

**TOKAT GAZİOSMANPAŞA UNIVERSITY
TURHAL HEALTH SERVICES VOCATIONAL SCHOOL
TABLE OF PUBLIC SERVICE STANDARDS**

SN	NAME OF THE SERVICE	REQUIRED DOCUMENTS	SERVICE COMPLETION TIME (EN) LATE)
01	Recording of incoming documents in the EBYS system and transferring them to the relevant units.	Original Official Text and EBYS History of the Text	2 Min. (Continuous)
02	Completion of EBYS transactions of documents sent to individuals and institutions, sending/mailling College	Original Official Text and EBYS History of the Text	1 Business Day
03	Board College	Agenda Items and Incoming Documents	When there is a meeting agenda
04	Management Board College	Agenda Items and Incoming Documents	When there is a meeting agenda
05	Disciplinary Board College	Investigation Articles, Reports, Decision Minutes, Investigation Minutes,	When there is a meeting agenda
06	Administrative Management Staff Assignment Procedures Budget Studies Archive	Procedures for the terms of office of the Department Head, USA President and College Board members	1 Week
07	arrangement	Official Letter and Budget Forms (Allocation sheet and Budget income and expenditure slips)	1 Month (July)
08	Administrative staff	Storage of incoming and outgoing documents	Continually
09	assignment	Petition, assignment letter, Department Head's opinion letter	Continually
10	Administrative staff correspondence	Petition, Appointment, Leave, Health Reports, Unpaid Leave, In-Service Training, Promotion Exams, Assignment, Promotion,	Continually
11	Student internship and SSI procedures	Internship Application Form, Social Security Entry Form	Spring semester (BS), Summer semester (UTL and GT)
12	Determination of student quotas for the academic year Student Affairs	Quota Forms, Department Head Letters, College Board of Directors Decision	At the beginning of the term
13		Petition, Transcript, Student Certificate,	Continually
14	General student affairs correspondence	Graduation, Registration Cancellation, Registration Opening, Exam Rights, Amnesty Correspondence, General Information from our Student Affairs Unit Official writings	30 Minutes
15	Procedures related to disciplinary investigations	Investigation File, annexes and correspondence	After the crime occurred
16	Academic and administrative staff salaries 17	Payroll and its attachments	10 days
	Archive Organization	Storage of Incoming and Outgoing Documents	Continually
18	Academic Staff Assignment and leave of absence	Petition, Assignment Form, Department Head Letters, invitation and acceptance letters, Abstract of Paper.	1 Week
19	Academic and administrative staff annual leaves	Preparation of the Petition and Permission Document.	15 Minutes
20	After the annual leave assignment and health and unpaid leaves of academic and administrative staff	Signing the initiation document and writing the initiation letter	15 Minutes
	Extension of Term of Office of 21 Academic Staff	Extension of Duty Form, Department Head Opinion Letter, Letters of Appointment	1 Week
22	Procedures Regarding Course Assignments of Academic Staff	from within the University, Other Universities and Outside the University, College Board of Directors The decision	1 Month
23	Academic Staff Position Advertisement Request	Academic Staff Request Forms, Request Letter from the Department Head, Documents	Advertisement Process
	Receiving Academic Staff Applications 24	Specified in the Announcement,	15 days
25	Academic Staff Application Preliminary Evaluation Academic Staff	Documents Specified in the	1 Week
26	Application Finalization	Announcement, Entrance Exam Jury Minutes, Relevant Department Head Letter, Results Announcement, File Containing the Application Documents of the Winning Candidates.	1 Week
27	Academic Staff Appointment	Documents Required for Appointment, College Management Board Decision,	15 days
Dr.	Dr. Lecturer Application Recruitment 28	Documents Specified in the	15 days
	Lecturer Appointment 29 30	Announcement, Scientific Jury Reports, Documents Required for Appointment, College Management Board Decision,	1 Week
	Academic Staff Correspondence Administrative	Petition, Unpaid Leave, Leave, Health Reports, etc.	5 days
	staff assignment 31	Petition, Appointment, leave, health reports, unpaid leave, in-service training, assignment, Registry Form, List,	Continually
32	Academic and Administrative Staff Record Documents	Official Letter Official Letter, Documents	10 days
33	Preparation of Academic Activity Report	and statistical information regarding the academic activities of the relevant academic year Official Letter, Documents and statistical	3 Weeks
	Preparation of Unit Activity Report 34 35	information regarding all activities of the relevant unit Official Letter, Relevant files and statistical information	1 Month
	Strategic Activity Studies	and documents regarding all activities Payroll and its attachments	3 Months
36	Accrual		1 Week

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			LATE)
37	Accrual	Sending Retirement Deductions and SSK Premiums Over the Internet Showing approved Program Outputs and SSK E-Declarations	3 days
38	Accrual (Appointment, Resignation, Leave)	Petition, Employment Entry or Exit Documents, Rector's Approval	1 Week
39	Accrual	Retroactive Payment Transactions (Annual or Monthly Fee Breakdown)	1 Week
40	Accrual	Service Evaluation Service Inventory Document, Rectorate Approval	3 days
41	Accrual	Promotion Procedures Rectorate approval	15 minutes
42	Accrual	Preparation of Extra Course Allowances Extra Allowance (Revolving Fund Contribution, Performance and Special Examination) Extra Course load declaration form, scorecard, duty permission form College administration	1 Week
43	Accrual	Domestic Temporary Duty Travel Allowance, International Temporary Duty Travel Allowance	1 Week
44	Accrual	Additional Course Load Declaration Form, Timesheet, Lesson Plan, Information Form for Permission of Officers, College Management Board	10 days
45	Accrual	Person	15 minutes
46	Purchasing and Stock	Declaration, Requirement Document, Specification, Approval, Offer Letters, tender, preparation of Evaluation and order, delivery and inspection commission, payment documents and sending them to the accountant's office.	1 month Depending on the type of tender, between one week and 40 days
47	Purchasing and Stock	Entry and exit transactions, Movable transaction receipt, Embezzlement Certificate, Scrap	Continually
48	Purchasing and Stock	Transaction Receipt, Notification of Entry and Exit Transaction Receipts to the	Continually
49	Purchasing and Stock	Consolidated Officer, Expenditure Unit Management Table, Movable Count and Listing Table, Counting	Once a year
50	Purchasing and Stock	Minutes, Pre-Fiscal Year College Fixed Assets Count and Control, Petition, Assignment Letter,	It lasts for two weeks once a year.
51	Administrative Staff Assignment	Department Head Opinion Letter, Petition, Appointment, Leave, Health Reports,	1 Week
52	Administrative Staff Correspondence	Unpaid Leave, In-Service Training, Assignment, Re-election of the club president whose term has expired by the	3 days
53	Student Clubs	club academic advisor and the establishment of the board of directors by the elected club president. Notification of the situation to SKS via EBYS Internship Form, SGK Entry Form, Copy of National ID Card Application Form, Copy of National ID Card, Photograph,	15 days
54	Student Internship SSI Procedures	Bank account information of the applicant student Scoreboard, Department	2 days
55	Part-time student work applications	Head's letter Official letters of the Student Affairs Department for Graduation, Exam Rights, General Information Relevant	2 Weeks
56	Part-time student work schedules	documents and correspondence Petitions,	First Week of the Following Month
57	General Student Affairs Correspondence	documents and correspondence regarding students' admission to make-up exams	1 Week
58	Procedures regarding the admission		1 Week
59	and finalization of students to make-up exams		1 Month
60	Procedures Regarding Disciplinary Investigations	Investigation File, attachments and correspondence	2 Months
61	Student Grade Objection Petition	Student Petition (Student must object to the exam grade within 5 days from the date of publication of the grade)	1 Week
62	Registration Renewal Procedures (Course Select/Add/Delete/Count)	Contribution Fee Receipt, Course Enrollment Form	2-3 Weeks
63	Preparation of Weekly Class Schedules and Web Publishing on Page, Automation	Course Schedule Forms	1 Month
64	Preparation of End of Year Exam Programs and Web Published on Page	Exam Schedule Forms	Before the Exam Time Specified in the Academic Calendar
65	Announcement and Filing Procedures of Exam Lists	Exam Result Lists Approved by Faculty Members	1 Day
66	Announcements	All documents that need to be announced are Student	1 Day
67	Student Leave of Absence and Freezing of Registration Procedures	Petition, Official Institution Document Approved for the Reason for Leave of Absence and Freezing of Registration.	1 Week
68	Student Exchange Programs	Coordinator letter, Commission adaptation decision, Learning Agreement, Department Letter, College Board Decision	10 days
69 Exam	Schedule Forms for Assigning Invigilators for Midterm and Final Exams		3 Weeks
70	Acceptance and approval of internship applications	Internship forms	3 days
71	Evaluation of the Internship	Internship forms	1 Month

72	Processing the Accepted Internship into the System	Delivery of internship notebooks and notes to the advisor or assigned instructor and entry of grades via the OBS system.	2 days
73	Undergraduate additional course scoring procedures	Course Declarations, Timesheets	2 Weeks
74	Printing and Publication Works	Documents to be printed	Instant Application