

ALTINBAS UNIVERSITY
ELECTRONIC DOCUMENT MANAGEMENT SYSTEM and SIGNATURE AUTHORISATIONS
DIRECTIVE

PART ONE

Purpose, Scope and Basis

Purpose and Scope

ARTICLE 1- The purpose of this directive is to determine the authorities and responsibilities of Altınbaş University personnel regarding the correspondence to be made in accordance with the provisions of the legislation in force, to bind the authorities given to certain principles, to develop a sense of responsibility by granting authority to lower levels, to regulate the procedures and principles to be followed in matters to be submitted to higher authorities, to use the signature authority of the managers who have signature authority, to transfer some or all of their signature authority, to determine the forms and conditions of using signature authority on behalf of the authorities, by moving the official correspondence and communication processes to the electronic environment; to regulate the procedures and principles regarding the implementation of the Electronic Document Management System, which has been developed for the purpose of creating a corporate archive and communicating with internal/external units through information technologies by ensuring effectiveness, efficiency, traceability and cost savings by moving official correspondence and communication processes to electronic environment.

Basis

ARTICLE 2- This Directive,

- 1) Law No. 2547 on Higher Education,
- 2) Electronic Signature Law No. 5070,
- 3) Law No. 4982 on Access to Information,
- 4) Law No. 3071 on the Exercise of the Right to Petition,
- 5) Law No. 3473 on the Amendment and Adoption of the Decree Law on the Destruction of Documents and Materials No Longer Needed for Preservation,
- 6) Decree Law No. 124 on the Administrative Organisation of Higher Education Superior Institutions and Higher Education Institutions,
- 7) Regulation on the Principles and Procedures to be applied in Official Correspondence published in the Official Gazette dated 02.02.2015 and numbered 29255,
- 8) Prime Ministry Circular dated 24.03.2005 and numbered 2005/7 on Standard File Plan published in the Official Gazette dated 25.03.2005 and numbered 25766,
- 9) 16.07.2008 dated and 26938 numbered Prime Ministry Electronic Document Standards,
- 10) It has been prepared in accordance with the Prime Ministry TSE13298 Electronic Document Management Standard Circular dated 15.07.2008 and numbered 2008/16 and other relevant legislation provisions.

Definitions

ARTICLE 3- (1) In this Directive;

Head of Department/Master of Arts/Programme: Heads of Department/Master of Arts/Departments affiliated to Altınbaş University academic units,

Archive: Documentation created as a result of services rendered, communications or transactions carried out by institutions, real persons or legal entities and stored for a purpose, the institution that cares for such documentation and the places that house them,

Document Recorded information taken for the fulfilment of any individual or institutional function or produced as a result of the function, which constitutes evidence for the function to which it belongs with its content, relationship and format,

Unit Altınbaş University Faculties, Schools, Colleges, Vocational Schools, Institutes, Research and Application Centres, General Secretariat, Departments, Legal Consultancy, Units Affiliated to the Rectorate, Coordinatorships,

Unit Supervisor: All academic and administrative unit managers at the University,

Unit EBYS Responsible: The person working in coordination with the EBYS Officer/System Administrator who follows the unit EBYS processes,

Department Head Heads of Departments affiliated to Altınbaş University academic units,

Department Head Altınbaş University Department Heads,

Dean: The Deans of the Faculties of Altınbaş University,

Document: Sources that do not qualify as official documents but can be used by users for information purposes in the realisation of corporate activities,

EBYS Electronic Document Management System

EBYS Responsible/System Administrator: The most authorised person responsible for the regular operation of the EBYS system in accordance with the corporate functions,

Electronic Document: All kinds of recorded information created in electronic environment and signed with a secure electronic signature,

Electronic signature: Electronic data that is attached to another electronic data or has a logical connection with the electronic data and is used for authentication purposes, Electronic document: Any document created, sent and stored electronically,

Electronic media: All kinds of computers, mobile electronic devices, information and communication technology products on which documents and information are located, Secure Electronic Signature: A signature that is exclusively linked to the signatory, created with a secure electronic signature creation tool that is only at the disposal of the signatory, based on a qualified electronic certificate, which enables the identification of the identity of the signatory and whether any subsequent changes have been made to the signed electronic data,

Institute Director : Directors of the Institutes affiliated to Altınbaş University,

Secretary General Secretary General of Altınbaş University,

Assistant Secretary General: Altınbaş University Deputy Secretary General,

Log Record: All transaction records that take place in EBYS,

Chief Physician of the Hospital Director (Chief Physician) of Oral and Dental Health Research, Application and Centre

Deputy Chief Physician of the Hospital: Deputy Director of Oral and Dental Health Research, Application and Centre (Deputy Chief Physician),

Hospital Director Oral and Dental Health Research, Application and Centre Hospital Director,

Legal Counsellor Altınbaş University Legal Counsellor,

Signatory A natural person who uses a signature creation device to create an electronic signature,

KEP (Registered Electronic Mail): The system that allows official correspondence to be conducted electronically in accordance with the legislation, in international standards and in a technically secure manner,

Coordinatorships Altınbaş University Coordinators,

User The person who has the rights to ensure that the electronic documents related to the unit to which he/she is affiliated are included and used within the system,

Board/Commission Chairperson: Altınbaş University Board and Commission Chairmen,

Centre Director : Directors of Altınbaş University Research, Application and Training Centres,

Profession High School Manager: Altınbaş University Profession Directors of Schools of Higher Education,

Independent Coordinators: Individuals in charge of managing coordinators with their own unit budget and the Student Ombudsman,

Board of Trustees: Altınbaş University Board of Trustees

Chairman of the Board of Trustees: Altınbaş University Chairman of the Board of Trustees

Rector : Altınbaş University Rector,

Vice Rector : Vice Rectors of Altınbaş University,

Official Letter: It refers to the letter, official document, official information and electronic document written to ensure communication between public institutions and organisations and/or with real and legal persons.

SDP (Standard File Plan): The list of codes developed to ensure that documents are filed on the basis of subject and function by indicating their relationship with the place of production, **Secretariat:** Faculty, Institute, School, Vocational School Secretariats,

University : Altınbaş University,

Registrar: Altınbaş University Registrar,

Authorities: Rector, Vice Rectors, Faculty Deans, Institute Directors, School Directors, Vocational School Directors, Research, Application and Training Centres, Secretary General, Deputy Secretary General, Department Heads, Legal Counsel, Coordinators and Unit Supervisors,

Directive: Altınbaş University Rectorate Electronic Document Management System and Signature Authorisations Directive,

School Director : Refers to the Directors of Altınbaş University Schools of Higher Education.

General Principles and Methods

ARTICLE 4- (1) The following principles shall be observed in the implementation of this Directive.

- a) All academic and administrative units must duly respond to the applications received from students, academic and administrative staff within 2 (two) working days at the latest.
- b) Unit supervisors are responsible for the fast, efficient, error-free execution and completion of the duties of each unit at the university in accordance with the provisions of the legislation in force. In terms of performing the duties, unit supervisors may delegate authority and responsibility to the personnel they work with within the principles of this directive, not exceeding the limits of the legislation in force. The delegation of authority is made in accordance with the legislation and the delegation of authority does not eliminate the supervision responsibility of the delegate.
- c) It is essential that the authorisations given are used in balance with responsibility, fully, completely and correctly. For this purpose, the managers to whom authority is delegated or signature authority is given shall use their authority carefully and meticulously as required by their duties, services and responsibilities, and the delegated authority shall be informed periodically about the transactions within the scope of the delegated authority in accordance with the supervision responsibility.
- ç) Correspondence is conducted in accordance with the Regulation on the Principles and Procedures to be Applied in Official Correspondence in force. The Rectorate monitors the implementation of this directive and may give explanatory and warning directives in this regard.
- d) EBYS processes are carried out in accordance with Annex 1 "EBYS Implementation Principles" prepared according to the articles in this directive. EBYS Responsible/System Administrator, Unit EBYS Responsible and all EBYS users are obliged to comply with the "EBYS Application Principles" in Annex 1.
- e) In correspondence, "Administrative Unit Codes" are used in full in the "number" section.
- f) All transactions regarding duties, powers and responsibilities are prepared in accordance with the principles of the University Constitution, the provisions of the relevant legislation and the provisions specified in Article 3 of this directive and submitted for signature and approval.
- g) All academic and administrative units affiliated to the University make their correspondence related to their fields of duty in line with the Organisational Structure of the University, equivalent units can make correspondence such as requesting and providing information among themselves. In case of disagreement, the higher unit is applied to.
- h) When the authorised person who gives the power of attorney takes office, he/she is informed about the work and transactions carried out by the person to whom he/she gave the power of attorney.

- i) Each unit supervisor is obliged to notify his/her superiors in a timely manner on matters related to his/her duty.
- i) The correspondence shall be initialed by all intermediate level supervisors in the hierarchical level and submitted for signature.
- j) The letters addressed to the Rector's Office regarding academic and administrative issues are signed by the Dean, Director, Director of Research, Application and Training Centre or their authorised deputies.
- k) The procedures and principles of deputisation of unit supervisors are described in Annex-2.
- l) It is essential that the letters prepared in the relevant units and signed by the Rector and sent outside the institution are sent by the Registrar's Office via KEP / Physical mail. Attachments in physical media are sent to the Registrar's Office by the unit preparing the letter.
- m) No unit/office that does not have or is not given a "Correspondence Unit Code" can make official correspondence.
- n) No emblem other than the registered emblem of the university and the official emblem of the unit can be used in the official letters of the Rectorate.
- o) Altınbaş University Rectorate title is used only on the letters signed by the Rector and Vice Rectors.
- ö) The person to whom the authorisation is delegated cannot transfer this authorisation to another person. Authorisation shall be used in accordance with the legislation. Signature and authorisation cannot be delegated in the writings and approvals that the legislation orders to be signed by a certain authority.
- p) It is essential that signature authority is used correctly and in balance with responsibility.

Responsibility

ARTICLE 5-

- a) All personnel who give and receive the authorisation are responsible for the full and correct use of the authorisations granted by this Directive and for ensuring that the practices comply with the Directive.
- b) Unit personnel are responsible for conducting correspondence in accordance with the instructions and directives, filing and protecting the correspondence systematically and duly.
- c) The relevant unit supervisor and all relevant officials in the unit are responsible for the prompt delivery of incoming documents and signed letters to those concerned.
- ç) Only personnel designated by the Rectorate can access and process confidential information and documents. The unit supervisor and all other relevant persons are responsible for the access and awareness of persons other than the personnel in question.
- d) The unit supervisor who signs the first degree signature and all related persons who have initials are responsible for all letters issued by the units.
- e) The office secretaries or the personnel authorised by the unit supervisors are responsible for the custody of the documents and writings brought to the signature of the Rector's Office or other officials and delivered to them.

PART TWO

Signature

Authorisations Chairman of the Board of Trustees Signature

Authorisation Delegation

ARTICLE 6-

1-The Chairman of the Board of Trustees, the Rector, the Secretary General and the University administrators at all levels, whose powers are specified in the relevant legislation, may delegate some of their signatory powers in accordance with the legislation, provided that the limits are clearly stated and in writing.

Works to be carried out by the Rector and the Writings and Approvals to be signed ARTICLE 7-

1- The works to be carried out by the Rector and the writings and approvals to be signed are as follows

- a) Referral of letters received by the Rectorate from all state institutions, private institutions, institutions and organisations with public legal personality, non-governmental organisations, all institutions established by special law, universities, judicial bodies and other institutions, persons and units with Personal, Top Secret and Confidential records and preparation and signing of the letters to be written by the university to the above-mentioned institutions,
- b) Meetings and committees that are required to be chaired by the Rector by law,
- c) Recommendations, decisions and actions stipulated in laws and regulations that must be made by the Rector,
- ç) Making statements on behalf of the university to the written, visual and audio media,
- d) Leave approvals of Vice Rectors, Deans, Institute, School, Vocational School and Research and Application Centre Directors,
- e) Except for the cases requiring the approval of the Board of Trustees, without prejudice to the situations specified in special laws, determination of the duty stations of all personnel in the University staff, temporary assignments regarding the change of location within the University, letters and approvals of deputyship and assignment to vacant administrative positions, approvals of suspension and reinstatement of the relevant personnel
- f) Important correspondence on public order and security, including security requests,
- g) Exercise of the powers delegated to him/her in accordance with the Decree Law No. 659 on the Procedures and Principles of Delegation of Authority and its Use,
- h) University investment proposals and letters related to the implementation of annual programmes,
- ı) Approvals of bilateral agreements to be made by the University and units affiliated to the University outside the institution, all protocols and agreements between institutions,
- i) Correspondence and approvals related to the opening, execution and finalisation of the investigations to be carried out by the Rector according to the legislation,

- j) Correspondence with other institutions regarding the real estates owned or allocated to the university.
 - k) Requesting information and documents related to the lawsuits filed in the judicial and administrative judiciary, the letter of notification of the judicial decisions to the relevant unit and the letter of requesting information and documents from other institutions in line with the request of the investigator,
 - l) Domestic and international assignment approvals,
 - m) Approvals of the letters regarding the jury members and the work examinations written to the Presidency of the Interuniversity Board regarding the applications for professorship and associate professorship, and the approval of the letters regarding the notification of retired professors,
 - n) Personnel's leave of absence approvals,
 - o) Approval of diplomas,
 - ö) All bilateral agreements and protocols with domestic and foreign universities and other institutions,
 - p) Correspondence and approvals from commission chairs established with the decision of the Senate,
 - r) Communiqués on commemoration and celebration days and holiday programmes
 - s) Writings on matters that are delegated to the Rector by laws and regulations and not delegated in this directive, and other approvals and writings that the Rector deems appropriate to sign.
- 2- The Rector may delegate some of his/her signatory powers to the Vice Rectors if deemed necessary.

Works to be carried out by the Vice Rectors, and the Writings and Approvals to be signed

ARTICLE 8-

- 1- The works to be carried out by the Vice Rectors with the authorisation given by the Rector and the writings and approvals to be signed are as follows
- a) The writings and approvals within the framework of the job description determined by the Rector,
 - b) All duties that must be fulfilled within the framework of the legislation and specified in Article 7 of this directive in cases where he / she deputises the office of the Rector,
 - c) Permission for conferences and seminars to be organised in the halls of the University in the role of campus manager,
 - ç) Correspondence regarding the University Strategic Plan, University Annual Report, University Self-Assessment Report, Performance Programme, Investment Programme, Annual Activity Report and the communiqués and regulations related to the law,
 - d) Correspondence other than those described above,
 - e) Correspondence with internal academic units within the framework of the duties assigned by the Rector.
 - f) All correspondence and approvals to be made on behalf of the Rector regarding other duties assigned by the Rector.
 - g) Correspondence and approvals regarding meetings and committees that must be attended in person as required by the legislation,

The Works to be carried out by the Secretary General and the Writings and Approvals to be signed ARTICLE 9-

1-The works to be carried out by the Secretary General and the writings and approvals to be signed are as follows;

- a) Coordination of all administrative units, their management and administration in accordance with the legislation,
 - b) Paraphrasing all letters written from the Rectorate Office to outside the institution,
 - c) Leave approvals of all unit managers and administrative staff in the units of the General Secretariat,
 - ç) Approval of the letters written by the units under the General Secretariat outside the institution, except for authorised cases,
 - d) Top letters regarding the sending of the decisions of the University Senate and the Board of Directors to the relevant academic and administrative units,
 - e) Letters or instructions ensuring coordination between the units affiliated to the General Secretariat and letters regarding the service flow and organisation of these units,
 - f) Assignment letters of the personnel working in the units affiliated to the General Secretariat within their own units,
 - g) Title change proposal approvals of administrative staff,
 - h) Approves the answers to the applications received through CIMER (Presidential Communication Centre),
 - i) Passport related letters and approvals,
 - i) Except for student clubs and academic activities, all kinds of applications made to academic and administrative units such as opening stands, distributing brochures, hanging banners, etc. and requests for organisations, fairs, festivals, etc. requested to be held using the name of the university and its units are evaluated and finalised by the Secretary General.
 - j) Correspondence regarding other duties assigned by the Rector.
- 2) The Secretary General may delegate some of his/her duties to the relevant personnel within the scope of the "Delegation of Authority" in this directive when deemed necessary.

Works to be carried out by the Deputy Secretaries General, as well as the writings and approvals to be signed by them

ARTICLE 10-

1- The works to be carried out by the Assistant Secretaries General and the writings and approvals to be signed are as follows

- a) Initialing the letters to be signed by the Rector and the Secretary General,
- b) Paraphrasing the leave approvals of the personnel working in the units under him/her,
- c) Other duties assigned by the Rector and Secretary General.

Works to be carried out by the Registrar ARTICLE 11-

1- Works to be carried out by the Registrar;

- a) Under the supervision of the General Secretariat, distribution and dispatch of the correspondence received by our university from within and outside the institution to the Rector, Vice Rectors and related units according to their subjects,

Works to be carried out by the Dean, Institute, School/Vocational School, Research, Application and Training Centres Director, as well as the writings and approvals to be signed ARTICLE 12-

1- The works to be carried out by the Dean, Institute, School, Vocational School, Research, Application and Training Centres Director and the writings and approvals to be signed are as follows;

- a) Meetings and committees that must be chaired by the Dean / Director in accordance with the provisions of the national and university legislation in force, and the procedures to be carried out by the Dean / Director in person,
 - b) Permission letters for scientific research that do not require the approval of the Rector,
 - c) Leave approvals of administrative staff of vice deans/department heads/faculty secretary/faculty and centre directorate,
 - ç) Answers to the letters received from other faculties / institutes / colleges with the signature of the dean / director.
 - d) Approvals and letters regarding the opening, execution and finalisation of disciplinary investigations about the Faculty, Institute, School, Vocational School (academic staff) within the framework of the relevant legislation.
 - e) Approvals for assignments up to 7 days with/without travelling expenses in accordance with Article 39 of Law No. 2547,
 - f) Letters addressed to the Rectorate, other academic or administrative units,
 - g) Letters regarding the budget proposals and annual activity reports of Faculties/ Institutes/ Schools/ Vocational Schools and Centres,
 - h) Superscripts on sending the decisions of the Faculty / Institute / School / Vocational School Board and Board of Directors to the relevant academic and administrative units,
 - i) Responses to the letters received from other faculties/institutes/colleges/vocational schools with the signature of the dean/director.
 - j) Management and administration of the budget of the unit approved by the Board of Trustees,
 - k) Duties, authorities and responsibilities specified in Article 16 of Law No. 2547,
- 2- The Dean/Director may delegate some of his/her signatory powers to the Assistant Dean/Director if deemed necessary.

Works to be carried out and writings to be signed by the Head of Department

ARTICLE 13-

- a) Signing the decisions of the Department Board and sending them to the upper unit and carrying out department correspondence,
- b) Execution of all academic activities of the department within the framework of the legislation and management and administration in line with the budget
- c) Correspondence regarding departmental student petitions,
 - ç) Correspondence with departments within the unit,
- d) Opinion letter regarding the duty extensions of academic staff,
- e) Preparing and signing the letters regarding the information requested by the Dean / Director,
- f) Preparation and signing of all other correspondence with the deanery / directorate regarding students and staff.

Works to be carried out by the Department/Associate/Division/Programme and Writings to be signed

ARTICLE 14-

- a) Signature of the superscripts of the decisions of the Department/Division of Arts and Sciences Board and the correspondence of the Department/Division of Science.
- b) All kinds of correspondence with the institute or other institutes to which the department is affiliated.
- c) Recommendations, decisions and actions required to be made by the head of the department / science department as stipulated in the legislation.

Works to be executed and writings to be signed by the Legal Counsellor ARTICLE

15-

1-The letters to be signed by the Legal Counsellor are as follows:

- a) Letters regarding the notification of the departure and commencement of the personnel working in the legal consultancy,
- b) Correspondence on legal matters, which should be carried out by the Legal Counsel and which are also delegated authority,
- c) Information letters to be given to the judicial authorities on behalf of the institution as Legal Counsellor within the scope of the judicial process,
- ç) Petitions for lawsuit and reply, statements, submission of documents requested by an interim decision, objections, appeals, petitions for appeal, petitions for revised judgement, ,
- d) Responding to the proceedings opened in the enforcement offices, objection petitions, requests for enforcement proceedings and all kinds of correspondence with the enforcement offices,
- e) Duties assigned by the Board of Trustees, the Rectorate and the General Secretariat and other correspondence referred.

Apartment Presidents/Individual Coordinators/By To be executed Jobs Articles to be Signed with

ARTICLE 16-

1- Works to be done and writings to be signed by the Heads of Departments:

- a) Initialing the letters to be signed by the Rector, Vice Rectors or Secretary General,
- b) Correspondence related to the transactions approved by the Rector's Office within the institution,
- c) Correspondence that does not need to be signed by the Rector, Vice Rector or Secretary General, and internal / external correspondence that needs to be carried out related to the field of duty of the Department,
- ç) Preparation of annual activity reports of their units,
- d) Management and administration of the budget of the unit approved by the Board of Trustees,
- e) Other duties assigned by the Rector and Secretary General.

PART THREE

Implementation Principles Incoming document registration and distribution procedures

ARTICLE 17-

1- In incoming document registration procedures;

- a) All kinds of documents that come to the document unit, no matter how they come, are recorded and tracked using the EBYS application,
- a) Except for newspapers, magazines, books, brochures and similar printed periodical or non-periodical publications; all incoming documents and their attachments that do not prevent scanning are scanned and transferred to the electronic environment,
- c) "CONFIDENTIAL", "TOP SECRET", "PERSONAL PRIVATE, SERVICE SPECIAL" documents received in sealed envelopes are submitted to the relevant managers, and other documents are submitted to the Secretary General or the Rector without opening them, and they are recorded following their transfer. Other documents coming from outside the institution are recorded by the personnel of the Directorate of Registry and forwarded to the relevant units by the Secretary General or the personnel authorised by the Secretary General. If the letter requires the approval of the Rector's Office, the approval is obtained by the referred units.
- ç) Except for confidential correspondence, correspondence received by the academic units by hand or by post, except for confidential correspondence, is received by the authorised person in the unit, scanned and included in the system, and the remittance is made by the authorised person.
- d) The letters received by the academic units via EBYS are received by the faculty/institute/college/vocational school secretaries and referred to the sub-units within the framework of the authority given by the unit supervisor, and the letters outside the authority are submitted to the unit supervisor.
- e) The letters received by the administrative units via EBYS are received by the unit supervisor or the personnel authorised by him/her.

- f) Documents sent by electronic methods (e-mail, fax, cap) from outside the institution can be processed directly in electronic environment by taking into account the degree of importance.

2- In incoming document distribution processes;

- a) Documents that are registered by the document registration unit and transferred to electronic media are sent to the relevant unit for processing. Physical copies of the documents are archived by the Registry Office.
- b) The documents that reach the relevant unit are referred to the responsible unit, the important documents are also distributed to the person, and if necessary, a note is written on the distribution and the action to be taken,
- c) The documents reaching the responsible unit are distributed to the responsible personnel by writing notes on the action to be taken when necessary. Incorrectly distributed documents are returned for redistribution without wasting time.

3- Document creation, initialing, signature, approval and distribution procedures;

- a) The document is prepared in accordance with the Regulation on the Procedures and Principles to be Applied in Official Correspondence, in line with the corporate identity templates determined by the institution.
- b) If there are outgoing letters or documents, they are prepared by taking into account their relevance and all interests, references and attachments are indicated in the letter in accordance with their links.
- c) The document is automatically prepared in two copies and one copy contains the names of those who initialed it,
- ç) The number and date are not written on the document, and it is taken as a basis that these are automatically issued and printed by the EMS system.
- d) In correspondence made electronically, initials are taken electronically until the last signatory,
- e) It is essential that signatures, approvals and approvals are made with secure electronic signature, but in case the supervisor who will give the final signature, approval or consent of the document does not have an electronic signature, signatures, approvals and approvals are created electronically via EBYS and the final signature stage is completed with a wet signature after the document is printed out,
- f) In the correspondence to be sent abroad and in foreign languages, signatures, approvals and approvals are prepared in the EBYS system, and after completing the e-approval stage, they are printed out and completed with wet signature,
- g) After the document is signed with a secure electronic signature in internal correspondence or external correspondence, no one can make changes to the document and its content. If such changes are made, necessary criminal and administrative action will be taken within the scope of Articles 204, 205 of the Turkish Penal Code No. 5237 and other relevant provisions. The personnel authorised by the relevant unit supervisor who will print out the document and approve the annotation "*The original of the document is electronically signed*" must check the form of the document, the writing style and whether there is a slip in the spelling. In this way, an error

In the event that it is determined that it is, the document is again submitted for signature in electronic environment and the person or persons who will sign the document are informed. Documents that do not comply with the Regulation on the Principles and Procedures of Official Correspondence and this Directive are cancelled by the document owner by stating the reason.

- h) Internal and external correspondences are made only in electronic environment. Documents requested by the Legal Counselling Office from other units to be referred to judicial and administrative authorities are sent to the Legal Counselling Office physically as well as electronically. In the event that there is an attachment to be included in the letter in the letters to be sent to the Legal Counsellor's Office, the phrase "*As original.* ." is written and signed and sealed by authorised persons.

Outgoing document dispatch procedures ARTICLE 18-

1-By the unit or units that create the document in outgoing document dispatch operations;

- a) All letters written by the University outside the institution are sent by the Registrar's Office after the signature process is completed.
- b) In the letters to be signed by persons, institutions and organisations outside the University and to be signed by the Authorised Authorities on behalf of the Rector, the name and surname of the signatory shall be written in the lower right corner of the letter, followed by the phrase "Rector a.", and the title shall be written below this.
- c) Manuscripts are initialed by the supervisors in order to cover the intermediate level starting from the official who writes the letter to the authority that will sign it according to the order defined in the EBYS.
- ç) No document that has not been recorded as an output from the electronic media shall be delivered or transferred to the document centre for distribution.
- d) Documents are sent directly electronically via web services to institutions that are ready to receive documents electronically. Documents are sent via KEP to institutions using KEP service.
- e) In cases where there is no web service and KEP facility, the documents that are approved electronically and will be sent to institutions and organisations outside the University (external correspondence) are given to the personnel authorised to sign by stamping that the original of the document is signed with electronic signature after the approval stages are completed, and after this approval is received, the letter and its attachments, if any, are sent to the document centre for mailing.
- f) Physical documents (external correspondence) that will be sent to institutions and organisations outside the University in parcels/packages are packaged and addressed by the unit that creates the document.
- g) Postal receipt and delivery cards for urgent mail, registered mail, cargo and notifications are filled in by the unit producing the document and delivered to the Registrar's Office together with the physical document.

Document file procedures

ARTICLE 19-

1- Document file operations;

- a) File plans in the units are created electronically according to the Prime Ministry's Standard File Plan Circular No. 2005/7. Documents deemed necessary are physically archived in the file.
- b) Documents are associated with files appropriate to their subjects. A copy of the document whose secure electronic signature is completed is kept in the electronic archive by the unit that created the document.
- c) All incoming and outgoing documents are archived electronically by the unit that creates the document.

Proxy procedures

ARTICLE 20-

1-University unit managers, who cannot be on duty for a certain period of time within the cases specified in the legislation, deputise a relevant staff member electronically according to the internal hierarchical structure as specified in Annex-1. The said proxy process is carried out by the proxy giver via EBYS.

Information Acquisition, Application and Complaint

ARTICLE 21-

1- Pursuant to Law No. 4982 on the Right to Information, the applications registered in the CIMER system, which provides the registration and follow-up of citizen applications received electronically to our University, are followed up by the General Secretariat Registrar's Office and referred to the relevant unit after being included in the EBYS system. A response is given within the legal period.

2- All unit officials are authorised to directly accept the applications made to their units regarding the matters falling within their areas of responsibility, to examine the matter by making a record of it and, if the matter requested is a declaration of an existing situation or an explanation of a legal situation, to notify the petitioners in writing in accordance with the procedure specified in the Law No. 3071 on the Exercise of the Right to Petition. Responses to requests other than these shall be signed by the Secretary General.

3- According to the Law No. 3071 on the Exercise of the Right to Petition, if the unit official to whom the petition is applied considers the examination and resolution of the matter outside his/her authority, the petitions are submitted to the superior officer, and the necessary action is taken according to the directive to be given by the superior officer.

4- If the written applications made directly to the Office of the Rector are not of a special nature, if there is no obligation to be seen by the Rector or Vice Rectors, if they do not include a denunciation or complaint, they are registered by the Registrar's Office and the name of the relevant unit is written on the petition and the petition is sent to the relevant unit. In this way, the petitions sent to the relevant unit are processed and the result is announced in accordance with the Law No. 3071 on the Right to Petition.

In accordance with the procedure specified in the Law on the Use of Information and the Law No. 4982 on Access to Information, the petitioner and the relevant authorities are notified in writing within the principles written above.

PART FOUR
Enforcement and Execution

ARTICLE 22-

1- This directive enters into force on the date of its adoption by the Senate.

ARTICLE 23-

1- The provisions of this Directive are executed by the Rector.

APPENDICES:

[ANNEX-1 EBYS Application](#)

[Principles ANNEX-2 Proxy](#)

[Procedures and Principles](#)

| Legal Basis on which the Directive came into force | | | |
|--|---------------|--------------------|---------------|
| Relevant Board | Decision Date | Number of Decision | Decision Item |
| Senate | 25/06/2019 | 2019/07 | Decision-6 |
| Board of Trustees | 18/07/2019 | 2019/07 | Decision-7 |