS. The currency of documents in the field and their compliance with institutional policies and procedures are monitored through internal audits conducted in accordance with the "Internal Audit Procedure."
 - 3.1.7. All current documents are defined in the QDMS system and are tracked through it.
 - 3.2. **Determining the Need for New Document Creation and Revision**
 - 3.2.1. Requests for creating new documents and revisions may come from all personnel.
 - 3.2.2. A written document requirement arises from:
 - Legal requirement,
 - Requirements of the standards being followed,
 - An activity that must be conducted in a formally controlled and documented manner,
 - A transition relationship that needs to be defined,
 - An activity whose sequence must be precisely defined,
 - Activities that are desired but not currently covered,
 - The adoption of new technology and information,
 - An expansion of the scope of operations,
 - Arises when one or more corrective actions are involved.
 - 3.2.3. Personnel or departments requesting the creation of new documents or revisions submit the documents or forms they have prepared or revised to the Directorate of Strategy and Quality Development via the QDMS. The Directorate of Strategy and Quality Development may request that personnel submitting revision requests indicate their proposed changes directly on the document.
 - 3.2.4. Drafts of new or revised documents may be approved for publication, rejected, or submitted for review by other departments and

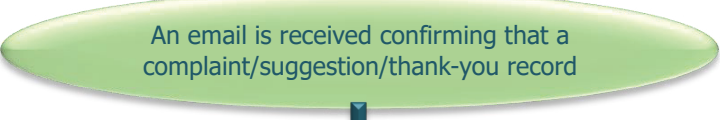
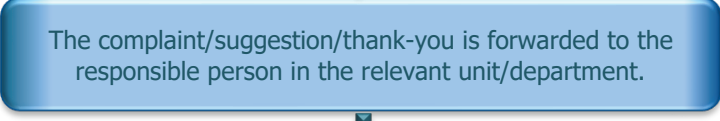
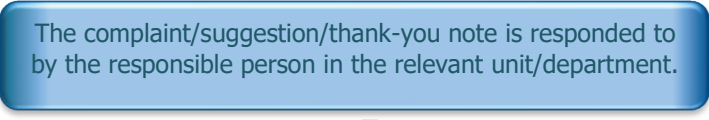
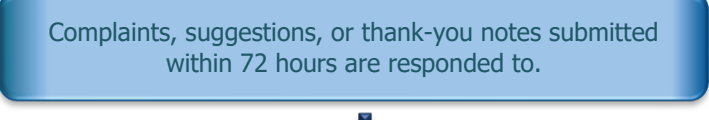

managers involved in the process following evaluation by the Directorate of Strategy and Quality Development.


- 3.2.5.** Procedures, instructions, guidelines, job descriptions, and other quality documents that have not been revised within two years are sent via QDMS to the relevant document owner for review. Following the review, revisions are made in accordance with the proposed changes; if no changes are deemed necessary, the note “Reviewed” is added to the document’s revision history.
- 3.2.6.** Document metadata is accessible and retrievable within the QDMS system.

ADMINISTRATIVE UNITS PROCESS HANDBOOK



FEEDBACK SYSTEM WORKFLOW DIAGRAM


Workflow Process	Responsible
	Directorate of Strategy and Quality Development
	Directorate of Strategy and Quality Development
	Head of the Relevant Unit/Department
	Department of Strategy and Quality Development
	Department of Strategy and Quality Development

 Document Title: JOB DESCRIPTION OF THE DIRECTOR OF THE DEPARTMENT OF STRATEGY AND QUALITY DEVELOPMENT				
Document No IAU_GT321	Initial Publication Date February 6, 2018	Revision Date June 7, 2025	Revision No. 3	Number of Pages 4

1. MAIN RESPONSIBILITIES

- 1.1. Conduct the necessary studies to determine the university's strategies and policies and prepare a strategic plan,
- 1.2. To provide or ensure the provision of the necessary training and consulting services during the process of preparing the strategic plan and target cards,
- 1.3. Prepare and monitor annual action plans and schedules in accordance with the organization's strategy,
- 1.4. Convene the Quality Committee members and ensure the implementation of decisions,
- 1.5. Develop performance and quality metrics and carry out other tasks within this scope,
- 1.6. Examine external factors affecting services, conduct internal capacity assessments, analyze the effectiveness and satisfaction levels of services, and conduct general research,
- 1.7. Prepare the strategic planning budget in accordance with the strategic plan and annual performance program, and monitor and evaluate the alignment of activities with these,
- 1.8. Prepare the administration's activity report based on the unit activity reports,
- 1.9. Conduct studies on the establishment, implementation, and development of the quality internal control system; make the necessary preparations to enhance the effectiveness and efficiency of the quality internal audit function,
- 1.10. To ensure the establishment, implementation, and maintenance of the Integrated Management System in unit activities, and to ensure the continuous improvement of the Integrated Management System's performance, including energy performance,
- 1.11. Identify resource needs related to the Integrated Management System and affiliated units, and request their fulfillment from senior management,
- 1.12. To establish the necessary criteria and methods related to unit activities to ensure the effectiveness of Integrated Management System applications and controls,
- 1.13. Conducts its operations in compliance with personal data protection and data security objectives, policies, and information security management system documents, as well as the Policy on the Processing and Protection of Personal Data. Monitors the compliance of all units with the Personal Data Protection Law (KVKK) and information/data security objectives through the Information Processing Directorate and ensures that these objectives are met. It monitors and reports any observed or suspected information security vulnerabilities in systems or services,
- 1.14. It conducts its operations in accordance with information security objectives, policies, and information security management system documents. It monitors information security objectives related to its own unit and ensures these objectives are met. It identifies and reports any observed or suspected information security vulnerabilities in systems or services,
- 1.15. Implement the strategic business plans and strategic development areas prepared within the Turquality framework, revise them according to changing conditions, and prepare performance results using measurement and evaluation mechanisms,
- 1.16. Conduct awareness training for the team to operate from a Turquality perspective,
- 1.17. Comply with the requirements of the management systems currently in place.

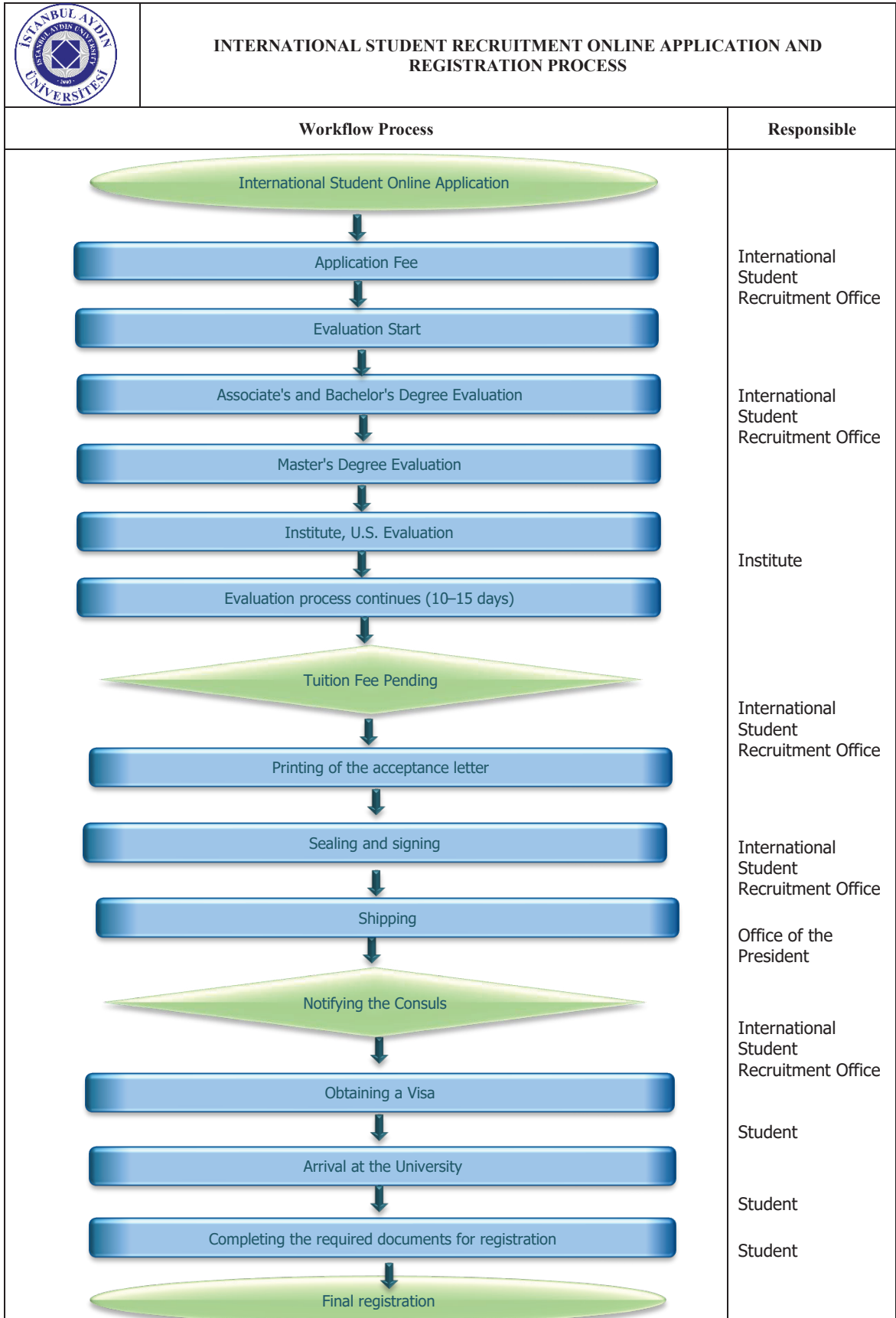
ADMINISTRATIVE UNITS PROCESS HANDBOOK

Document Title:				
 STRATEGY AND QUALITY MANAGEMENT SPECIALIST JOB DESCRIPTION				
Document No IAU_GT51	Initial Publication Date November 14, 2017	Revision Date April 11, 2022	Revision No. 3	Number of Pages 4

1. MAIN RESPONSIBILITIES

- 1.1. Coordinate the planning, implementation, monitoring, and corrective actions of the quality management system,
- 1.2. To provide reports to senior management regarding the performance of the quality system for the purpose of review and improvement,
- 1.3. Prepare all documents related to the Quality Management System within the organization, and ensure their distribution and implementation,
- 1.4. Coordinate and track changes to documents, as well as their publication and distribution,
- 1.5. Monitor the implementation of the university’s quality policy and objectives,
- 1.6. Plan, conduct, or ensure the conduct of all internal audits within the university; evaluate the results and monitor corrective actions,
- 1.7. Ensure that quality-related documents and records are kept up-to-date and available in the appropriate locations,
- 1.8. Gather information on topics to be discussed at quality meetings, organize the meetings, and follow up on the outcomes of decisions made during the meetings,
- 1.9. Prepare the institution’s strategic plans (data, visual design, page layout, various enhancements, and visualizations),
- 1.10. Ensure the tracking of goals and work plans across all departments, create evaluation forms, and ensure their creation,
- 1.11. Prepare annual activity reports,
- 1.12. Prepare the internal organizational evaluation report,
- 1.13. Operate, report on, and monitor feedback systems,
- 1.14. Conducting Turquality incentive processes and tracking applications,
- 1.15. Conducts its operations in compliance with personal data protection and data security objectives, policies, and information security management system documents, as well as the Policy on the Processing and Protection of Personal Data. Through the Directorate of Information Technology, monitors the compliance of all units with the Personal Data Protection Law (KVKK) and information/data security objectives, and ensures that these objectives are met. Monitors and reports any observed or suspected information security vulnerabilities in systems or services,
- 1.16. It conducts its operations in accordance with information security objectives, policies, and information security management system documents. It monitors information security objectives related to its own unit and ensures these objectives are met. It identifies and reports any observed or suspected information security vulnerabilities in systems or services,
- 1.17. Implement the strategic business plans and strategic development areas prepared within the scope of the Turquality initiative, revise them as conditions change, and prepare performance results using measurement and evaluation mechanisms,
- 1.18. Prepare annual action plans and schedules in accordance with the organizational strategy,
- 1.19. Comply with the requirements of the management systems currently in place.

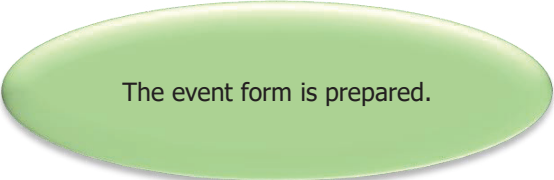
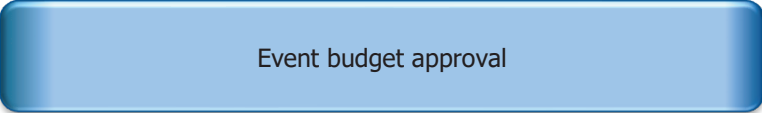
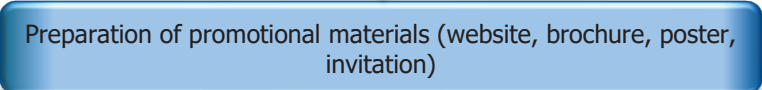
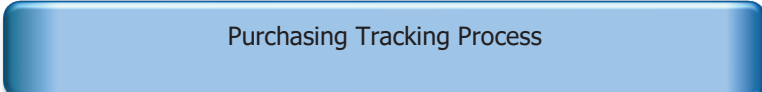
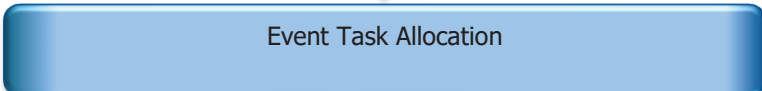
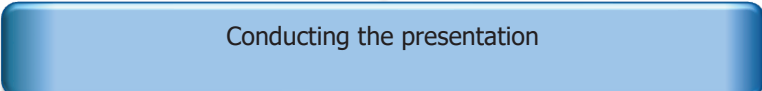
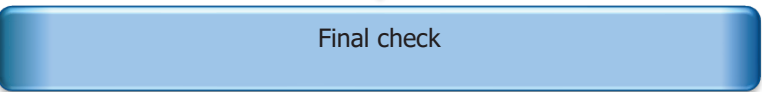
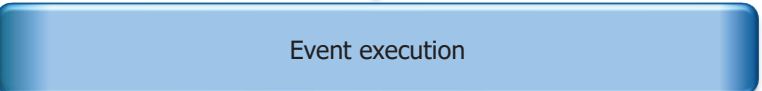
INTERNATIONAL RELATIONS DIRECTORATE PROCESSES



ADMINISTRATIVE UNITS PROCESS HANDBOOK



INTERNATIONAL EVENT AND IMPLEMENTATION WORKFLOW CHART

Workflow Process	Responsible
	International Student Recruitment Office
↓	General Secretariat
	Visual Design Coordination
↓	
	Procurement Department
↓	
	International Student Recruitment Office
↓	
	International Student Recruitment Office
↓	
	International Student Recruitment Office
↓	
	International Student Recruitment Office
↓	
	

ISTANBUL AYDIN UNIVERSITY

Document Title:				
DIRECTORATE OF INTERNATIONAL RELATIONS DIRECTOR JOB DESCRIPTION				
Document No IAU_GT392	Original Publication Date March 29, 2018	Revision Date June 7, 2025	Revision No. 2	Number of Pages 4

1. MAIN RESPONSIBILITIES

- 1.1. To manage and coordinate all areas of activity established within UID,
- 1.2. Develop and implement the international relations strategy within the framework of the University's main strategy,
- 1.3. Promote the UID mission within the University,
- 1.4. Ensure and manage the coordination of units within UID,
- 1.5. To facilitate communication and coordination between the Rector's Office, academic and administrative units, and UID,
- 1.6. Prepare the UID annual activity report and share it with the relevant University units,
- 1.7. To provide superiors with information regarding UID activities and operations,
- 1.8. To participate in UID-related events on behalf of the University,
- 1.9. Ensure that services conducted within UID are effective and efficient,
- 1.10. To prepare reports, as needed, for institutions with which the University is affiliated or collaborates,
- 1.11. Ensure that reports are prepared for submission to the Higher Education Council upon request,
- 1.12. To represent the university in international units and institutions,
- 1.13. Ensuring the execution of other tasks and procedures assigned to UID by the university,
- 1.14. To establish, implement, and maintain the Integrated Management System within unit operations, and to ensure the continuous improvement of the system's performance, including energy performance,
- 1.15. Identify resource needs related to units under the Integrated Management System and request their fulfillment from senior management,
- 1.16. To establish the necessary criteria and methods related to unit activities to ensure the effectiveness of Integrated Management System applications and controls,
- 1.17. Conducts its work in accordance with personal data protection and data security objectives, policies, and information security management system documents, as well as the Policy on the Processing and Protection of Personal Data. Through the Information Processing Directorate, it monitors the compliance of all units with the Personal Data Protection Law (KVKK) and information/data security objectives, and ensures that these objectives are met,
- 1.18. Conducts its operations in accordance with information security objectives, policies, and information security management system documents. Monitors information security objectives related to its own unit and ensures these objectives are met. Pays attention to and reports any observed or suspected information security vulnerabilities in systems or services,
- 1.19. Implement the strategic business plans and strategic development areas prepared within the Turquality framework, revise them according to changing conditions, and prepare performance results using measurement and evaluation mechanisms,
- 1.20. Conduct awareness training sessions to ensure the team operates with a Turquality perspective,
- 1.21. Prepare annual action plans and schedules in accordance with the organizational strategy,
- 1.22. Comply with the requirements of the management systems currently in place.

ADMINISTRATIVE UNITS PROCESS HANDBOOK

Document Title: INTERNATIONAL RELATIONS DIRECTORATE INTERNATIONAL STUDENT RECRUITMENT COORDINATOR JOB DESCRIPTION				
Document No IAU_GT133	Original Publication Date March 29, 2018	Revision Date May 5, 2022	Revision No. 1	Number of Pages 4

1. MAIN RESPONSIBILITIES

- 1.1. Research new country markets and potential agents, develop partnerships, and secure student enrollment from these countries,
- 1.2. Identify new fairs and prepare market entry strategies for these countries,
- 1.3. Ensure the University’s representation at all national and international education-related activities, including fairs, conferences, seminars, etc.,
- 1.4. Contribute to the preparation of all materials aimed at promoting the University internationally. Provide technical support in matters of correspondence, communication, and document preparation by making all necessary announcements, promotions, and information sharing within the University regarding issues related to international relations,
- 1.5. To ensure the institution operates in a regular, coordinated, effective, continuous, and efficient manner in line with its objectives and goals, and to provide the necessary planning, coordination, and oversight for establishing the required physical conditions, identifying and addressing personnel needs, and creating the infrastructure for in-service training,
- 1.6. To prepare and submit to the supervisor the plans, programs, and budget proposals pertaining to the Coordination Office in accordance with the objectives, goals, strategies, and principles established by senior management and relevant legislation, as well as the policies being implemented,
- 1.7. To perform, manage, and execute tasks assigned by the Director on his behalf
- 1.8. Ensure the management and coordination of the unit as determined by the Director
- 1.9. To act as the Coordinator’s deputy when the Director is absent
- 1.10. To perform other tasks assigned by the Director, as well as similar tasks prescribed by applicable regulations.
- 1.11. Monitor the global-scale development and updating of the websites and social media accounts of units under the Directorate of International Relations,
- 1.12. Contribute to the preparation of the Directorate’s annual reports and other national/international reports,
- 1.13. Provide necessary guidance to subordinates regarding tasks to be performed, and offer assistance and recommendations as needed for this purpose,
- 1.14. To use the workforce and other resources assigned to their responsibility efficiently and effectively, and to conduct the necessary supervision and monitoring activities to ensure this,
- 1.15. To identify the unit’s needs for equipment, tools, materials, etc., to ensure uninterrupted work and the implementation of the work schedule, and to submit these for procurement upon the supervisor’s approval. To carry out similar tasks for service-related needs,
- 1.16. To forward incoming and outgoing documents to the relevant parties and take necessary actions; to ensure that information that may be required is maintained in a complete, accurate, and up-to-date state at all times,
- 1.17. Conducts operations in compliance with personal data protection and data security objectives, policies, and information security management system documents, as well as the Policy on the Processing and Protection of Personal Data. Monitors the compliance of all units with the Personal Data Protection Law (KVKK) and information/data security objectives through the Information Processing Directorate and ensures these objectives are met,
- 1.18. Conducts its operations in accordance with information security objectives, policies, and information security management system documents. Monitors information security objectives related to its own unit and ensures these objectives are met. Pays attention to and reports any observed or suspected information security vulnerabilities in systems or services.
- 1.19. Implement the strategic business plans and strategic development areas prepared within the Turquality framework, revise them according to changing conditions, and prepare performance results using measurement and evaluation mechanisms,
- 1.20. Conduct awareness training sessions to ensure the team operates with a Turquality perspective,

ISTANBUL AYDIN UNIVERSITY

- 1.21. Prepare annual action plans and schedules in accordance with the organizational strategy,
- 1.22. Ensure compliance with the requirements of the management systems currently in place.

OFFICE OF ADMINISTRATIVE AFFAIRS PROCESSES

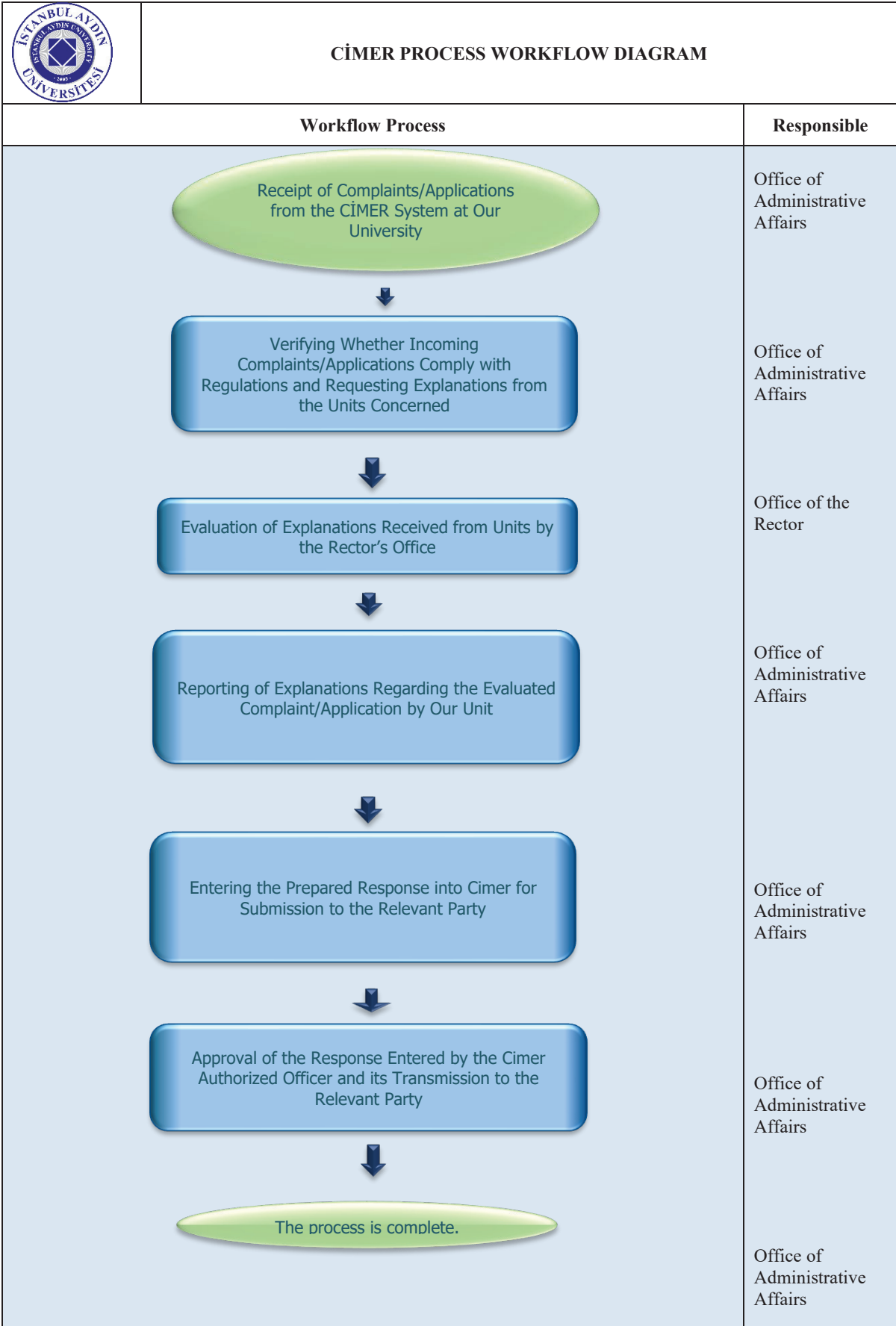
Document Title: OFFICE OF ADMINISTRATIVE AFFAIRS JOB DESCRIPTION FOR THE DIRECTOR OF ADMINISTRATIVE AFFAIRS				
Document No IAU_GT286	Initial Publication Date January 29, 2018	Revision Date June 7, 2025	Revision No. 2	Number of Pages 4

1. MAIN RESPONSIBILITIES

- 1.1. Ensure the review of all incoming correspondence from outside the institution,
- 1.2. Ensure that responses are drafted according to the subject matter of external correspondence,
- 1.3. Ensure the review of documents sent from outside the institution,
- 1.4. Ensure that the original, signed copy of correspondence sent externally is archived,
- 1.5. Receive documents sent to the Rector's Office from various internal units via the EBYS system,
- 1.6. Ensure that responses are provided to the relevant unit based on the subject of the incoming correspondence,
- 1.7. Monitor the University Board of Trustees' Agenda and Decisions,
- 1.8. Monitor the University Senate's agenda and decisions,
- 1.9. Ensuring that the decisions of the University Senate and the University Board of Directors are communicated both within and outside the institution,
- 1.10. Monitoring Disciplinary Committee decisions received from university units,
- 1.11. To monitor correspondence related to KEP and E-Notification,
- 1.12. Preparing and tracking new program launch files and procedures,
- 1.13. Submitting written documents for approval and ensuring that feedback is provided to the relevant units based on the response received,
- 1.14. Ensure that student petitions are recorded in the EBYS system and forwarded to the relevant parties,
- 1.15. Conducting and overseeing archival tasks,
- 1.16. Establishing, implementing, and maintaining the Integrated Management System within unit operations, and ensuring the continuous improvement of the system's performance, including energy performance,
- 1.17. Identify resource needs related to units associated with the Integrated Management System and request their fulfillment from senior management,
- 1.18. To establish the necessary criteria and methods related to unit activities to ensure the effectiveness of Integrated Management System applications and controls,
- 1.19. Conducts its operations in compliance with personal data protection and data security objectives, policies, and information security management system documents, as well as the Policy on the Processing and Protection of Personal Data. Through the Directorate of Information Technology, it monitors the compliance of all units with the Personal Data Protection Law (KVKK) and information/data security objectives and ensures that these objectives are met. It monitors and reports any observed or suspected data security vulnerabilities in systems or services,
- 1.20. It conducts its operations in accordance with information security objectives, policies, and information security management system documents. It monitors information security objectives related to its own unit and ensures these objectives are met. It identifies and reports any observed or suspected information security vulnerabilities in systems or services.

ADMINISTRATIVE UNITS PROCESS HANDBOOK

- 1.21. Implement the strategic business plans and strategic development areas prepared within the scope of the Turquality initiative, revise them according to changing conditions, and prepare performance results using measurement and evaluation mechanisms,
- 1.22. Conduct awareness training sessions to ensure the team operates with a Turquality perspective,
- 1.23. Prepare annual action plans and schedules in accordance with the organizational strategy,
- 1.24. To meet the requirements of the management systems currently in place.





Florya Campus

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