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| **HALİÇ UNIVERSITY STUDENT AFFAIRS DEPARTMENT SERVICE INVENTORY TABLE** | | | | | | | | | | | | | | | | | | | |
| **SERIAL NO.** | **CORPORATE CODE** | **STANDARD FILE PLAN CODE** | **NAME OF SERVICE** | **SERVICE**  **DESCRIPTION** | **NAME AND ARTICLE NUMBER OF THE**  **LEGISLATION ON WHICH THE**  **SERVICE IS BASED** | **SERVICE BENEFICIARIES** | **NAME OF THE INSTITUTIONS/ UNITS IN CHARGE/ AUTHORIZED TO PROVIDE THE SERVICE** | | | | **SERVICE DELIVERY PROCESS** | | | | | | | | **IS THE SERVICE PROVIDED ELECTRONICALLY?** |
| **GENERAL SECRETARIAT** | **HEALTH, CULTURE and SPORTS DEPARTMENT** | **STUDENT AFFAIRS DEPARTMENT** | **RELEVANT UNITS** | **DOCUMENTS REQUIRED FOR APPLICATION** | **FIRST APPLICATION**  **AUTHORITY** | **PARAPH LİST** | **INTERNAL CORRESPONDENCE THAT**  **THE ORGANIZATION SHOULD MAKE, IF ANY** | **EXTERNAL CORRESPONDENCE THAT**  **THE ORGANIZATION SHOULD MAKE, IF ANY** | **COMPLETION TIME OF THE SERVICE**  **SPECIFIED IN THE LEGISLATION** | **AVERAGE COMPLETION**  **TIME OFSERVICE** | **ANNUAL NUMBER**  **OF OPERATIONS** |
| 1 | 12878320 | 301.01.02 | Determining the quotas and conditions for new students to be admitted to Associate and Undergraduate programs within the scope of ÖSYM (Student Selection and Placement Center) | Determining the quotas and conditions for new students to be admitted to Associate and Undergraduate programs within the scope of ÖSYM |  | The Student | x |  | x |  | As stated in the Student Guide | S.A.D. | General  Secretariat,  S.A.D. |  | ÖSYM | The period specified in the relevant CoHE letter |  | 1 | NO |
| 2 | 12878320 | 302.01.01 | University Registration  Enrollment of Students Placed with YGS-LYS | Registration of students placed by OSYM with YGS-LYS |  | The Student |  |  | x |  | 1. 1- Original high school diploma or temporary graduation certificate or diploma loss certificate 2. 2- Original and photocopy of identity card 3. 3- ÖSYM Result Certificate and a document showing the Placement Points 4. 4- Tuition fee receipt 5. 5- Additional documents, if any | S.A.D. | Registrar,  Head of S.A.D. | Relevant Units, General Secretariat | ÖSYM, YÖK, KYK, ASAL | The period specified in the relevant CoHE letter | 10 minutes | Once per the number of students placed | YES |
| 3 | 12878320 | 301.02 | Determination of quotas  and conditions for  International Student  Admission | Determination of quotas and conditions for International Student Admission |  | The Studenti | x |  | x | Department of International Relations |  | S.A.D. | General  Secretariat,  S.A.D. |  | ÖSYM | The period specified in the relevant CoHE letter |  | 1 | NO |
| 4 | 12878320 | 302.01.02 | Registration of Incoming Students with International Student Admission | Registration of Students Placed According to the Principles of the Directive on Admission of Students from Abroad | H.U. Directive on the Admission of Students  from Abroad  (02.02.2016-2016/03-07) | The Student |  |  | x | x | 1- Notarized copy of diploma or graduation certificate and equivalency certificate  2- Original or notarized copy of the exam result document  3- Notarized copy of the Turkish translation of the pages of the valid passport showing identity information and validity period  4- 2 passport-size photographs (must be taken in a way that can easily identify the candidate and the name and surname must be written on the back) | S.A.D. | Registrar,  Head of S.A.D. | Relevant Units, General Secretariat,  Department of International Relations | ÖSYM,  YÖK,  KYK,  Provincial Immigration Administration | H.U.  Academic  Calendar | 30-45 minutes | Once per the number of students placed | NO |
| 5 | 12878320 | 301.03 | Determination of student quotas and conditions to be taken with DGS within the scope of ÖSYM | Determination of student quotas and conditions to be  taken with DGS within the scope of ÖSYM |  | The Student | x |  | x |  |  | S.A.D. | General  Secretariat,  S.A.D. |  | ÖSYM | The period specified in the relevant CoHE letter |  | 1 | NO |
| 6 | 12878320 | 302.01.03 | University Registration  Enrollment of Students Placed with DGS | Registration of Students Placed by OSYM with DGS | Regulation on the Continuation of Graduates of Vocational Schools and Open Education Associate Degree Programs to Undergraduate Education published in the Official Gazette dated 19/2/2002 and numbered 24676 | The Student |  |  | x |  | 1- DGS result document of the candidate  2- Original and photocopy of high school diploma or temporary graduation certificate or original and photocopy of lost diploma  3- Original and photocopy of associate degree diploma or original and photocopy of temporary graduation certificate or original and photocopy of lost diploma certificate  4- Approved transcript  5- Approved course contents  6- Original and photocopy of identity card  7- Other documents specified in the announcement  8- New dated "military status certificate" for male candidates  9- Other additional documents, if any | S.A.D. | Registrar,  Head of S.A.D. | Relevant Units, General Secretariat | ÖSYM,  YÖK,  KYK | The time given in the OSYM guide | 15 minutes | Once per the number of students placed | YES |
| 7 | 12878320 | 301.04 | Determination of additional student quotas and conditions to be taken with YGS, LYS, DGS within the scope of ÖSYM | Determination of additional student quotas and conditions  to be taken with YGS, LYS, DGS  within the scope of ÖSYM |  | The Student | x |  | x |  |  | S.A.D. | General  Secretariat  S.A.D. |  | ÖSYM | The time given in the OSYM guide |  | 1 | NO |
| 8 | 12878320 | 302.01.04 | University Registration  Enrollment of Students Placed with YGS, LYS, DGS additional quota | University Registration  Enrollment of Students Placed with YGS, LYS, DGS additional quota |  | The Student |  |  | x |  | All documents required for registration ( as listed in articles 2 and 6 ) | S.A.D. | Registrar,  Head of S.A.D. | Relevant Units, General Secretariat | ÖSYM,  YÖK,  KYK,  ASAL | The time given in the OSYM guide | 15 minutes | Once per the number of students placed | YES |

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| 9 | 12878320 | 302.01.05 | Registration of students who placed with the Aptitude Exam | Registration of students who score 150 points and above from any score type in the YGS Examination as a result of applying and qualifying for the departments that take students with Aptitude Examination |  | The Student |  |  | x | x | 1- Original High School Diploma  2- Original and photocopy of identity card  3- OSYS result document  4- 1 passport-size photograph (it must be taken in a way that can easily identify the candidate and the name and surname must be written on the back)  5- Aptitude Exam Results | S.A.D. | Registrar,  Head of S.A.D. | Relevant Units  General  Secretariat | ÖSYM,YÖK, KYK, ASAL | H.U.  Academic  Calendar | 15 minutes | Once per the number of students placed | NO |
| 10 | 12878320 | 301.06 | Determination of student quotas and requirements for transfer, double major and minor | Determination of student quotas and requirements for transfer, double major and minor | Higher Education Legislation Regulation on the Principles of Transition, Double Major, Minor and Inter-institutional Credit Transfer between Associate and Undergraduate Programs in Higher Education Institutions (OG: 24.04.2010 Issue: 27561) | The Student | x |  | x |  |  | S.A.D. | General  Secretariat  S.A.D. |  | ÖSYM,YÖK, KYK, ASAL | The period specified in the relevant CoHE letter  and  H.U.  Academic  Calendar |  |  | NO |
| 11 | 12878320 | 302.01.06 | Registration by Transfer (Inter-institutional, Intra-institutional,  Central) | The student wanting to continue his/her education  in a different department at the same university  or at a different university | Higher Education Legislation Regulation on the Principles of Transition, Double Major, Minor and Inter-institutional Credit Transfer between Associate and Undergraduate Programs in Higher Education Institutions (OG: 24.04.2010 Issue: 27561) | The Student |  |  | x | x | 1- Original and photocopy of identity card  2- OSYS results and placement scores document  3- 1 passport-size photograph (it must be taken in a way that can easily identify the candidate and the name and surname must be written on the back)  4- Approved transcript  5- Approved course contents  6- Other documents specified in the announcement  7- Address Declaration Form | S.A.D.. | Registrar,  Head of S.A.D. | Relevant Units General Secretariat | Relevant Universities, YÖK, KYK,  Military Service Office | H.U.  Academic  Calendar | 15 minutes | Twice the number of students placed | NO |
| 12 | 12878320 | 302.01.10 | Double Major Program  Registration | Registration of Students in the Program Allowing Students to Obtain Two Diplomas Simultaneously | Higher Education Legislation Regulation on the Principles of Transition, Double Major, Minor and Inter-institutional Credit Transfer between Associate and Undergraduate Programs in Higher Education Institutions (OG: 24.04.2010 Issue: 27561) | The Student |  |  | x | x | 1- Letter of Petition  2- Conditions and documents determined by the relevant Faculty Administrative Board | Relevant Units, S.A.D. | Registrar,  S.A.D. | S.A.D.  Relevant Units | YÖK, KYK | H.U.  Academic  Calendar | 15 minutes | Once per students whose application are accepted | NO |
| 13 | 12878320 | 302.01.11 | Minor Program  Registration | Registration for the Minor Program, which allows students to take a limited number of courses from a different program and receive a certificate | Higher Education Legislation Regulation on the Principles of Transition, Double Major, Minor and Inter-institutional Credit Transfer between Associate and Undergraduate Programs in Higher Education Institutions (OG: 24.04.2010 Issue: 27561) | The Student |  |  | x | x | 1- Letter of Petition  2- Conditions and documents determined by the relevant Faculty Administrative Board | Relevant Units, S.A.D. | Registrar,  S.A.D. | S.A.D.  Relevant Units |  | H.U.  Academic  Calendar | 15 minutes | Once per students whose application are accepted | NO |
| 14 | 12878320 | 301.01.13 | Special Student Registration | The request of students who have earned  the right to be a student  to continue their education elsewhere due to an excuse | H.U. Regulation on Associate and  Undergraduate Education and Training | The Student |  |  | x | x | 1- Letter of Petition  2- Related University Senate Decision  3- Related Unit Board Decision  4- Senate Decision | Relevant Units, S.A.D. | Registrar,  S.A.D. | S.A.D.  Relevant Units |  |  | 15 minutes | The number of students whose applications are accepted | NO |
| 15 | 12878320 | 302.10.01 | Student Certificate | Documentation that the student is registered at our University | H.U. Regulation on Associate and  Undergraduate Education and Training | The Student |  |  | x |  | Requesting of the document from Haliç University automation system | S.A.D. | S.A.D. |  |  |  | 10 minutes | By the number of students requesting it | YES |
| 16 | 12878320 | 99 | Confirmation of High  School Diploma  Photocopy  (For Enrolled Students) | 'True Copy of the Original' Confirmation |  | The Student |  |  | x |  | Requesting of the document from Haliç University automation system | S.A.D. | S.A.D. |  |  |  | 1 day | By the number of requests | NO |
| 17 | 12878320 | 302.15 | Graduation Procedures and Diploma,  Diploma Supplement Procedures | Graduating students, printing their diplomas, sending them for signature and registration process follow-up | H.U. Regulation on Associate and Undergraduate Education and Training  H.U. Regulation on Graduate Education and Training | The Student |  |  | x | x | Notarized power of attorney for proxy | Relevant Units S.A.D. | Relevant Units Ministry, Provincial Directorate of Health |  |  | YÖK, KYK | 30 days | Once per the number of students graduated | NO |
| 18 | 12878320 | 302.04.07 | Make-up Exam | Defining the exams to be taken by the students who cannot take the midterm exam to the automation system if they notify their alibi and the relevant Dean's Office approves them. | H.U. Regulation on Associate and Undergraduate Education and Training  H.U. Regulation on Graduate Education and Training | The Student |  |  | x | x | Relevant Institute, Faculty, School, Directorate Administrative Board Decision | Relevant Units S.A.D. | Relevant Units, | Relevant Units, |  | H.U.  Academic  Calendar | 10 minutes | Twice the number of exams to be taken by the student whose application is accepted | NO |
| 19 | 12878320 | 302.11.02 | Registration  Freezing (Leave of Absence) | Definition of the Student's Permission to Automation in the Existence of Valid Reasons | H.U. Regulation on Associate and Undergraduate Education and Training  H.U. Regulation on Graduate Education and Training | The Student |  |  | x | x | Relevant Institute, Faculty, School, Directorate Administrative Board Decision | Relevant Units S.A.D. | Relevant Units | Relevant Units, | KYK YÖK |  | 1 day | Twice, as many as the number of students whose excuse is accepted | NO |
| 20 | 12878320 | 302.11.03 | Voluntary Disenrollment / Disassociation | Defining the Student's Dismissal from the University  to the Automation System | H.U. Regulation on Associate and Undergraduate Education and Training  H.U. Regulation on Graduate Education and Training | The Student |  |  | x | x | 1- Relevant Institute, Faculty, School, Directorate Administrative Board Decision  2- Power of attorney and notarized power of attorney upon request | Relevant Units S.A.D. | Relevant Units | Relevant Units | YÖK, KYK,  Military Service Office |  | 1 day | Once per the number of students whose application is accepted | NO |

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| 21 | 12878320 | 99 | Web Page Processes | Keeping the announcements and Frequently Asked Questions  published by our department up to date |  | The Student |  |  | x |  |  | S.A.D. | Relevant Units |  |  |  | 1 day | Year-round | NO |
| 22 | 12878320 | 99 | H.U.  Automation System  Operations (PROLIZ) | 1- Curriculum automation entry  2- Opening and closing courses  3- Course Registrations student and academic advisor support process  4- Automation improvement and development processes  5- Excuse, registration freeze, deregistration, dismissal, material error, diploma and diploma supplement printing, honor and high honor certificate printing, scanning documents to the registry, single course and optional make-up exam opening  6- Defining the Opened Programs  7- EBYS workflow MEBIS integration  8- YÖKSİS confirmation |  | The Student |  |  | x | x | Decisions of the Senate, relevant Faculty/Directorate Board of Directors | S.A.D.  Relevant Units | S.A.D.  Relevant Units |  |  | H.U.  Academic  Calendar | 75 days | 3 enrollment  periods/year | YES |
| 23 | 12878320 | 99 | Statistics | Preparation and Reporting of Statistics on Students for the University Administration, ÖSYM, and CoHE |  | Relevant Institution | x |  | x |  | Sending the data requested by KYK, YÖK, ÖSYM and other institutions by processing them into tables | S.A.D. | S.A.D.  General Secretariat,  Rectorate |  | KYK, YÖK, ÖSYM,  Security  Directorate. |  | 10 days | Year-round | YES |
| 24 | 12878320 | 99 | Correspondence | Correspondence with CoHE, ÖSYM, KYK, Security Forces and Consulates, Provincial Administration of Migration and Other Related Institutions |  | Relevant Institution | x |  | x |  | Official information and electronic documents | S.A.D. | S.A.D.  General  Secretariat  Rectorate | S.A.D.  Relevant Units | YÖK, ÖSYM, KYK,  Other  Institutions |  | 1 week | Year-round | NO |
| 25 | 12878320 | 99 | Foundation Audit Form | Filling and preparing the forms in the  format required by CoHE |  | Relevant Institution | x | x | x | x | Foundation Audit Forms | S.A.D.  Relevant Units | S.A.D.  Relevant Units |  |  |  | Within the Deadline | 1 | NO |
| 26 | 12878320 | 99 | Unit Activity Report | Preparation of the Activity Report Containing the Unit Activities and Statistical Information for the Previous Year and Submission to the Rectorate | Regulation on Annual Reports to be Prepared by Public Administrations 17.03.2006  Official Gazette 26111 | Internal and External Units, Staff, Students |  | x | x |  |  | S.A.D.  Relevant Units |  | Strategy  Development  Department |  | By the end of May of the previous year for the previous year | 3 weeks | 1 | NO |