

# FENERBAHÇE UNIVERSITY

DOCUMENT MANAGEMENT and SIGNATURE AUTHORITY DIRECTIVE

# PART ONE

## Purpose, Scope, Basis, and Definitions

Purpose

**ARTICLE** **1 –** (1) The purpose of this directive is to determine the entities authorized to sign at Fenerbahçe University in accordance with the relevant legislation, the basic principles and responsibilities regarding the distribution of powers, to expedite operations and procedures, to improve the quality of service, to ensure the effective participation of all personnel in the service delivery process by sharing certain duties, powers and responsibilities with sub-units.

## Scope

**ARTICLE** **2 –** (1) This directive outlines the authorization of personnel to sign correspondence related to the activities of Fenerbahçe University's academic and administrative units. It also addresses matters concerning official documents and the procedures and principles to be followed in these processes.

## Basis

**ARTICLE** **3** – (1)This directive has been prepared in accordance with Article130 of the 1982 Constitution, Articles 13 and 57 of the Higher EducationLaw No. 2547, Decree Law No. 124 on the Administrative Organization of Higher Education Institutions, theHigher Education Personnel Law No. 2914,the Electronic Signature Law No. 5070, theLaw No. 3071 on the Exercise of the Rightto Petition, the Law No. 4982 on theRight to Information, the Regulation on Procedures and Principles to be Applied in Official Correspondence publishedin Official Gazette No. 31151, the Regulation on State Archive Services published in Official Gazette No. 30922, the Prime Ministry Circular No. 2008/16 on Electronic Document Standards and the Inter-Institutional Electronic Document Sharing Service Criteria, the Retention Period Standard File Plan of the Council of Higher Education and Higher Education Institutions, and other relevant legislation.

## Definitions

**ARTICLE 4-** (1) The definitions in this directive are as follows;

1. Head of department / program: Heads of department or program affiliated with the academic units of Fenerbahçe University,

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1. Archive: Documentation created through the services, activities, and transactions of the units, stored for specific purposes, as well as the unit responsible for managing the documentation and the locations where it is kept.
2. Unit: Academic and administrative units within Fenerbahçe University,
3. Unit Board of Directors: The boards of directors in academic and administrative units affiliated to Fenerbahçe University and having a board of directors,
4. Head of Department: Heads of departments affiliated with the academic units of Fenerbahçe University,
5. Budget: The current budget of Fenerbahçe University,
6. CIMER: Presidential Communication Center,
7. Director: Directors at Fenerbahçe University,
8. Document: Resources that are not official documents but can be used for informational purposes in carrying out corporate activities,
9. Electronic Document Management System: All types of information and communication technology tools used to prepare and record information or documents within EBYS or corporate document management systems.
10. Electronic Approval: In cases where a secure electronic signature is not used, the record that replaces the initials is obtained electronically,
11. Ethics Committee: Fenerbahçe University Academic Research and Publication Ethics Committee,
12. Document: The medium in which the content, structure, format, and official information serving as evidence for the function it pertains to are recorded, whether gathered to fulfill an individual or institutional function, or produced as a result of that function,
13. FBUSEM: Fenerbahçe University Continuing Education Center,
14. Physical environment: Processes carried out using paper,
15. Secretary General: Secretary General of Fenerbahçe University,
16. Deputy Secretary General: Deputy secretary generals at Fenerbahçe University,
17. Secure Electronic Signature: A signature created using a secure electronic signature creation tool that is solely controlled by the signer. It enables the determination of the signer’s identity through a qualified electronic certificate and verifies whether any changes have been made to the signed electronic data afterwards,
18. Signatory: The individual who signs a document produced in the physical environment or uses a signature creation tool to generate an electronic signature,
19. Financial Affairs Officer: The accounting officer at Fenerbahçe University,
20. Manager: Managers working in the academic and administrative units at Fenerbahçe University,
21. Chairman of the Board of Trustees: Chairman of the Board of Trustees of Fenerbahçe University,
22. Initials: The abbreviated signature used by officials involved in the signing process, from the official preparing the letter to the final signatory, as part of the correspondence,
23. Rector: Fenerbahçe University rector,
24. Rectorate: Fenerbahçe University Rectorate,

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1. Vice Rector; Fenerbahçe University vice rector,
2. Senate: Fenerbahçe University Senate,
3. University: Fenerbahçe University,
4. YÖK: Higher Education Board,
5. University Board of Directors: Fenerbahçe University Board of Directors
6. Timestamp: A time record verified by the electronic certificate service provider with a secure electronic signature to determine when electronic data is generated, modified, sent, received, and/or recorded.

# PART TWO

## Basic Principles and Responsibilities

General Principles

**ARTICLE 5 –** (1) The following procedures and principles govern the use of signature powers and delegated signature powers:

* 1. The powers and duties granted to the University by legislation are exercised in compliance with this directive.
  2. The transfer of signing authority does not absolve the higher authority of its responsibility.
  3. Signature authorities that are not explicitly defined and delegated cannot be exercised by sub-units.

ç) It is essential that signature authorities are exercised in accordance with legislation and law, in a fair, effective, timely, complete, and accurate manner, with a sense of responsibility.

* 1. In the transfer or withdrawal of signature authority, all transfer, signing, and approval powers of the original holder of the signature authority are retained.
  2. Under this directive, individuals authorized to sign on behalf of the rector may delegate certain powers to their subordinates, with the rector's approval, to enhance effectiveness and efficiency. However, in such cases, the responsibility of the unit supervisor in charge remains.
  3. Senior authorities retain the right to be informed and receive updates from sub-unit managers regarding the use of powers delegated to the sub-units.
  4. Correspondence must not bypass the chain of command in any academic or administrative unit.

ğ) Within the limits set by this directive, academic and administrative units may correspond directly with one another on matters within their duties and authority.

* 1. Correspondence with non-university institutions is conducted under the signatures of the Rector, vice rectors, or the secretary general, in accordance with their respective areas of responsibility and jurisdiction as outlined in this directive. However, procedural correspondence related to the execution of works and transactions initiated by the Rector, vice rectors, or the secretary general may also be signed by deans, principals (of institutes, colleges, vocational schools, FBUSEM, application, and research centers), deputy secretary generals, and heads of departments, depending on their specific areas of responsibility and jurisdiction.

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ı) The signature and approval authority for tasks and procedures not covered in this directive are determined with the Rector's approval.

## Responsibilities

**ARTICLE 6 –** (1) The main responsibilities of individuals using signature authority and delegated signature authority are as follows:

1. All official letters are prepared in accordance with the "Regulation on the Procedures and Principles for Official Correspondence," published in the Official Gazette on June 10, 2020, issue number 31151.
2. Individuals authorized to sign on behalf of the Rector ("Rector a.") exercise this authority personally.
3. Unit managers are responsible for fully, accurately, and correctly exercising the authorities delegated to them.

ç) All press releases, written or verbal statements, or media activities conducted on behalf of the university must be approved by the Rector and carried out in compliance with the Rector's instructions.

1. The administrators of academic and administrative units are responsible for the proper and complete exercise of the duties, powers, and responsibilities assigned by this directive, as well as ensuring compliance with its provisions.
2. Personnel at all levels who initial and sign documents are responsible for their own initials and signatures.
3. To ensure coordination in approvals and letters that involve multiple units or require their input, the signature or initials of the relevant unit head or authorized personnel must also be obtained.
4. The head of the unit to which authority is delegated is responsible for any loss of work or damage resulting from the failure to use the delegated authority.

# PART THREE

## Application Procedures, Document Types, and the Document Acceptance and Transfer Process

Application Procedures

**ARTICLE 7 –** (1) The authorized units and procedures for handling all types of applications to the university, as well as the processing steps, are as follows:

1. E-mail Applications: E-mails containing the sender's name, surname, physical address, phone number, and IP address are evaluated by the Head of the Department of Editorial Affairs and Decisions. Depending on the significance of these applications, senior managers are informed promptly, and the applications are forwarded to the relevant units.
2. Petitions: Petitions containing the sender's name, surname, physical address, and contact information are evaluated by the Head of the Department of Editorial Affairs and Decisions. Depending on the significance of the petitions, senior managers are informed promptly, and the petitions are forwarded to the relevant units.

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1. The Department of Editorial Affairs and Decisions processes and answers applications submitted to all academic and administrative units of the university under Right to Information Law No. 4982, as well as those submitted via CIMER or the Ombudsman Institution. The Head of the Department of Editorial Affairs and Decisions promptly notifies the relevant units of submitted applications. Additionally, the Head of the Department of Editorial Affairs and Decisions informs senior managers about important and high-priority applications and oversees the response process.

ç) Unit managers are authorized to accept, register, review, and directly respond to petitions on matters within the scope of their units, following the procedures outlined in Law No. 3071 on the Exercise of the Right to Petition within their jurisdiction. However, unit managers promptly inform their superiors about important and high-priority issues and act according to their instructions.

1. If the subject of an application falls outside the jurisdiction of the unit applied to, it is forwarded to the Department of Editorial Affairs and Decisions.
2. Applications submitted directly to the rector's office, vice rectors, secretary general, or deputy secretary generals from outside the University are forwarded to the Department of Editorial Affairs and Decisions, which ensures the necessary follow-up.
3. Head of the Department of Editorial Affairs and Decisions promptly informs senior managers about important or high-priority applications and acts according to their instructions.

## Document Types

**ARTICLE 8 –** (1) All documents processed at the university fall into one of the following categories:

1. Special Document: A document marked with any of the following classifications "TOP SECRET", "CONFIDENTIAL", "INTERNAL ONLY", "PRIVATE", "URGENT", or "SCHEDULED", each indicating a specific degree of confidentiality or urgency.

The definitions of these classifications are as follows;

* 1. Top Secret Document: A document that, if disclosed or accessed by unauthorized individuals, could severely damage the state's foreign relations, national defense, national security, or activities with allies. Confidential Document: A document that, if disclosed without authorization or accessed by unauthorized individuals, could harm the state's interests, security, intelligence, or technology activities.
  2. Internal Only Document: A document that, if disclosed without authorization or accessed by unauthorized individuals, could harm the state's interests, security, or technology activities.
  3. Private Document: Documents that are not classified as confidential but may be accessed only by specific individuals, such as the supervisor, authorized personnel, or individuals acting on behalf of the authority holder, in the relevant locations or for previous transactions.
  4. Urgent Document: A document that requires immediate and prompt response due to its scope.
  5. Scheduled Document: A document that must be prepared and submitted by a specified time, as indicated on the document itself, and responded to by the designated authority.

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1. Valuable Documents: Documents such as letters of guarantee, money notices, and items that can be converted into money, including cash, stamps, checks, bonds, and stocks.
2. Regular Document: A document that does not fall under the category of a special or valuable document.

## Document Acceptance

**ARTICLE 9 –** (1) The document acceptance procedures are carried out in accordance with the following principles and procedures:

1. The Department of Editorial Affairs and Decisions is responsible for accepting and electronically recording all documents addressed to the rectorate, as well as transferring, distributing, and mailing documents received from other units, within the scope of its authority, except for those sent by CİMER and the Ombudsman Institute. It is the responsibility of the authorized personnel in each unit to accept all documents directly received by other units, record them electronically, transfer and distribute them within the scope of their authority, mail them when necessary, or deliver them to the Unit of Editorial Affairs.
2. Outside of working days and hours, the document with these characteristics is delivered by authorized personnel to the rector, the principal clerk for forwarding to the rector, the relevant vice rector, the secretary general, or other officials authorized by the rector.
3. Documents signed by the President, Vice President, Chief of Presidential Administrative Affairs, Speaker, Deputy Speaker, Secretary General, or other senior officials of the Turkish Grand National Assembly, as well as Ministers, the Chief of the General Staff, Deputy Ministers, the President of the Council of Higher Education, the President of ÜAK, and the President of the Higher Education Quality Board, are classified as documents with special characteristics.

ç) Documents received electronically are handled by the Department of Editorial Affairs and Decisions.

1. All documents, petitions, packages / parcels delivered in person by mail distributors, couriers, institutions, organizations, business owners, or their legal representatives are received by personnel authorized by the Department of Editorial Affairs and Decisions or the General Secretariat.
2. Documents are accepted in accordance with the following procedures:
   1. The entrusted document is received by recording the receiving officer's name, surname, acceptance date, and signature.
   2. The special document is received by indicating the date and time of acceptance on the envelope containing the document.
   3. Others; are received directly.
3. If there are no issues regarding the nature of the application, the petition and documents may be followed up by the business owners or their legal representatives.
4. A "document acceptance and registration receipt" is issued to the person who delivers a petition or document in person, indicating the document's owner, subject, registration number, and date of receipt.

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ğ) Documents and petitions that are deemed to have been submitted incorrectly, based on their title and scope, whether enclosed in an envelope or not, are returned to the distributor or the person who delivered them in person.

1. The document, sent electronically to the university with a secure electronic signature but not addressed to the university, is returned to the sender or institution for the appropriate reason. In this case, an electronic copy of the document is retained.

ı) Documents with special characteristics or valuable documents receive an "incoming document registration number" electronically, just like standard documents.

## Transfer of Documents

**ARTICLE 10 –** (1) The transfer of documents is carried out in accordance with the following procedures and principles:

1. Opening Envelopes
   1. Envelopes received on behalf of individuals are handed over to the designated official for distribution; envelopes marked "TOP SECRET," "CONFIDENTIAL," or "PRIVATE" are handed directly, unopened, to the Head of the Department of Editorial Affairs and Decisions.
   2. Other envelopes are opened with due care.
   3. The document inside the envelope is handled according to the following procedures:
      1. If the place of origin and the institution / organization of the document are clear, but the address is missing, unclear, or the intended recipient cannot be determined, the document, along with its envelope, is prepared for return.
      2. If the address specifies another institution or organization, the document is forwarded to the correct destination with an explanation of the error.
      3. If the document is unsigned, it is returned with a note.
      4. If the document is addressed to individuals, it is placed back in the envelope and delivered to the intended recipient.
   4. Petitions without an address or signature are handled according to the following procedures:
      1. It is forwarded to the relevant officer for action in accordance with Law No. 3071 on the Exercise of the Right to Petition.
      2. If the name and address appear only on the envelope, or if neither the envelope nor the petition has the name and address, the envelope is attached to the petition and processed accordingly.
      3. Unaddressed and unsigned petitions received electronically are also handled in accordance with Law No. 3071 on the Exercise of the Right to Petition.
2. Document Classification
   1. Standard documents and petitions are forwarded to the relevant personnel to whom they are addressed.
   2. Documents with special characteristics or valuable documents are delivered to authorized personnel.
   3. Documents or packages / parcels that are not classified as valuable and need to be delivered to a specific academic or administrative unit are handed over to the distribution officers for delivery to those units.

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1. Transfer of Regular Documents
   1. Documents received electronically by the Department of Editorial Affairs and Decisions are first handled by the document reception officer, and then forwarded to the Head of Department or other authorized personnel for referral.
   2. Documents and petitions received in physical form are recorded electronically, and then forwarded to the Head of the Department of Editorial Affairs and Decisions or authorized personnel for processing.
   3. The transfer process is carried out electronically by recording the destination of the document, the transfer date, and the title of the person authorized to sign the transfer.
   4. Since the received document has also been accepted, an "incoming document registration number" is assigned to the petitions and standard documents.

ç) Transfer of Special and Valuable Documents or Documents Referred by the Rector

1. Documents deemed to require direct referral by the Rector are submitted to the Secretary General by the Head of the Department of Editorial Affairs and Decisions. Documents that the Secretary General determines must be forwarded personally by the Rector are submitted to the Rector. These documents are then recorded by the Head of the Department of Editorial Affairs and Decisions in accordance with the Rector’s instructions and delivered to the relevant units.
2. Documents stamped "TOP SECRET", "CONFIDENTIAL", or "PRIVATE" received in the electronic environment are considered special or valuable documents. Those received in non-electronic form are delivered to the Head of the Department of Editorial Affairs and Decisions after being received by the relevant personnel. The Head of the Department forwards these documents to the Secretary General without opening the envelopes. The documents personally transferred by the Secretary General are recorded and forwarded to the relevant units. The Secretary General separates the documents for the Rector or the relevant Vice Rector and ensures their submission. Documents signed by the President, Vice President, Chief of Presidential Administrative Affairs, Speaker, Deputy Speaker, Secretary General, or other senior officials of the Turkish Grand National Assembly, as well as Ministers, the Chief of the General Staff, Deputy Ministers, the President of the Council of Higher Education, the President of ÜAK, and the President of the Higher Education Quality Board, are classified as documents with special characteristics.

# PART FOUR

## Letters to be Signed by Administrators within the Rectorate

Rector

**ARTICLE 11 –** (1) The following letters are to be signed by the Rector:

1. Responses to letters signed by the President, Vice President, Chief of Presidential Administrative Affairs, Speaker, Deputy Speaker, Secretary General, or other senior officials of the Turkish Grand National Assembly, as well as Ministers, the Chief of the General Staff, Deputy Ministers, the President of the Council of Higher Education, the President of ÜAK, and the President of the Higher Education Quality Board, as well as letters addressed to these institutions,

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1. Responses to letters signed by the heads of the Constitutional Court, Council of Judges and Prosecutors, Court of Cassation, Council of State, Forensic Medicine Institution, Justice Academy of Turkey, Supreme Election Board, State Supervisory Board, Public Ethics Board, High Arbitration Board, Vocational Education Board, Board of Education, Human Rights Institution of Turkey, Ombudsman Institution, Information Acquisition Evaluation Board, ÖSYM, TÜBİTAK, TSE, SGK, TOKİ, Privatization Administration, Turkish Investment Support and Promotion Agency, TIKA, TUBA, and Turkish Patent and Trademark Office; as well as the Force Commander, Gendarmerie General Commander, Coast Guard Commander, Secretary General of the National Security Council, General Director of Security, governor, garrison commander, metropolitan mayor, chief public prosecutor, and president of the Development Agency, along with letters addressed to these institutions,
2. Replies to letters signed by the chairpersons of the Capital Markets Board, Banking Regulation and Supervision Agency, Savings Deposit Insurance Fund, KOSGEB, Vocational Qualifications Authority, Radio and Television Supreme Council, Information Technologies and Communication Authority, and Maarif Foundation; as well as the chairpersons or general managers of the Turkish Employment Agency, Press Advertisement Agency, TRT, Anadolu Agency, Higher Education Credit and Dormitories Agency, Migration Administration, or institutions with equivalent or similar status, along with letters addressed to these institutions,

ç) Replies to letters signed by the presidents or general managers of public or private sector banks, public economic enterprises, and Turkish Airlines Joint Stock Company, as well as letters addressed to these institutions,

1. Replies to letters requiring the rector's signature due to their nature or special importance, including those from the rectors of other higher education institutions, provincial mayors, or metropolitan district mayors, as well as letters addressed to these institutions,
2. Letters outlining the agenda of boards exclusively presided over by the rector or approving decisions made in accordance with the legislation,
3. Letters of proposal to the Chairman of the Board of Trustees concerning the appointment of academic and administrative personnel,
4. Proposal letters to the Chairman of the Board of Trustees concerning the appointment of deans, institute directors, college and vocational school directors, center managers, and heads of departments directly affiliated with the Rectorate,

ğ) Approval letters for international travel and assignments,

1. Approval letters regarding written statements, informational notes, or public statements made to media outlets on behalf of the University,

ı) Approval letters for the annual leave, excused leave, medical leave, or international travel for the Vice Rectors and the Secretary General,

1. Approval letters for annual leave, excused leave, medical leave, or international travel exceeding fifteen days for Deans, Institute, College, and Vocational School Principals,

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1. Proposal letters to the Chairman of the Board of Trustees regarding the appointment of department heads and administrative staff to fill vacant positions,
2. Lawsuit petitions and related defense letters that the rector deems appropriate to sign personally concerning lawsuits filed in judicial or administrative courts, as well as letters and approvals regarding the initiation or conclusion of an investigation within the University,
3. Letters initiating the preparation of the self-assessment report, financing program, budget, and activity report of the University,
4. Documents such as diplomas and certificates that are deemed appropriate by the rector,
5. Letters proposing all kinds of contracts, agreements, and protocols that place the university under administrative and financial obligation, addressed to the Chairman of the Board of Trustees,
6. Contract, agreement, and protocol documents that do not impose any administrative or financial obligations on the university,

ö) Proposal letter to the Board of Trustees regarding the utilization or evaluation of the University's real estate assets, whether owned or allocated, in a manner that generates income or benefits the University,

1. Assignment letters for up to 7 days without travel allowances or per diem, within the scope of Article 39 of the Higher Education Law No. 2547,
2. Letters regarding the disciplinary actions of the relevant personnel.

## Vice Rector

**ARTICLE 12 –** (1) The letters to be signed or initialed by the Vice Rector according to their relevance are as follows:

1. Except for the letters to be signed by the Rector, general managers, presidents, district governors, district mayors, general secretaries/deputy general secretaries of metropolitan municipalities, general managers of water and sewerage administrations and transportation administrations, regional/provincial managers and notebooks, letters that do not require the signature of the Rector or do not require the signature of the Rector from other letters written to these institutions, the Vice Rector informs the Rector in a timely manner about what they consider important or priority from the articles expressed in this article and acts according to the instructions of the Rector.
2. Responses to letters signed by Ambassadors, Consuls General, or Consuls, as well as letters addressed to these institutions and those signed by the Rectors of other universities that do not require the Rector's personal signature due to their nature,
3. When the Rector is unavailable for any reason, except for matters solely under their authority as defined by legislation, letters that require the Rector's signature according to this directive but are urgent and cannot be postponed, (the Vice Rector who is to sign these documents promptly informs the Rector and acts according to the instructions provided.)

ç) Letters addressed to the Provincial Police Department, Provincial Gendarmerie Command, or Garrison Command to ensure security at the campuses affiliated with the University,

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1. Annual, excused, and medical leave approval letters for deans and directors of institutes, colleges, and vocational schools for up to fifteen days (including fifteen days),
2. Annual, excused, and medical leave approval letters for the directors of centers and the heads of departments affiliated with the Rectorate,
3. Annual, excused, and medical leave approval letters for the academic staff in the departments affiliated with the Rectorate.
4. Approval letters granting permission for students to participate in educational, cultural, sports, and scientific activities abroad on behalf of the University,

ğ) Approval letters for scientific activities to be held in spaces owned by the university,

1. "Information obtained" letters written in response to the letters sent to the Rectorate by the relevant units, informing that deans, deputy directors of institutes, colleges, vocational schools, central managers, deputy heads of departments directly affiliated to the Rectorate, and heads of departments/majors have been assigned,

ı) Approval letters for announcement letters concerning academic units, academic staff, or students, either partially or fully, as well as the announcement and short message texts to be published on the University’s website,

1. Approval letters regarding assignments made under Articles 31, 33, 37, 38, 39, and 40 of Higher Education Law No. 2547,
2. Approval letters concerning retirement documents,
3. Letters pertaining to all academic units that do not require the Rector's signature,
4. Assignment letters issued to jury members for professorship and associate professorship applications.

## Secretary General

**ARTICLE** **13 –** (1) The following letters, based on their relevance, are to be signed or initialed by the Secretary General:

1. Responses to letters from other institutions that do not require the signature of the Rector or the relevant Vice Rector, as well as letters addressed to these institutions that do not require their signatures, (the Secretary General promptly informs the relevant Vice Rector and, if necessary, the Rector, and acts according to their guidance.)
2. Initials for the letters that need to be signed by the Rector and Vice Rectors.
3. Signature of letters to be approved by the Vice Rectors,

ç) Letters notifying relevant units, institutions, and individuals of decisions made by the University Senate and the University Administrative Board,

1. Letters and instructions providing coordination between the units affiliated to it and letters regarding the service flow and arrangement of these units,
2. Annual, excuse and health leave approval letters to be used by the administrative staff in the academic departments directly affiliated to the Rectorate,
3. Approval letters regarding the degree promotions of administrative personnel,
4. Approval letters regarding the departure of administrative personnel abroad for up to fifteen days (including fifteen days), ğ) Approval letters regarding the domestic assignments of administrative personnel,

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1. Upper letters of decrees and approvals regarding administrative personnel appointments,

ı) Letters regarding the commencement or resignation of administrative personnel,

1. Approval of the announcement letters covering the administrative units or administrative personnel in whole or in part and the announcement and short message texts to be published on the University's website,
2. Signing the documents of the expenditures made from the representation and hospitality arrangement of the university budget,
3. Approval letters regarding the assignment of vehicles and drivers outside the province,
4. Letters regarding budget and financial transactions,
5. Internal instructions and assignment letters for ensuring security on the campuses,
6. Approval letters regarding the opening of stands on campuses affiliated with the university,
7. Correspondence regarding the disciplinary procedures of the managers of administrative units affiliated with the university. ö) Notifications about commemoration and celebration activities, as well as holiday programs,
8. Correspondence regarding the Right to Information,
9. Correspondence regarding all types of central exams to be conducted at the university,
10. Correspondence regarding passport procedures requested by academic and administrative staff,

ş) Correspondence regarding the union membership and withdrawal procedures of academic and administrative personnel,

1. Correspondence with the Social Security Institution regarding matters within the scope of duty,
2. The work certificate issued to the relevant authority upon the request of unit personnel,

ü) Letters of thanks to individuals, institutions, and organizations that contribute to the activities of the unit,

1. Letters of thanks to personnel with exceptional performance in the activities of the unit,

y) Correspondence regarding the disciplinary actions of unit personnel.

## Deputy Secretary General

## ARTICLE 14 – (1) The documents to be signed or initialed by the Deputy Secretary General are as follows:

1. Initials of the letters to be signed by the Rector, Vice Rectors, and Secretary General,
2. Signature of the letters to be approved by the Secretary General,
3. Approval of the tables regarding personnel eligible for clothing aid under the Clothing Aid Regulation,

ç) Notifications regarding cultural, sports, and artistic activities to be organized in university-owned spaces,

1. Announcement letters concerning all administrative units,
2. Letters to be sent to the relevant individuals regarding the responses to application petitions and requests for information and documents,
3. Letters regarding the announcement of in-service training programs,

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1. Letters regarding the distribution of posters, brochures, and announcements to the relevant academic and administrative units,

ğ) Letters regarding the approval of activities to be organized by student clubs,

ı) Correspondence regarding the disciplinary procedures of the managers of affiliated administrative units,

i) Letters and approvals regarding the powers delegated and duties assigned by the Secretary General.

## Department Heads and Managers of Units Directly Subordinated to the Secretary General or Deputy Secretary General

**ARTICLE 15 –** (1) The documents to be signed or initialed, as applicable, by the heads of departments of units directly affiliated with the Secretary General or Deputy Secretary General are as follows:

1. Initials of the letters to be signed by the Rector, the relevant Vice Rector, the Secretary General, or the relevant Deputy Secretary General,
2. Signature of the letters to be approved by the Deputy Secretary General,
3. All correspondence related to the operation of the unit,

ç) Annual, excused, and health leave approval letters for unit personnel,

1. Responses to application petitions outside the scope of the Right to Information Law No. 4982 and response letters regarding information and document requests,
2. Correspondence related to the boards, commissions, and coordinatorships for which secretariat services are provided within the university,
3. Correspondence regarding the use of other powers and duties assigned to the unit by legislation,
4. Correspondence regarding the implementation of relevant decisions made by the Senate and the Board of Directors, and the execution of duties assigned by regulations, directives, and other regulatory texts adopted by these bodies,

ğ) Correspondence regarding duties assigned by the Rector, the relevant Vice Rector, the Secretary General, or the relevant Deputy Secretary General.

# PART SIX

## Documents to Be Signed by the Administrators of Academic Units

Dean, Institute / School / Vocational School / Center Director

**ARTICLE** **16 –** (1) The documents to be signed or initialed by the Dean, the Director of the Institute, the Director of the College, the Director of the Vocational School, and the Director of the Center are as follows:

1. Transfer of letters from the top authorities of the university, other universities, institutions, organizations, individuals, and other units of the university, as well as letters sent to the units marked as "TOP SECRET," "CONFIDENTIAL," or "PRIVATE",

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1. Correspondence related to meetings and boards that must be chaired by the Dean, the Director of the Institute, the Director of the College, the Director of the Vocational School, and the Director of the Center, in accordance with the provisions of the applicable legislation,
2. Permission letters for scientific research not requiring the Rector's approval,

ç) Annual, health, excuse, and international / domestic leave approvals are delegated to their respective authorities by legislation,

1. Approvals regarding the assignment of duty stations for personnel working in the unit,
2. Responses to letters signed by the Dean / Principal from other academic units within the university,
3. Approval letters and correspondence regarding the initiation, conduct, and conclusion of intra-unit disciplinary investigations,
4. All correspondence addressed to the Office of the Rector,

ü) Letters of appreciation to individuals, institutions, and organizations that contribute to the unit's activities,

1. Letters of appreciation to personnel who show exceptional effort and performance in the unit's activities,

ı) Correspondence regarding the disciplinary procedures of unit personnel,

1. Correspondence regarding graduates and individuals whose records have been deleted,
2. Correspondence regarding requests for information and documents from the high schools or other universities where students graduated,
3. Letters requesting permission from the Rectorate for academic, cultural, artistic, and social activities organized by students,
4. Letters requesting permission from the Rectorate for the use of other university spaces, as well as those belonging to the unit and its students,
5. Correspondence regarding the implementation of relevant decisions made by the Senate and the Board of Directors, and the execution of duties assigned by regulations, directives, and other regulatory texts adopted by these bodies,
6. Correspondence regarding the use of other powers and duties assigned to the unit by legislation,
7. Letters and approvals regarding the powers delegated and duties assigned by the Rector

ö) Correspondence regarding matters requested by the Vice Rector and the Secretary General on behalf of the Rector.

## Head of Department/Major in Undergraduate, Associate, and Graduate Programs

**ARTICLE** **17 -** (1) The following documents must be signed or initialed by the head of the department for associate and undergraduate programs, as well as for institutes:

1. Unit correspondence, including cover letters for decisions made by the department or the science/art department board,
2. Correspondence regarding course assignments and exam schedules,
3. Correspondence regarding petitions submitted by students in the department or science / art major.

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ç) Correspondence with other units within the department or science/art fields,

1. Cover letters regarding information requested by the dean/principal,
2. Letters of appreciation to individuals, institutions, and organizations that contribute to the activities of the department or the science/art major,
3. Letters of appreciation to personnel who show exceptional effort and performance in department or science/art major activities.,
4. Other correspondence with the dean's office or directorate regarding students and staff,

ğ) Correspondence related to the boards and commissions for which the secretariat provides services within the unit,

1. Correspondence regarding the implementation of decisions made by the unit board and the unit board of directors, as well as the execution of duties assigned by regulatory decisions / documents adopted by these bodies,

ı) Correspondence regarding the exercise of other powers and duties assigned to the unit by legislation,

1. Correspondence regarding the duties assigned by the dean / principal,
2. Correspondence regarding duties directly assigned by the Rector,
3. ö) Correspondence regarding matters requested by the Vice Rector and the Secretary General on behalf of the Rector.

## Head of Science / Art Department in Undergraduate Programs

**ARTICLE 18 –** (1) The documents to be signed or initialed by the head of the science / art department in units directly affiliated with the faculty, college, and Rectorate are as follows:

1. Cover letters for the decisions of the science / art department board,
2. Correspondence regarding the science / art department,
3. Correspondence regarding the approval or forwarding of articles on affiliated science / art branches to the relevant units,
4. Correspondence related to the boards and commissions for which the secretariat provides services within the unit,
5. Correspondence regarding the implementation of decisions made by the unit board and the unit board of directors, as well as the execution of duties assigned by regulatory decisions / documents adopted by these bodies,
6. Correspondence regarding the exercise of additional powers and duties assigned by legislation,
7. Correspondence regarding the duties assigned by the dean / principal / department head,
8. Correspondence regarding duties directly assigned by the Rector,

ö) Correspondence regarding matters requested by the Vice Rector and the Secretary General on behalf of the Rector.

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# PART SEVEN

## Miscellaneous and Final Provisions

Representation Procedures

**ARTICLE** **19 –** (1) Executive personnel who are unable to fulfill their duties for a certain period due to various reasons grant the power of representation to a relevant staff member in an electronic environment, after obtaining approval from a superior in compliance with the internal hierarchical structure.

## Situations Without Provisions, Uncertain Situations, and the Unit Responsible for Implementing the Directive

**ARTICLE 20** – (1) In cases where no applicable provision is found in this directive, decisions made by the Rector shall be implemented, provided they align with the purpose of this directive and relevant legislation.

1. Provided that the decisions are in accordance with the purpose of this directive and relevant legislation, the Rector, Vice Rector, Secretary General, and the Dean / Principal in the academic units are authorized to resolve any uncertain situations that may arise during the implementation of the directive's provisions.
2. The implementation of this directive is overseen by the Department of Editorial Affairs and Decisions.

## Effective Date

**ARTICLE 21 -** (1) This directive takes effect on the date of its publication.

## Implementation

**ARTICLE 22 –** (1) The provisions of this directive are implemented by the Rector.

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