

**ALTINBAS UNIVERSITY
ADMINISTRATIVE ORGANISATION
DIRECTIVE**

PART ONE

Purpose, Scope, Basis and Definitions

Objective

ARTICLE 1 - The purpose of this Regulation is to regulate the units constituting the administrative organisation of Altınbaş University and the duties and responsibilities of these units.

Scope

ARTICLE 2 - This Directive covers the units constituting the administrative organisation of Altınbaş University.

Basis

ARTICLE 3 - This Directive has been prepared based on the Main Regulation of Altınbaş University, which entered into force after being published in the Official Gazette dated 30/05/2011 and numbered 27949.

Definitions

ARTICLE 4 - (1) In this Regulation;

- a) Board of Trustees Altınbaş University Board of Trustees,
- b) Rector: The Rector of Altınbaş University,
- c) University Refers to Altınbaş University.

PART TWO

Administrative Units

Administrative Units

ARTICLE 5 - (1) The administrative organisation of Altınbaş University consists of the General Secretariat, Departments, Directorates, Offices and Legal Counselling.

(2) The structure of the administrative organisation is determined by the Board of Trustees upon the proposal of the Rectorate through an Organisation Chart. In determining the organisation chart, principles such as effectiveness, efficiency, harmony, communication and coordination are taken into consideration.

General Secretariat

ARTICLE 6 - (1) The Secretariat General shall consist of a Secretary General and at most two Deputy Secretaries General and their subordinate units.

(2) The duties of the Secretary General are as follows;

- a) To ensure that the units under him/her in the administrative organisation of the University work efficiently, regularly and harmoniously,
- b) To act as a rapporteur without voting in the University Senate and the University Administrative Board, to ensure that the decisions taken in these boards are written, protected and kept,
- c) To convey the decisions of the University Senate and the University Administrative Board to the units affiliated to the University,
- ç) To carry out the correspondence of the Rectorate,
- d) To organise the protocol, visit and ceremony affairs of the Rectorate,
- e) To perform other duties to be assigned by the Rector and the Board of Trustees.

Administrative Units

ARTICLE 7 - The administrative organisation of the University consists of the following units:

- a) Department of Human Resources
- b) Financial Affairs, Budget Purchasing Department
- c) Student Affairs Department
- d) Department of Construction and Technical Affairs
- e) Department of Information Technologies and Security
- f) Department of Health, Culture and Sports
- g) Department of Corporate Reputation and Stakeholder Relations Management

- h) Department of Library and Documentation
- i) Department of Scientific Research and Projects
- j) Department of Strategy and Quality Assurance
- k) Department of International Relations and Co-operation
- l) Department of Alumni Relations and Internationalisation
- m) Security and Administrative Affairs Directorate
- n) Dormitory Directorate
- o) Registry Directorate
- p) Internship and CO-OP Directorate
- q) Student Ombudsman
- r) Occupational Health and Safety Application and Research. Unit
- s) Translation Office
- t) Legal Consultancy

Department of Human Resources

ARTICLE 8 - The duties of the Human Resources Department are as follows:

- a) To carry out studies on human resources planning and human resources and wage policies of the university, to make suggestions on the development of the human resources system,
- b) To carry out procedures related to the appointment, personal and retirement affairs of the university staff,
- c) To manage the performance and promotion process of the university staff and to make improvements in the process,
- d) Organising and implementing pre-service and in-service training programmes for administrative staff,
- e) c) To carry out studies for the job descriptions of the administrative staff working at the University,
- f) To carry out studies for the creation of procedures and work flow charts for the work carried out,
- g) To fulfil other duties to be assigned.

Financial Affairs, Budget and Purchasing Department

ARTICLE 9 - The duties of the Financial Affairs and Budget Department are as follows:

- a) To prepare and monitor the implementation of the budget proposals of the university on the basis of plan and programme in order to ensure the most appropriate and efficient use of existing resources such as human, money and materials in order to perform services and activities economically and effectively,
- b) To collect and evaluate the necessary information, documents and statistics related to the financing sources of investment programmes,
- c) Monitor cash and appropriation status during implementation,
- ç) To carry out all kinds of payment and collection affairs of the University,
- d) To carry out and implement the accounting system of the university; to prepare and monitor financial statements,
- e) To provide services related to the supply of tools, equipment and materials needed by the University,
- f) Carrying out market and price researches for the execution of purchasing activities
- g) Carrying out the tender and procurement process, preparing the file and realising the documentation,
- d) To fulfil other duties to be assigned.

Student Affairs Department

ARTICLE 10 - The duties of the Student Affairs Department are as follows:

- a) To do the necessary work related to new registration, admission and course status of students,
- b) To carry out graduation, identity, scholarship and monitoring of graduates,
- c) To fulfil other duties to be assigned.

Department of Library and Documentation

ARTICLE 11 - The duties of the Department of Library and Documentation are as follows:

- a) To meet all kinds of necessary services of the university libraries,
- b) To make catalogues of records such as prints, films, videotapes, microfilms and to carry out bibliographic scanning studies,
- c) To fulfil other duties to be assigned.

Department of Information Technologies and Security

ARTICLE 13 - The duties of the Department of Information Technologies and Security are as follows:

- a) Determining the information technology needs of the university, planning and feasibility and presenting them to the management,

- b) To take measures to ensure information security,
- c) To operate the information processing system at the University, to coordinate maintenance, repair and service activities
- ç) To provide students and employees with high quality network access inside and outside the campus and to ensure continuity,
- d) To support education, training and research,
- e) To fulfil other information processing services required by the university.
- f) To fulfil other duties to be assigned.

Department of Health, Culture and Sports

ARTICLE 14 - The duties of the Department of Health, Culture and Sports are as follows

- a) To carry out services related to the health affairs and treatment of students and staff,
- b) To carry out the maintenance and management of dormitories and facilities to meet the accommodation needs of students,
- c) To organise activities to meet the sports, cultural and social needs of students and staff,
- d) To carry out space, environment and organisation works related to student clubs.
- e) To fulfil other duties to be assigned.

Department of Corporate Reputation and Stakeholder Relations Management

ARTICLE 15 - The duties of the Department of Corporate Reputation and Stakeholder Relations Management are as follows:

- a) To determine the strategies that will ensure the effective positioning of the organisation in social media and to carry out studies,
- b) To develop projects that will add value in advertising and corporate identity studies and to present and implement them to the management,
- c) To develop and implement projects to strengthen communication with students, staff and external stakeholders,
- d) To inform the management immediately in crisis situations that damage reputation and to offer solutions,
- e) Identify teams and projects to support guidance programmes,
- f) Budget monitoring and analyses,
- g) To ensure the preparation and implementation of promotional materials within the institutional framework,
- h) Developing promotional strategies and ensuring their implementation,
- i) To develop and implement new projects by ensuring co-operation within the institution,
- j) ~~Representing~~ Representing international fairs and promotional organisations by creating participation and calendar,
- k) To inform the management and team by following the legal regulations,
- l) To ensure coordination by following the application, evaluation and acceptance process,
- m) To work towards the establishment and continuity of international partnerships,
- n) Grant management and follow-up of payments,
- o) To coordinate the process of exchange programmes,
- p) To coordinate and carry out catalogue studies regarding information and academic course programmes,
- q) To follow and coordinate visa, residence permit and similar processes of foreign students,
- r) Researching agencies/institutions to work with and sharing their suggestions with the management,
- s) To fulfil other duties to be assigned.

Department of International Relations and Co-operation

ARTICLE 16 - The duties of the Department of International Relations and Cooperation are as follows:

- a) Provides central coordination of all international activities of Altınbaş University
- b) Representing the university in the international arena,
- c) International representation of the University,
- d) To contribute to the internationalisation of the university,
- e) International student recruitment,
- f) Providing support and counselling services for international students.

Security and Administrative Affairs Directorate

ARTICLE 17 - The duties of the Directorate of Security and Administrative Affairs are as follows:

- a) To carry out the procedures related to the equipment of the university buildings and facilities together with the Department of Investments,
- b) Maintenance and repair of heating, boiler room, cold room, generator, ventilation systems, lifts, treatment plant and other technical infrastructure, landscaping and vehicle operation works,
- c) Cleaning, lighting, heating, maintenance, repair and similar services,
- d) Carrying out security and environmental control works,
- e) To fulfil other duties to be assigned.

Department of Scientific Research and Projects

ARTICLE 18 - The duties of the Department of Scientific Research and Projects are as follows:

- a) To organise and develop the university's relations with industry and business world,
- b) Coordinating the research-development, project and consultancy activities of the university, following the processes to do it,
- c) To carry out studies on the functioning and development of the incubation centre and technology transfer centre and to carry out the activities of these centres,
- d) To support academicians and project owners in matters related to Intellectual Property Rights at the patent, copyright, licensing, productisation and commercialisation stages,
- e) Promotion of the University in project-based institutions and organisations,
- f) To plan and coordinate trainings in project management, entrepreneurship, patent, intellectual property and other related fields,
- g) To carry out the establishment of Technopolis
- h) To support the work of the Application Research Centres established within the University,
- i) Follow-up of the whole process regarding the Scientific Research Projects awarded by the University,
- j) To fulfil other duties to be assigned.

Department of Strategy and Quality Assurance

ARTICLE 19 - The duties of the Department of Strategy and Quality Assurance are as follows:

- a) To plan, coordinate and finalise the process of developing the University's strategic plan,
- b) To carry out studies for the establishment of performance criteria for the service units of the University,
- c) To monitor and evaluate the implementations within the framework of the strategic plan performance criteria and to report to the Rector at regular intervals,
- (ç) To ensure the establishment, execution and supervision of the University's quality assurance system,
- d) To ensure the planning and execution of the processes for obtaining national and international quality certificates and accreditations,
- e) To work on harmonisation with the Bologna Process and the European Credit Transfer System,
- f) To fulfil other duties to be assigned.

Building and Technical Department

ARTICLE 20 - The duties of the Building and Technical Directorate are as follows:

- a. To carry out feasibility studies related to the investments that the University is considering to make,
- b. To monitor the physical and cash realisation of investments,
- c. To follow up the efficiency of investments,
- d. To analyse and follow up external factors that will affect investment services,
- e. To plan the physical needs of the university according to priorities,
- f. To carry out construction works, including reconstruction, large-scale renovations and repairs, which will be built in the investment programme of the university,
- g. To carry out renovation and repair works by direct procurement,
- h. To make, control and approve the progress payments for construction and service procurement works,
- i. Provisional acceptance and final acceptance,
- j. Outsourcing project design services,
- k. To prepare new construction or renovation projects within the unit,
- l. To create the layout plans and space lists of all campus and campus buildings used by the university and to ensure that they are kept up to date,
- m. To carry out studies related to the audit of the Council of Higher Education,
- n. To define the Service Standards of the Department of Investments,
- o. To prepare unit activity reports,

- p. To make official correspondence with official institutions and organisations within the scope of their duties and powers,
- q. To prepare unit strategic plans,
- r. Establishing rules on the retention of all documents to ensure a proper audit,
- s. To ensure that the university's investment requests are approved in accordance with the university's guidelines,
- t. To carry out building supervision and construction site services to ensure that investment activities are carried out in accordance with the applicable laws and regulations,
- u. To perform other duties to be assigned by the Chairmanship of the Board of Trustees,

Registry Directorate

ARTICLE 21 - The duties of the Registry Directorate are as follows:

- a) To carry out the duties of the unit within the framework of the provisions of laws, bylaws, regulations and other legislation,
- b) To ensure that the correspondence standards of the institution are established and that correspondence is made in accordance with these standards within the institution,
- c) Preparing the agenda of the board of directors and senate meetings and sharing the meeting decisions with the relevant stakeholders within and outside the institution via EBYS,
- d) To ensure the distribution of the decisions of the Board of Trustees,
- e) To follow the announcements of the Official Gazette and the General Assembly of the Council of Higher Education. To inform the Secretary General on issues concerning AU,
- f) Classifying and archiving the correspondence sent within the institution and received from outside the institution, preparing reply letters and sharing them with the relevant persons.
- g) To fulfil other duties to be assigned.

Dormitory Directorate

ARTICLE 22 - The duties of the Dormitory Directorate are as follows:

- a) To manage the country in accordance with laws, bylaws, regulations, circulars and orders,
- b) To prepare appropriate procedures for the dormitory and ensure that they are put into practice,
- c) To admit students to the dormitory in accordance with this regulation and other legislation and to ensure that relevant records are kept and documents are kept,
- ç) To ensure that the information and documents requested by the relevant authorities about the dormitory are sent accurately and on time,
- d) To prevent the accommodation of unregistered students and foreigners in the dormitory,
- e) To ensure that the tasks carried out by purchasing services are carried out in accordance with their contracts and objectives,
- f) To work in co-operation with MID to ensure the timely collection of dormitory fees and deposits and to inform students/guardians about the relevant debt status,
- g) Organising the cooperation and division of labour of dormitory employees,
- h) Determines the shifts, leaves and work schedules of the dormitory employees and ensures their implementation,
- i) To provide dormitory supervision,
- j) Makes the student settlement plan and share it with the students,
- k) To ensure the safety of students in the dormitory, to intervene in emergencies and to solve the problem,
- l) In case of any suspicion of substance abuse, to inform the Secretary General directly in the form of a confidential report,
- m) To attend meetings and trainings organised within the scope of his/her duty, to organise and ensure the attendance of other dormitory employees,
- n) To fulfil other duties to be assigned.

Internship and CO-OP Directorate

ARTICLE 23 - The duties of the Directorate of Internship and CO-OP are as follows:

- a) To carry out studies to help students plan their careers after graduation,
- b) To plan, coordinate and execute the CO-OP process,
- c) To carry out studies to determine the skills and equipment that students should have for a good career and the expectations of the business world,
- ç) To carry out studies to develop the skills and equipment that students should have for a good career,

- d) To carry out studies to determine the tendencies, abilities and equipment of students and to make an inventory of them,
- e) Organising events for the personal development of students and graduates, developing and offering courses, seminars, conferences and certificate programmes,
- f) To work in cooperation with the incubation centre and the application research centres at the University,
- g) To fulfil other duties to be assigned.

Department of Alumni Relations and Internationalisation

ARTICLE 24 - The duties of the Department of Alumni Relations and Internationalisation are as follows:

- a) To ensure that the Erasmus Project is implemented in accordance with the Programme Guide published by the European Commission and the rules published by the National Agency,
- b) To follow up Erasmus Contracts and reports and ensure that they are submitted to the National Agency correctly and on time.
- c) To provide information about Erasmus to any member of the University who requests it.
- d) To carry out activities to strengthen the bond between alumni and the university, to increase the belonging of our graduates
- e) To ensure the follow-up and coordination of the internationalisation strategy
- f) To fulfil other duties to be assigned.

Student Ombudsman

ARTICLE 25 - The duties of the Student Ombudsman are as follows:

- a) To ensure that the petitions about the requests, demands and complaints of the students directed to the ombudsman's office are directed to the relevant academic and/or administrative units accurately and quickly,
- b) To check whether the requests submitted by the students are delivered to the student by the units within 48 hours; to warn the relevant units for the notifications that are not delivered and to ensure that the final decision of the academic and administrative units of the University is notified to the student within 15 days at the latest and the Board of Trustees within 30 days at the latest,
- c) To reveal student satisfaction with concrete data together with the feedback from the students; to report these data and present them to the commission,
- d) Reporting the rules, practices and behaviours of the University that cause students to lose their rights and/or negatively affect their satisfaction to the commission and ensuring that they are opened for discussion,
- e) To contribute to the strategic planning of the university in coordination with the university administration,
- f) To work in coordination with the Department of Student Affairs, Department of International Relations and Cooperation, Department of Health, Culture and Sports, Department of Strategy and Quality Assurance, Altınbaş University Administrative and Academic Unit Employees and Altınbaş University Students.
- g) To fulfil other duties to be assigned.

Occupational Health and Safety Unit

ARTICLE 26 - The duties of the Occupational Health and Safety Application and Research Unit are as follows:

- a) To determine the Occupational Health and Safety needs of the University, to take necessary measures and to implement improvements,
- b) To establish procedures for Occupational Health and Safety, to organise the necessary trainings to work in accordance with these procedures,
- c) To prepare and announce the organisation of training on Occupational Health and Safety, to carry out the training and to deliver the certificates to the participants at the end of the training,
- d) To carry out inspections regarding Occupational Health and Safety, to take necessary actions and to follow up the fulfilment of the actions,
- e) Investigate the causes of incidents that have the potential to cause harm to the employee or university equipment and make necessary safety recommendations to senior management,
- f) To investigate the causes of occupational accidents occurring in the organisation and to make recommendations to the senior management by conducting studies on the measures to be taken to prevent recurrence,
- g) To carry out risk assessment in terms of occupational health and safety, to make recommendations to senior management on health and safety measures to be taken as a result of risk assessment and to follow up,
- h) To provide the necessary documents and documentation to public institutions and organisations, if requested, during national and IHE audits,
- i) To fulfil other duties to be assigned.

Translation Office

ARTICLE 27 - The duties of the Translation Office are as follows:

- a) To respond to translation requests from academic and administrative units within the institution in a timely and accurate manner,
- b) To ensure that the translations submitted are acceptable, accurate and complete and to work diligently in this direction,
- c) Upon request of administrative and/or academic units, to provide translation support in cases where it is necessary to communicate with foreign students and/or faculty/staff in English (or, if necessary, in another language I have mastered) and French,
- d) To be faithful to the accepted patterns, usage and terminology/literature used in the academic/educational field in translations,
- e) To fulfil other duties to be assigned.

Legal Consultancy

ARTICLE 28 - The duties of the Legal Counsellor are as follows;

- a) To follow the lawsuits and legal processes in which our university is involved
- b) To carry out preventive legal activities and to provide legal counselling to the units of our university
- c) Preparing or examining the contracts to which our university will be a party

PART THREE Final Provisions

Administrative organisation chart

ARTICLE 28 - The administrative organisation chart of the University proposed by the Rector shall enter into force upon approval by the Board of Trustees.

Job descriptions, procedures and work flow charts

ARTICLE 29 - Job Descriptions, Procedures and Work Flow Charts prepared by or under the coordination of the Human Resources Department shall enter into force upon approval by the Rector.

Enforcement

ARTICLE 30 - This Regulation enters into force on 20 August 2015.

Execution

ARTICLE 31 - The provisions of this Regulation shall be executed by the Rector of Altınbaş University.

Legal Basis on which the Directive came into force			
Relevant Board	Decision Date	Number of Decision	Decision Item
Senate			
Board of Trustees	20/08/2015	2015/12	Decision 12
Legal Basis for the Amendment to the Directive			
Relevant Board	Decision Date	Number of Decision	Decision Item
<u>Senate</u>	<u>24/12/2019</u>	<u>2019/14</u>	<u>Decision 1</u>
<u>Board of Trustees</u>	<u>09/01/2020</u>	<u>2020/01</u>	<u>Decision 5</u>
<u>Senate</u>	<u>13/07/2021</u>	<u>2021/10</u>	<u>Decision 1</u>
<u>Board of Trustees</u>	<u>19.08.2021</u>	<u>2021/06</u>	<u>Decision 8</u>

