



# CYPRUS AYDIN UNIVERSITY

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## ADMINISTRATIVE UNITS PROCESS

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Handbook

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## PREFACE

The Administrative Units Process Handbook of Cyprus Aydin University has been prepared to present the duties, authorities, and responsibilities of the administrative units within our institution in a more organized and understandable structure. At the same time, our main objective is to improve service quality, strengthen institutionalization, and establish a sustainable quality management approach by standardizing business processes.

In line with the mission, vision, and strategic goals of our institution, it is our priority to ensure that all administrative activities are carried out in an effective, efficient, measurable, and continuously improvable manner. This approach not only enables the healthier execution of daily operations but also supports sustainable success in the long term. Through this handbook, it is aimed to clearly define processes, clarify the connections between processes, and make the distribution of duties understandable to everyone. In this way, institutionalization is strengthened by ensuring that operations continue within an institutional system rather than depending on individuals.

Prepared on the basis of Integrated Management System standards, this document places risk-based thinking at its core. At the same time, it supports the regular monitoring of performance, the evaluation of feedback, and the integration of continuous improvement into daily working practices. In this way, our institution gains a sustainable structure capable of adapting to changing conditions. It is expected that the Process Handbook will serve as a guiding resource for all administrative units, strengthen institutional memory, and increase the satisfaction of internal and external stakeholders. It should not be forgotten that the true effectiveness of processes is only possible through the participation of all employees, taking responsibility, and embracing a quality-oriented mindset.

## MISSION AND VISION

### **Mission:**

The mission of Cyprus Aydın University is to provide education at international standards by placing students at the center, and to educate responsible individuals who are sensitive to the changing needs of society and capable of shaping the future.

### **Vision:**

The vision of Cyprus Aydın University is to become a university that prioritizes creating impact on an international scale through the use of science and technology, while remaining committed to ethical values, environmental awareness, and service to society.

## CORE VALUES AND OBJECTIVES

Since its establishment, Cyprus Aydın University has aimed to be an innovative and research-oriented educational institution that nurtures individuals capable of thinking in line with universal scientific principles and understanding the importance of culture and values in individual and social life.

Within this framework, the core values and objectives of Cyprus Aydın University are as follows:

### **Our Values**

- ❖ Achieving quality and excellence
- ❖ Ensuring scientific and social integrity
- ❖ Encouraging innovation and raising awareness
- ❖ Embracing equality and diversity
- ❖ Living in harmony with nature
- ❖ Respecting both tradition and the future

### **Our Objectives**

- ❖ Global, high-quality, and sustainable education
- ❖ Becoming a leading university that pioneers innovations
- ❖ Creating an entrepreneurial, innovative, and technological campus
- ❖ Generating social added value
- ❖ Providing future-oriented high employment opportunities
- ❖ Ensuring autonomy, performance orientation, and specialization

**GENERAL SECRETARIAT****AND AFFILIATED UNITS****Secretary General:** Prof.Dr.Rukiye KİLİLİ**Deputy Secretary General:** Yakup TEK**CONTACT INFORMATION****Dr. Fazıl Küçük Street No: 80, Ozanköy / Kyrenia, Northern****Cyprus****Tel : 0(392) 650 0000****Web : [www.cau.edu.tr](http://www.cau.edu.tr) E-mail : [info@cau.edu.tr](mailto:info@cau.edu.tr)****UNITS AFFILIATED WITH THE GENERAL SECRETARIAT****PRESS, PROMOTION AND PUBLIC RELATIONS DEPARTMENT**

<b>Head of Department</b>	Prof.Dr.Rukiye KİLİLİ
<b>Corporate Communications Specialist</b>	Pelin ERKOCU
<b>TRNC Promotion Coordinator</b>	Başak Ş. EKREM
<b>Türkiye Promotion Coordinator</b>	Adil FIRATHAN
<b>Social Media Specialist</b>	Ahmet Berat OĞUZ

**INFORMATION TECHNOLOGIES DEPARTMENT**

<b>Head of Department</b>	Abedalelah AL-SHURBAJI
<b>Information Systems Management Officer</b>	Abedalelah AL-SHURBAJI
<b>Information Systems Support Officer</b>	Mehmet ÜRER
<b>Information Systems Support Officer</b>	H. Özgür ÇAKMAK

**ADMINISTRATIVE AND SUPPORT SERVICES DEPARTMENT**

<b>Head of Department</b>	Haşim DEĞER
<b>Vehicle Planning Officer</b>	Salih ÇOLAK
<b>Support Services Officer</b>	Fatma İPEK

**LIBRARY AND DOCUMENTATION DEPARTMENT**

<b>Head of Department</b>	Sarim ZAMAN
<b>Reader Services Specialist</b>	Sarim ZAMAN
<b>Assistant Specialist</b>	Mohammad Hosein Zamani GARFAMY

**FINANCIAL AFFAIRS DEPARTMENT**

<b>Head of Department</b>	İlknur F. MURATOĞLU
<b>General Accounting Specialist</b>	Ayşe ARDIÇ
<b>Student Accounting Assistant Specialist</b>	Raissa Lutonadio KUTIWU

**STUDENT AFFAIRS DEPARTMENT**

<b>Acting Head of Department</b>	Burcu TUNAY
<b>Front Desk Officer</b>	Gamze AKBAŞ
<b>Front Desk Officer</b>	Romeo LELE KOYUE

**HUMAN RESOURCES DEPARTMENT**

<b>Head of Department</b>	Aytül DENLİ
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**HEALTH, CULTURE AND SPORTS DEPARTMENT**

<b>Head of Department</b>	Elif Öykü AKIN
<b>Dean of Students</b>	Elif Öykü AKIN

<b>Vice Dean of Students</b>	Yasin ERGİN
<b>Sports and Cultural Activities Specialist</b>	Ozan FİDAN

**CORRESPONDENCE OFFICE DIRECTORATE**

<b>Correspondence Office Manager</b>	Gülay ŞEN
<b>Secretary of Academic Units</b>	Ersev GİRAYLAR

**INVENTORY ACCOUNTING OFFICE**

<b>Inventory Accountant</b>	Ege ALGIER
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**DIRECTORATE OF INTERNATIONAL RELATIONS AND INTERNATIONAL STUDENT RECRUITMENT**

<b>Director of International Relations and International Student Recruitment</b>	Assoc. Prof. Dr. Tuğrul Günay
<b>International Relations Office Assistant</b>	Mmesoma Precious Onwumere
<b>International Student Recruitment Specialist</b>	Frah Badawi
<b>International Student Recruitment Specialist</b>	Aleg Losich
<b>International Student Recruitment Specialist</b>	Benedicte Ngoy

## PROCESSES OF THE PRESS, PUBLICITY AND PUBLIC RELATIONS DEPARTMENT



### PRESS, PROMOTION AND PUBLIC RELATIONS DEPARTMENT

#### MAIN RESPONSIBILITIES

- 1.1. To ensure the management of relations with stakeholder organizations within the scope of press, publicity, and public relations processes,
- 1.2. To follow the national agenda, compile conducted activities into reports, deliver them to the Chairman of the Board of Trustees, the Secretary General, the Deputy Secretaries General, and the relevant department directorates, and ensure their archiving,
- 1.3. To monitor all activities and organizations of the university, prepare press releases with photographs and video content in order to inform the public, and deliver them to written and visual media organizations,
- 1.4. To monitor incorrect or incomplete information published in the media, obtain accurate information from the relevant department directorates, and submit corrections to media organizations,
- 1.5. To organize press conferences, as well as meetings explaining plans, projects, and municipal services when necessary,
- 1.6. To organize the activities of the Chairman of the Board of Trustees with media organizations,
- 1.7. To prepare, distribute to the public, and archive the periodical and non-periodical publications of the Department Directorate,
- 1.8. To conduct or commission surveys at certain intervals in order to measure students' perceptions,
- 1.9. To carry out or commission promotional and communication activities for the announcement of university activities. Within this scope, to carry out or commission the graphic design, printing, and publication of promotional materials such as books, bulletins, calendars, brochures, and posters,
- 1.10. To organize activities and events on important days and institutional anniversaries in coordination with the General Secretariat,
- 1.11. To evaluate, record, and forward student complaints, requests, and suggestions received by the unit to the General Secretariat and the relevant units or department directorates,
- 1.12. To manage projects specific to the unit,
- 1.13. To fulfill other related duties assigned by the Chairman of the Board of Trustees,
- 1.14. To conduct activities in compliance with information security objectives, policies, and information security management system documents; to monitor information security objectives related to the unit and ensure their achievement; to pay attention to and report any observed or suspected information security vulnerabilities in systems or services,
- 1.15. To prepare annual action plans and schedules in line with institutional strategy,
- 1.16. To fulfill the requirements of the management systems currently in practice,
- 1.17. To ensure the planning of events and coordination between the General Secretariat and personnel,
- 1.18. The Director of the Press, Publicity and Public Relations Department is responsible to the Secretary General.



**PRESS, PUBLICITY AND PUBLIC RELATIONS  
DEPARTMENT JOB DESCRIPTION OF THE  
CORPORATE COMMUNICATION AND  
PROMOTION SPECIALIST**

**MAIN RESPONSIBILITIES**

- 1.1. To plan the university's promotional activities annually and submit them to the Promotion Coordinator,
- 1.2. To support the Promotion Coordinator during activities,
- 1.3. To plan promotional activities in the Turkish Republic of Northern Cyprus and Türkiye through the TRNC and Türkiye Promotion Coordinators and ensure their announcement,
- 1.4. To organize orientation programs for newly enrolled students and newly appointed academic staff,
- 1.5. To provide the venues, tools, and equipment required for promotional activities,
- 1.6. To ensure that personnel responsible for promotion and information activities work collaboratively and hold meetings at regular intervals,
- 1.7. To carry out activities introducing the university to newly admitted students,
- 1.8. To organize events introducing the university and all educational, social, and cultural activities of the university to students in groups,
- 1.9. To prepare, develop, or procure the materials to be used in promotional seminars,
- 1.10. To prepare unit reports,
- 1.11. To prepare annual action plans in line with the institutional strategy,
- 1.12. To fulfill the requirements of the management systems currently in practice,
- 1.13. To ensure the planning of events,
- 1.14. To ensure coordination between the General Secretariat and personnel,
- 1.15. The Corporate Communication and Promotion Specialist is responsible to the Director of the Press, Publicity and Public Relations Department.



## EVENT PLANNING AND IMPLEMENTATION WORKFLOW

1. The academic staff member or student group wishing to organize an event completes the Event Request Form in full. The form must clearly include the event name, purpose, requested venue, date and time, as well as any required technical and special services.
2. The completed Event Request Form is submitted to the Corporate Communications Unit.
3. The Corporate Communications Unit presents the form to the General Secretariat, and the appropriateness of the event request is evaluated and decided upon.
4. If the request is approved, coordination is carried out with the relevant technical and administrative units, and planning is made to ensure the required services for the event are provided.
5. Prior to the event, a suitable poster design is prepared, and the content is announced through the institution's social media accounts and email channels.
6. On the day before and on the day of the event, the designated venue is inspected, technical equipment is installed, and necessary testing procedures are completed.
7. During the event, photo and video recording is carried out, and relevant information and data related to the event are collected.
8. The obtained visual and written materials are edited and shared through the institution's communication channel.

## INFORMATION TECHNOLOGIES DEPARTMENT



### JOB DESCRIPTION OF THE DIRECTOR OF THE INFORMATION TECHNOLOGIES DEPARTMENT

#### 1. MAIN RESPONSIBILITIES

- 1.1. To review the unit's strategic plan in line with the institution's strategic plan and monitor its updates,
- 1.2. To determine the strategic plan of the Information Technologies Department and its aligned objectives,
- 1.3. To manage and supervise departmental staff,
- 1.4. To ensure that the institution's IT infrastructure operates 24/7 in compliance with legal regulations, and to carry out necessary planning and precautions,
- 1.5. To ensure the security of information systems by considering the risk levels of existing data and systems,
- 1.6. To establish and develop systems that ensure technical issues are resolved in the shortest possible time,
- 1.7. To plan the procurement of hardware, software, and other materials,
- 1.8. To plan and implement maintenance and repair activities of IT equipment,
- 1.9. To continuously follow emerging technologies,
- 1.10. To ensure compliance with established standards,
- 1.11. To represent the institution when necessary domestically and internationally,
- 1.12. To ensure the implementation and monitoring of the activity program; to take necessary measures for uninterrupted execution of sub-unit activities in line with their programs, and to ensure coordination and cooperation for harmonized work,
- 1.13. To follow all correspondence of the department and approve or sign prepared documents,
- 1.14. To review personnel matters such as rights, promotions, transfers, rewards, disciplinary actions, leave, and termination processes, and submit opinions and proposals to the General Secretariat,
- 1.15. To plan and manage training and development needs of IT personnel in line with technological advancements and job descriptions,
- 1.16. To ensure coordination between sub-units,
- 1.17. To provide consultancy to the General Secretariat and the Board of Trustees regarding the areas of responsibility,
- 1.18. To carry out other duties assigned by the General Secretariat and the Board of Trustees,
- 1.19. The Director of the Information Technologies Department is responsible to the Secretary General and the Chairman of the Board of Trustees.



**INFORMATION TECHNOLOGIES DEPARTMENT JOB DESCRIPTION  
OF THE INFORMATION SYSTEMS MANAGEMENT OFFICER**

## **1. MAIN RESPONSIBILITIES**

- 1.1. To ensure end-to-end management of the system infrastructure,
- 1.2. To create email and user accounts for newly hired staff,
- 1.3. To manage authorizations related to the institutional shared drive,
- 1.4. To control and manage online and distance education systems,
- 1.5. To manage student email groups,
- 1.6. To ensure control of virtualization environments,
- 1.7. To identify and resolve users' hardware-related issues,
- 1.8. To ensure the updating of email groups,
- 1.9. To ensure the closure of email accounts of terminated staff based on information received from the Human Resources Directorate,
- 1.10. To manage central server rooms,
- 1.11. To monitor temperature and humidity levels of server rooms electronically,
- 1.12. To manage all risks in central system rooms such as flooding, fire, and unauthorized access, and to intervene when necessary,
- 1.13. To ensure that suspicious situations are reported to security personnel or responsible authorities,
- 1.14. To install newly acquired devices for the university,
- 1.15. To configure domain settings for all computers within the institution and ensure necessary updates,
- 1.16. To provide support within the unit when needed,
- 1.17. To receive unrelated user requests and forward them to the relevant personnel within the unit,
- 1.18. To follow and subscribe to technological websites and monitor updates,
- 1.19. To communicate potential usability of technological developments within the institution to the System Management and Control Supervisor and make recommendations,
- 1.20. To manage the central registration management system,
- 1.21. To research all technological developments that may benefit the institution,
- 1.22. To improve professional expertise and carry out enhancement studies in the field,
- 1.23. To carry out activities in compliance with information security objectives, policies, and information security management system documents; to monitor and achieve relevant unit objectives; and to report any observed or suspected information security vulnerabilities,
- 1.24. The Information Systems Management Officer is responsible to the Director of the Information Technologies Department.



## INFORMATION SECURITY MANAGEMENT POLICY

### 1.PURPOSE

This policy aims to define the approach and objectives of senior management in order to prevent violations related to legal, regulatory, contractual obligations, and any security requirements, and to communicate these objectives to all employees and relevant stakeholders.

### 2.SCOPE

This policy covers the information assets related to educational activities and the information security and business processes used to protect these assets.

#### 2.1 INTERNAL SCOPE

##### 2.1.1 Administration: Structure, Roles, and Responsibilities

The departments within the scope of senior management include: Planning Directorate, Correspondence Office, Inventory Accounting Office, Directorate of International Relations, Information Technologies Department, Personnel Department, and Strategy and Quality Development Department.

#### Policies, Objectives, and Strategies to be Implemented

- Policies defined in all management systems,
- Annual Information Security Management System objectives set by the management,
- Organizational culture,
- Capabilities in terms of resources and knowledge (e.g., capital, time, people, processes, systems, and technologies),
- The Information Security Management System team appointed by management for the establishment, operation, and maintenance of the system,
- Relationships with internal stakeholders and their perceptions and values,
- Organizational culture,
- Standards, guidelines, and models adopted by the organization,
- Form and scope of contractual relationships,
- Standards, guidelines, and models adopted for integrated management systems,
- Issues related to products, production processes, design activities, installation and service activities, strategic plans, financial resources, and human resource structures that may positively or negatively affect information security responsibilities,
- Controversial issues and situations affecting the ability of Cyprus Aydın University to achieve the objectives of its Information Security Management System.



## USER AUTHORIZATION PROCEDURE

### 1. PURPOSE

This procedure aims to ensure the effective use of Information Systems services by all administrative and academic staff at Cyprus Aydın University.

### 2. SCOPE

This procedure covers the inventory and services under the responsibility of the Information Technologies Department that are made available to the administrative and academic staff of Cyprus Aydın University.

### 3. DEFINITIONS

3.1 CAU360: University Information System

3.2 EBA: Educational Informatics Network

3.3 Personal/Corporate/Shared Area: Data storage space for staff of Cyprus Aydın University

3.4 Smart Classroom System: System consisting of Smart Boards, lecterns, projectors, and audio equipment within classrooms

3.5 Active Directory: A directory service designed for Microsoft server and client systems that stores information such as servers, client computers, users, and printers

3.6 Security Group: Objects used to simplify management by grouping user accounts and to restrict access and sharing of resources

### 4. IMPLEMENTATION

4.1 After the recruitment and acceptance process of administrative and academic staff is completed at Cyprus Aydın University, a personnel record is created in the CAU360 system by the Personnel Department.

4.2 In order for staff to use information system services, user and email accounts are automatically created by the Information Technologies Department Technical Support Unit based on the CAU360 record. If a mobile phone number is registered in the system, account information is sent via SMS. The IT Orientation Guide is sent to the staff's email address by the Information Technologies Department.

4.3 After the user account is created, based on synchronization processes linked to the staff member's position recorded in CAU360, Active Directory Security Group assignment is automatically performed every 4 hours, and authorization is completed.

4.4 At the end of this process:

4.4.1 Administrative staff can access CAU360, eBA, email services, and personal/corporate/shared storage areas.

4.4.2 Academic staff can access CAU360, eBA, email services, personal/corporate/shared storage areas, and Smart Classroom Systems.

4.5 After the student registration process is completed by the Student Affairs Department, a "stu" Active Directory account is automatically created within 1 hour based on the CAU360 account information. Authorization is automatically assigned according to the faculty/institute/vocational school the student belongs to, and email account and Wi-Fi access permissions are granted.



## INFORMATION SYSTEMS MAINTENANCE PROCEDURE

### 1. PURPOSE

This procedure aims to define the rules to be followed in the maintenance and control of hardware and equipment of systems managed by the Information Technologies Department of Cyprus Aydın University.

### 2. SCOPE

This procedure covers the hardware and equipment used in the information systems managed by the Information Technologies Department of Cyprus Aydın University and falls under the responsibility of the Information Technologies Department.

### 3. IMPLEMENTATION

3.1 A “Hardware and Equipment Annual Maintenance Plan” is prepared covering all hardware and equipment managed by the Information Technologies Department.

3.2 The monitoring and control of the maintenance plan is carried out by the Information Technologies Department.

3.3 For system room maintenance, records of the supplier company performing the maintenance are kept. The records of supplier personnel entering the system room are logged in the “System Room Access Tracking Form,” and the maintenance process is carried out under the supervision of Information Technologies Department staff. Service reports related to maintenance activities performed by suppliers are requested and archived by the Information Technologies Department.

3.4 For computer laboratory maintenance, it is scheduled before the examination periods specified in the academic calendar.

3.5 Maintenance of security camera systems is planned to start at the end of the spring semester and continue until the beginning of the fall semester.

3.6 Maintenance of security turnstile systems is planned to start at the end of the spring semester and continue until the beginning of the fall semester.



## SOFTWARE DEVELOPMENT AND SECURE CODING PROCEDURE

### 1.PURPOSE

It establishes the methodology and rules to be followed for the software to be developed/produced by the Department of Information Technology in order to meet, within the framework of available resources, and to provide solutions for, the software/programme requests submitted by academic/administrative personnel, students, prospective students or external organisations of Cyprus Aydın University, or those whose absence has been identified.

### 2.SCOPE

This procedure shall apply to the software to be developed/produced by the Department of Information Technology.

### 3.IMPLEMENTATION

#### 3.1 Receipt / Identification and Evaluation of Software Requests

3.1.1 In line with the software development needs of students and administrative/academic personnel, and in accordance with amendments arising from regulations, directives and official correspondence issued by the institutions and organisations to which we are affiliated, the Department of Information Technology, in consultation with the relevant unit and senior management, decides on the modifications and updates to be implemented, prepares a corresponding schedule, and monitors the records through the UBIS Timeline system.

3.1.2 The Department of Information Technology decides on the updates it deems necessary in line with developments in software and security technologies, or with a view to developing more user-friendly software, and prepares a schedule for the implementation of such updates.

#### 3.2 Fulfilment of Software Requirements

3.2.1 The software shall be developed in compliance with the conditions set out in the Secure Coding Principles.

3.2.2 The relevant process for the software for which a decision has been made and a schedule prepared is created within the Timeline application of the UBIS programme, and is assigned to the developer/developers responsible for developing the application.

3.2.3 Application development is carried out in an environment separate from the production environment. In this development environment, software developers may develop applications only by using the SVN method, in areas specifically authorised for them, upon a framework whose security has been tested.

3.2.4 Following the development of the application by the developer, it is tested by another developer to whom the testing task has been assigned.

3.2.5 If any issue is encountered, the errors and problems are listed and forwarded to the developer of the application, and the process is resumed from the preceding step.

3.2.6 If no issue is encountered, testing privileges are granted to a small number of personnel from the unit to which the application will be made available, and the application is tested by these personnel.

3.2.7 If any issue is encountered, the errors are listed and forwarded to the developer of the application, and the process is resumed from the relevant step.


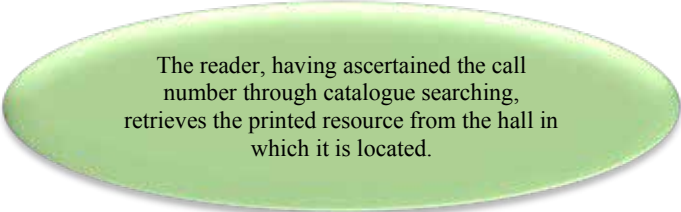

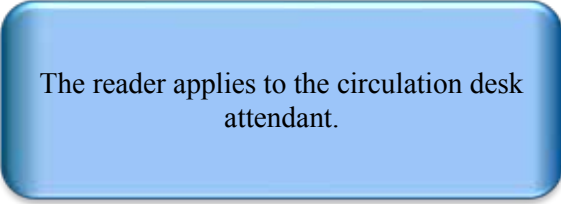

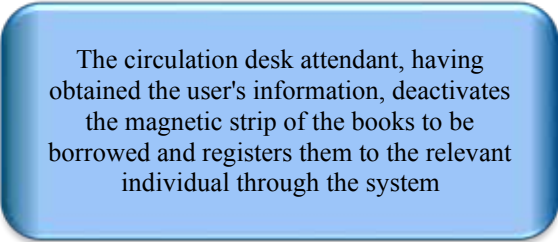

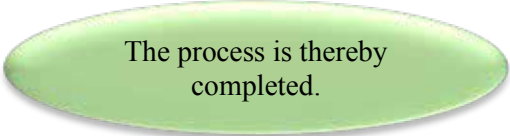
3.2.8 If no issue is encountered, the software is put into operation, and upon the completion of the development of the software, the relevant process within the Timeline application is closed.


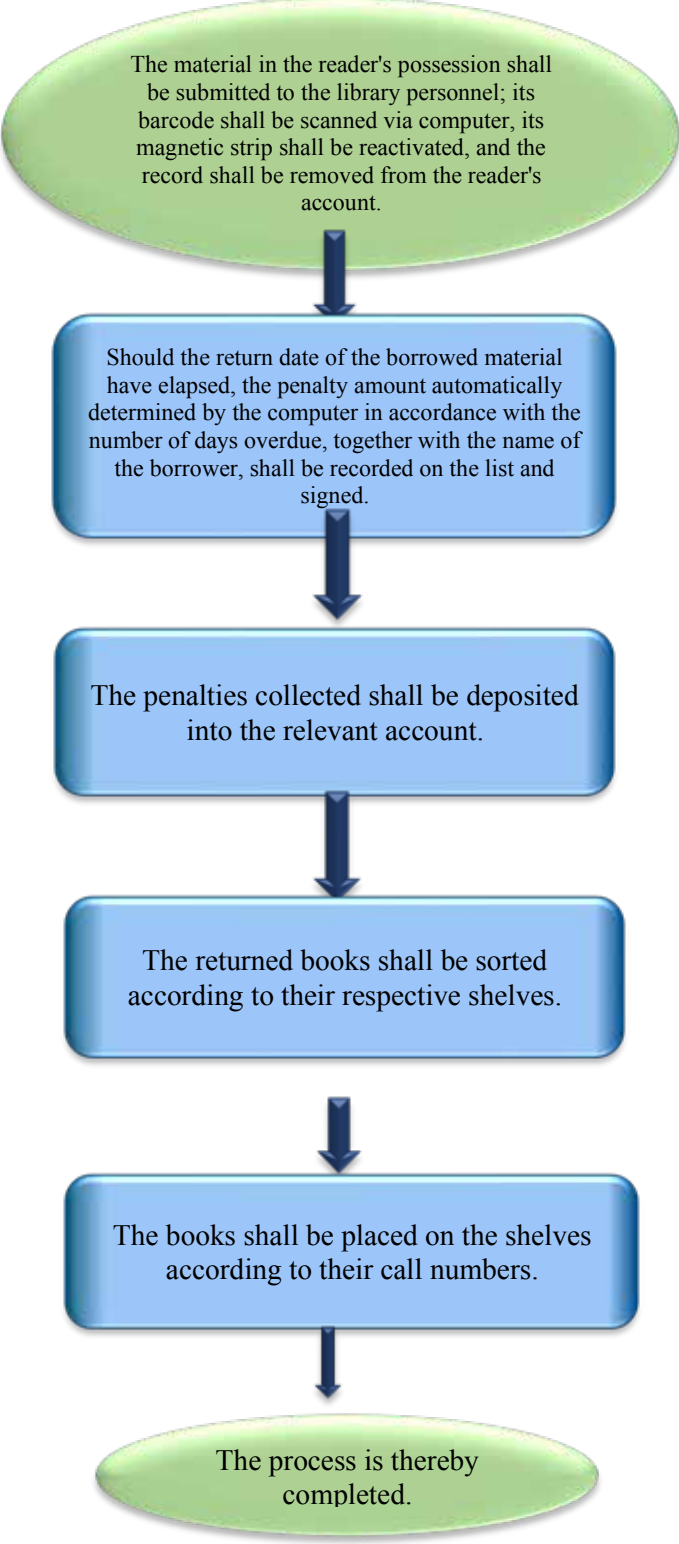
### 3.3 Secure Coding Principles


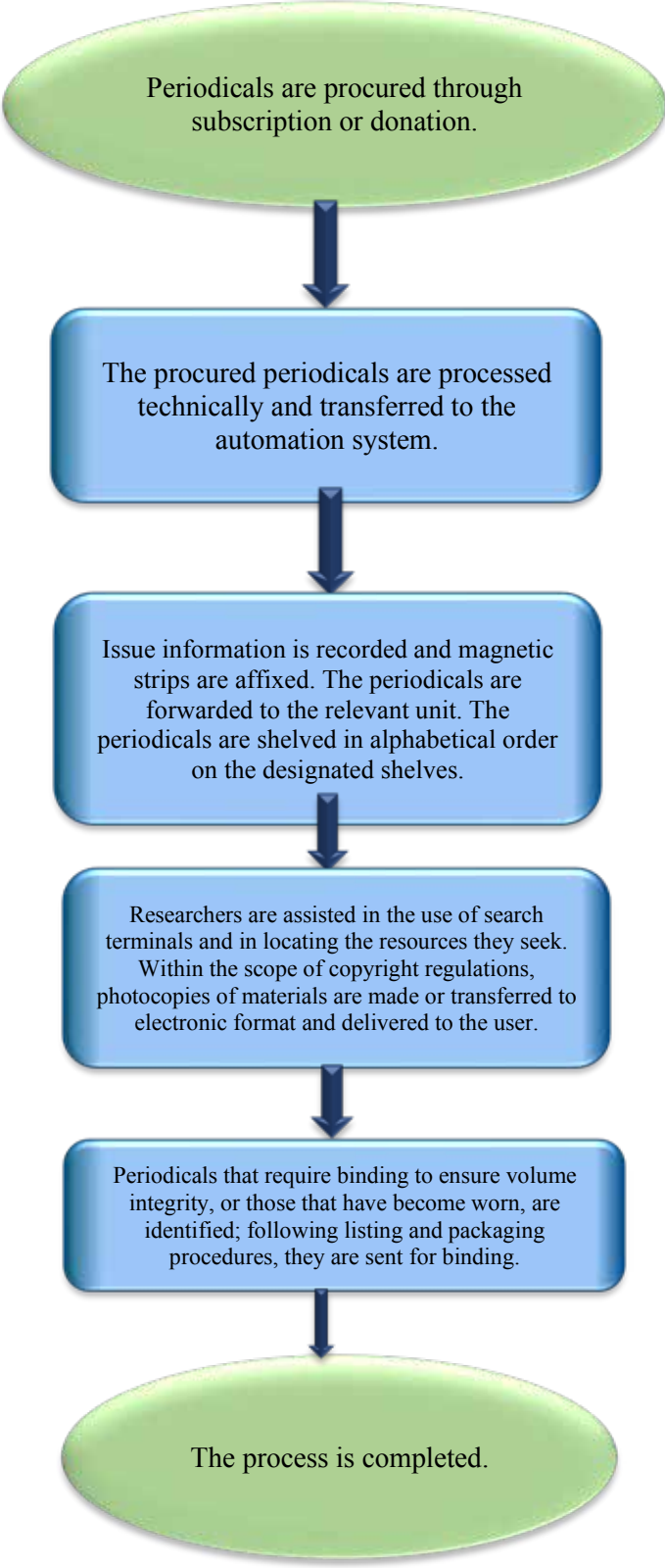
- 3.3.1 The software development environment and the database environment are independent areas. Critical information pertaining to these areas (such as server name and version, programme version in<sup>15</sup> use, etc.) is concealed.
- 3.3.2 The software development environment is defined within a separate virtual host area, in such a way that access by software developers is restricted to the SVN method only, and access is blocked by means of physical firewalls and switches.
- 3.3.3 The database environment is administered through firewalls and switches in such a way that access is granted only to database administrators.
- 3.3.4 Code is sent to the software development environment only by means of the SVN method. By means of this method, the version of the software library is recorded.
- 3.3.5 A separate username, password and authorisation profile are defined for each software developer.
- 3.3.6 The inputs entered by users of the application are coded with due attention to the use of sanitisation, filtering and SQL Injection control methods.
- 3.3.7 All access requests directed to the application are subject to authorisation at both the request and the response stages.
- 3.3.8 Each request submitted by the user from the application environment is recorded by means of an audit log, and a response is provided following an authorisation check.
- 3.3.9 Security scans of the software in use, such as the application framework, database, application server and web server, are at the highest level.
- 3.3.10 A record is kept of every unsuccessful operation occurring during the use of the application, and is reported to the application developers.
- 3.3.11 Default user accounts are removed from the system, the database and the application.
- 3.3.12 Necessary HTTP/HTML headers, such as autocomplete, cache-control and pragma, are used in order to prevent the caching of web pages containing sensitive information in browsers.
- 3.3.13 Strong encryption algorithms (SSL) are used for secure web traffic.
- 3.3.14 In all password fields, the user's password is masked during entry by the user and is not displayed in plain text.
- 3.3.15 The use of weak passwords is not permitted.
- 3.3.16 The HTTPS protocol is used in the application.
- 3.3.17 Server-side authentication is performed for access to all resources and pages that are not publicly accessible.
- 3.3.18 User passwords are stored in encrypted form. Salt data is also used when generating the verification hash data.
- 3.3.19 Following the issuance of passwords to users, password change is enforced upon first use. Passwords must be at least 8 characters in length, on the condition that they contain at least one uppercase letter, one lowercase letter, one numeral and one special character.
- 3.3.20 The account is locked after a specified number of incorrect login attempts. When an incorrect password or username is entered, a uniform error message is displayed so as to conceal the source of the error and thereby prevent social-engineering attacks.
- 3.3.21 A validity period for passwords is defined. This period is 90 days.
- 3.3.22 When changing the password, the old password is requested.
- 3.3.23 For users, each time they log in, user-specific cookies and sessions of limited duration are generated; when the session is closed, the cookies and sessions belonging to that session are terminated.
- 3.3.24 When granting authorisation, "Role-based" authorisations are applied.
- 3.3.25 User authorisations are administered only by the system administrator or by duly authorised personnel.
- 3.3.26 In the event of an attack, security measures such as CAPTCHA are activated.

**PROCEDURES OF THE DEPARTMENT OF LIBRARY AND DOCUMENTATION****JOB DESCRIPTION OF THE HEAD OF THE DEPARTMENT OF LIBRARY AND DOCUMENTATION****PRINCIPAL RESPONSIBILITIES**

- 1.1. To procure all forms of information and documentation, in both printed and electronic formats, required for the educational, instructional, and research activities of Cyprus Aydın University.
- 1.2. To submit recommendations to the Rectorate concerning personnel to be appointed or assigned to the Library; to establish an adequate staffing structure and division of labour to ensure the uninterrupted delivery of library services; and to undertake the general training and supervision of personnel under its purview.
- 1.3. To formulate collection development policies for the University Library and to carry out the requisite procedures for the acquisition of electronic and printed resources in connection with collection development.
- 1.4. To evaluate the requests and demands received from faculties and departments, to verify their conformity with the catalogue development policy, to communicate recommendations and opinions thereon, and to forward them to the Procurement Unit for acquisition procedures.
- 1.5. To organize all manner of training, information dissemination, and research activities in support of the academic research undertaken by the University.
- 1.6. To conduct cataloguing of records in formats such as print, film, videotape, and microfilm, to carry out the procedures for making such resources available for use, and to perform bibliographic research activities.
- 1.7. To ensure workflow and communication coordination with the other units of the institution.
- 1.8. To supervise the operation of the units within the Library; to prepare regulations and directives where necessary; to submit the same for the approval of the management; and to ensure the resolution of problems.
- 1.9. To provide support for research activities pertaining to the general operations of the University and the studies and projects conducted within the institution.
- 1.10. To carry out the statistical and reporting tasks required by the relevant senior management and units.
- 1.11. To monitor developments in the field of librarianship and to ensure the integration of new technologies into the Library.
- 1.12. To represent its unit in both national and international arenas.
- 1.13. To undertake such other duties falling within its scope of responsibility, as set forth in this procedure, that may be required for the provision of library services.
- 1.14. To conduct its activities in conformity with information security objectives and policies, as well as with the documents of the information security management system.
- 1.15. To monitor the information security objectives pertaining to its own unit.
- 1.16. To remain attentive to, and to report, any information security vulnerabilities observed or suspected in systems or services.
- 1.17. The Head of the Department of Library and Documentation shall be accountable to the Secretary General.

	<b>WORKFLOW DIAGRAM OF BOOK LENDING PROCEDURES</b>	
	<b>Workflow Process</b>	<b>Responsible</b>
		<b>Reader</b>
		
		<b>Reader</b>
		
		<b>Circulation Desk Attendant</b>
		
		<b>Circulation Desk Attendant</b>

	<b>WORKFLOW DIAGRAM OF BOOK RETURN PROCEDURES</b>	
	<b>Workflow Process</b>	<b>Responsible</b>
	 <pre> graph TD     A([The material in the reader's possession shall be submitted to the library personnel; its barcode shall be scanned via computer, its magnetic strip shall be reactivated, and the record shall be removed from the reader's account.]) --&gt; B[Should the return date of the borrowed material have elapsed, the penalty amount automatically determined by the computer in accordance with the number of days overdue, together with the name of the borrower, shall be recorded on the list and signed.]     B --&gt; C[The penalties collected shall be deposited into the relevant account.]     C --&gt; D[The returned books shall be sorted according to their respective shelves.]     D --&gt; E[The books shall be placed on the shelves according to their call numbers.]     E --&gt; F([The process is thereby completed.])                     </pre>	<p><b>Library Personnel</b></p> <p><b>Library Personnel</b></p> <p><b>Library Personnel</b></p> <p><b>Library Personnel</b></p> <p><b>Library Personnel</b></p>


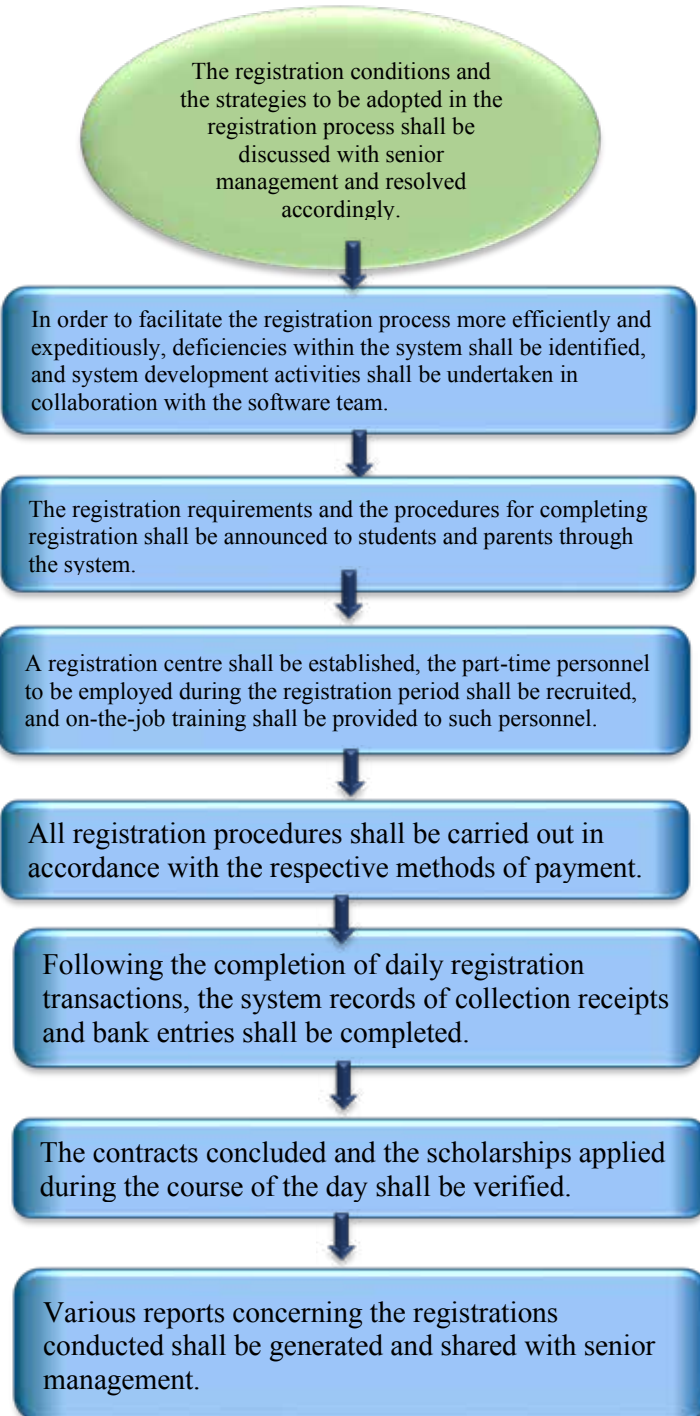
	<b>PERIODICAL PUBLICATION PROCEDURES</b>	
	<b>Workflow Process</b>	<b>Responsible</b>
	 <pre> graph TD     Start([Periodicals are procured through subscription or donation.]) --&gt; Step1[The procured periodicals are processed technically and transferred to the automation system.]     Step1 --&gt; Step2[Issue information is recorded and magnetic strips are affixed. The periodicals are forwarded to the relevant unit. The periodicals are shelved in alphabetical order on the designated shelves.]     Step2 --&gt; Step3[Researchers are assisted in the use of search terminals and in locating the resources they seek. Within the scope of copyright regulations, photocopies of materials are made or transferred to electronic format and delivered to the user.]     Step3 --&gt; Step4[Periodicals that require binding to ensure volume integrity, or those that have become worn, are identified; following listing and packaging procedures, they are sent for binding.]     Step4 --&gt; End([The process is completed.])                     </pre>	<p style="text-align: center;"><b>Library Officer</b></p> <p style="text-align: center;"><b>Library Officer</b></p> <p style="text-align: center;"><b>Library Officer</b></p> <p style="text-align: center;"><b>Library Officer</b></p>

**DEPARTMENT OF FINANCIAL AFFAIRS PROCESSES****Document Title:****JOB DESCRIPTION OF THE HEAD OF THE DEPARTMENT OF FINANCIAL AFFAIRS****1. PRINCIPAL RESPONSIBILITIES**

- 1.1. To ensure that the Department/its subordinate units operate effectively and harmoniously by employing management functions,
- 1.2. To have all kinds of administrative correspondence pertaining to the Department conducted, to ensure that records of incoming and outgoing documents are kept, and to follow up the filing operations,
- 1.3. To provide briefings, opinions and recommendations to senior management, where necessary, as a decision-support function in matters within the area of duty,
- 1.4. To ensure the formulation of the budget, to follow up the implementation of the budget, and to carry out services pertaining to financial affairs,
- 1.5. To regularly perform the financial analysis and financial reporting of the institution and to submit the same to senior management,
- 1.6. To ensure that the statutory ledgers are maintained in the manner prescribed by law,
- 1.7. To ensure that all financial transactions are recorded in accordance with the rules of the institution,
- 1.8. To ensure that financial data is recorded fully in such a manner as to enable real-time or periodic reporting,
- 1.9. To conduct duties in accordance with the protection of personal data and with data security objectives, policies, and information security management system documents, as well as with the Personal Data Processing and Protection Policy.
- 1.10. To conduct duties in accordance with information security objectives, policies, and information security management system documents; to follow up the information security objectives pertaining to its own unit and ensure their attainment; to attend to and report any information security vulnerability observed or suspected in systems or services.
- 1.11. To prepare the annual action planning and schedules in line with the institutional strategy,
- 1.12. To fulfil the requirements of the management systems being implemented.
- 1.13. The Head of the Department of Financial Affairs shall be accountable to the Secretary General and to the Chairperson of the Board of Trustees

**Document Title:****JOB DESCRIPTION OF THE STUDENT ACCOUNTING SPECIALIST OF THE DEPARTMENT OF FINANCIAL AFFAIRS****1. PRINCIPAL RESPONSIBILITIES**

- 1.1.To ensure that ÖSYM registrations, the Vertical Transfer Examination (DGS), supplementary placement, vertical and horizontal transfer registrations, special talent registrations, summer school registrations, semester-based registrations of students whose period of study has been exceeded, registrations of foreign students, and master's and doctoral registrations are carried out,
- 1.2.To ensure the issuance of the student certificate, transcript, provisional graduation certificate, “true copy” procedures, contract renewal, student card renewal, diploma, parking credit top-up procedures, and the collection of examination fees,
- 1.3.To ensure periodic reconciliation between the student registration system and the general accounting registration systems,
- 1.4.To carry out the procedures of summer school students and students extending their period of study, and to formulate the contracts,
- 1.5.To carry out reconciliation between the students registered at the Continuing Education Centre (SEM) and the general accounting records,
- 1.6.To ensure that TÖMER student procedures are carried out and that the corresponding accounting records are maintained,
- 1.7.To ensure that the fees collected in connection with all transactions carried out during the day are submitted at the end of the day together with the cash voucher,
- 1.8.To grant approval following the conduct of the necessary checks for the clearance form,
- 1.9The Student Accounting Specialist of the Department of Financial Affairs shall be accountable to the Head of the Department of Financial Affairs.

	<b>WORKFLOW DIAGRAM FOR THE DETERMINATION OF STUDENT ACCOUNTING REGISTRATION CONDITIONS</b>	
	<b>Workflow Process</b>	<b>Responsible</b>
	 <pre> graph TD     A([The registration conditions and the strategies to be adopted in the registration process shall be discussed with senior management and resolved accordingly.]) --&gt; B[In order to facilitate the registration process more efficiently and expeditiously, deficiencies within the system shall be identified, and system development activities shall be undertaken in collaboration with the software team.]     B --&gt; C[The registration requirements and the procedures for completing registration shall be announced to students and parents through the system.]     C --&gt; D[A registration centre shall be established, the part-time personnel to be employed during the registration period shall be recruited, and on-the-job training shall be provided to such personnel.]     D --&gt; E[All registration procedures shall be carried out in accordance with the respective methods of payment.]     E --&gt; F[Following the completion of daily registration transactions, the system records of collection receipts and bank entries shall be completed.]     F --&gt; G[The contracts concluded and the scholarships applied during the course of the day shall be verified.]     G --&gt; H[Various reports concerning the registrations conducted shall be generated and shared with senior management.]                     </pre>	<p><b>Head of the Department of Financial Affairs</b></p> <p><b>Head of the Department of Financial Affairs, Student Accounting Specialist</b></p> <p><b>Head of the Department of Financial Affairs, Student Accounting Specialist</b></p> <p><b>Student Accounting Specialist</b></p> <p><b>Student Accounting Specialist</b></p> <p><b>Head of the Department of Financial Affairs</b></p> <p><b>Head of the Department of Financial Affairs, Student Accounting Specialist</b></p> <p><b>Head of the Department of Financial Affairs</b></p>

## DEPARTMENT OF STUDENT AFFAIRS PROCESSES



### JOB DESCRIPTION OF THE HEAD OF THE DEPARTMENT OF STUDENT AFFAIRS

The Head of the Department of Student Affairs shall, within the framework of the relevant legislation, ensure that the services delivered by the Department of Student Affairs are performed in a complete, timely, and accurate manner.

#### PRINCIPAL RESPONSIBILITIES

1. To manage the unit, ensure coordination, and convene briefing meetings,
2. To represent the unit both within and outside the institution,
3. To prepare work plans in line with the fundamental principles and objectives determined by the relevant Higher Education Institutions, and to ensure their implementation,
4. To submit to the Senate the quotas determined by the relevant units for students to be placed at our University in accordance with the results of the Higher Education Institutions Examination (YKS), and to communicate the approved quotas to ÖSYM,
5. To ensure that the quotas and conditions of our University are entered into the ÖSYM, YÖKSİS and other databases within the prescribed time frame, and to carry out the verification and follow-up thereof,
6. To ensure that quotas remaining vacant following the YKS (supplementary quotas) are notified to ÖSYM within the prescribed periods,
7. To ensure the entry of DGS (Vertical Transfer Examination) quotas into the system,
8. To ensure the follow-up and verification of the registration procedures of students who will be newly enrolled at the University,
9. To prepare a draft academic calendar at the commencement of the academic year and submit it to the University Senate, and to ensure the publication of the approved calendar on the website,
10. To follow up the procedures of the academic units relating to the appointment of academic advisors,
11. To ensure the verification of the student graduation decisions received from the academic units,
12. To ensure that entries into the University database (such as grade changes, course withdrawals, registration freezes, etc.) are carried out,
13. To follow up the organisation of procedures such as the preparation, printing and delivery of diplomas,
14. To follow up the organisation of procedures such as the preparation, printing and delivery of diploma supplements,
15. To administer the procedures relating to the safekeeping of diplomas and certificates,
16. To prepare, or arrange for the preparation of, lists pertaining to academic ranking,
17. To examine correspondence received from institutions and organisations concerning graduates and former students whose registration has been terminated, and to ensure that the necessary responses are provided,
18. To examine petitions submitted by graduates and to ensure that the necessary responses are provided,
19. To ensure that the investigation files and decisions concerning students subject to disciplinary proceedings are retained in the student file,
20. To enter the decisions of the Executive Board and the Disciplinary Board into the records of the relevant students and to retain the same in their files,
21. To ensure the preparation of statistical data requested by the units of our University or by other official institutions,
22. To assess the enrolment status of students who have exhausted the maximum period of study, and to communicate such cases to the University Executive Board for the purpose of registration cancellation procedures,
23. To accept the applications of students returning to the programmes of our University pursuant to amnesty laws that have entered into force,

24. To ensure that, at the conclusion of the summer school, the grades of students from other universities who have taken courses are transmitted to their respective universities,
25. To conduct the requisite research with a view to enhancing the operational and working efficiency of the Department of Student Affairs and ensuring continuous improvement; to prepare improvement projects based on such research and submit them for the approval of senior management; to implement approved projects and to assess their outcomes,
26. To provide guidance to its personnel during the preparation of plans pertaining to the academic terms and in other duties of the Department of Student Affairs, and to supervise their work,
27. To follow up the archiving and provision of access to examination materials; to receive examination materials and ensure their classification in accordance with the standard filing system; to ensure access to the archive in accordance with formal requests received from Deans' Offices or Directorates,
28. To monitor and assess the performance of personnel on a continuous basis, and to take such measures as may be necessary,
29. To assist with the necessary preparations for our University's graduation ceremony held at the conclusion of the academic term, and to ensure cooperation with the relevant units in the execution of the ceremony programme,
30. To ensure the preparation and announcement of the horizontal transfer calendar,
31. To ensure that academic scholarship applications are received and submitted to the Rector's Office,
32. To ensure the routing of correspondence received by the Department to the relevant units,
33. To ensure the implementation of decisions pertaining to academic affairs,
34. To identify, and ensure the fulfilment of, all requirements of the Department,
35. To have the strategic plan, activity reports and information dossier of the Department prepared, and to submit the same to senior management,
36. To ensure and supervise the proper conduct of correspondence with units within the University and with external institutions,
37. To ensure that horizontal transfers are conducted in accordance with the applicable legislation,
38. To conduct duties in compliance with information security objectives, policies, and the documentation of the information security management system,
39. To possess thorough knowledge of the regulations and directives of CAU,
40. To follow up the information security objectives pertaining to his/her unit and to ensure their attainment,
41. To attend to and report any information security vulnerability that is observed or suspected in systems or services,
42. To perform such other duties as may be assigned by the Rector.
43. The Head of the Department of Student Affairs shall be accountable to the Secretary General.

**Document Title:****JOB DESCRIPTION OF THE STUDENT AFFAIRS SPECIALIST**

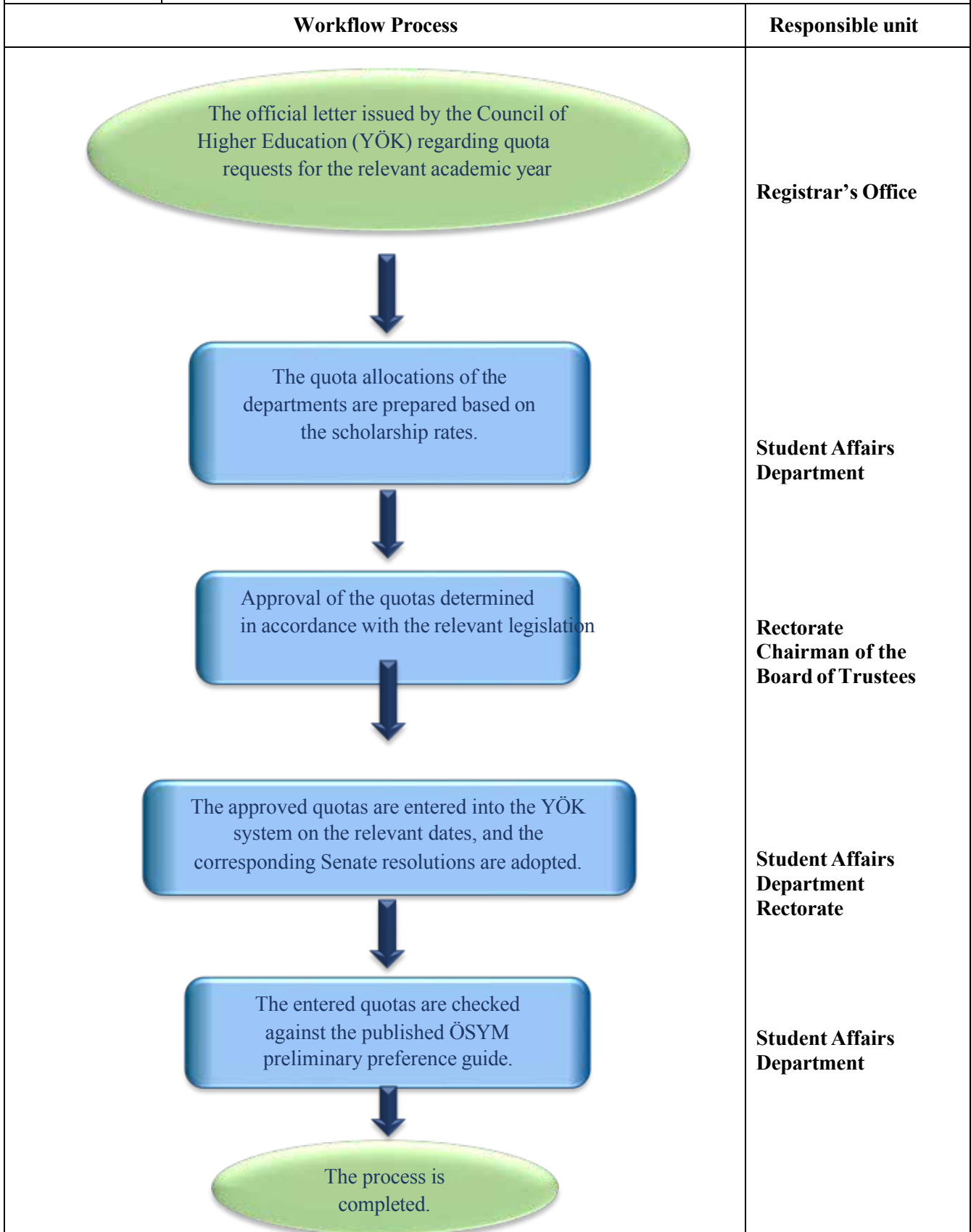
The Student Affairs Specialist performs the services within the Student Affairs Department completely, accurately, and in a timely manner in accordance with the relevant legislation.

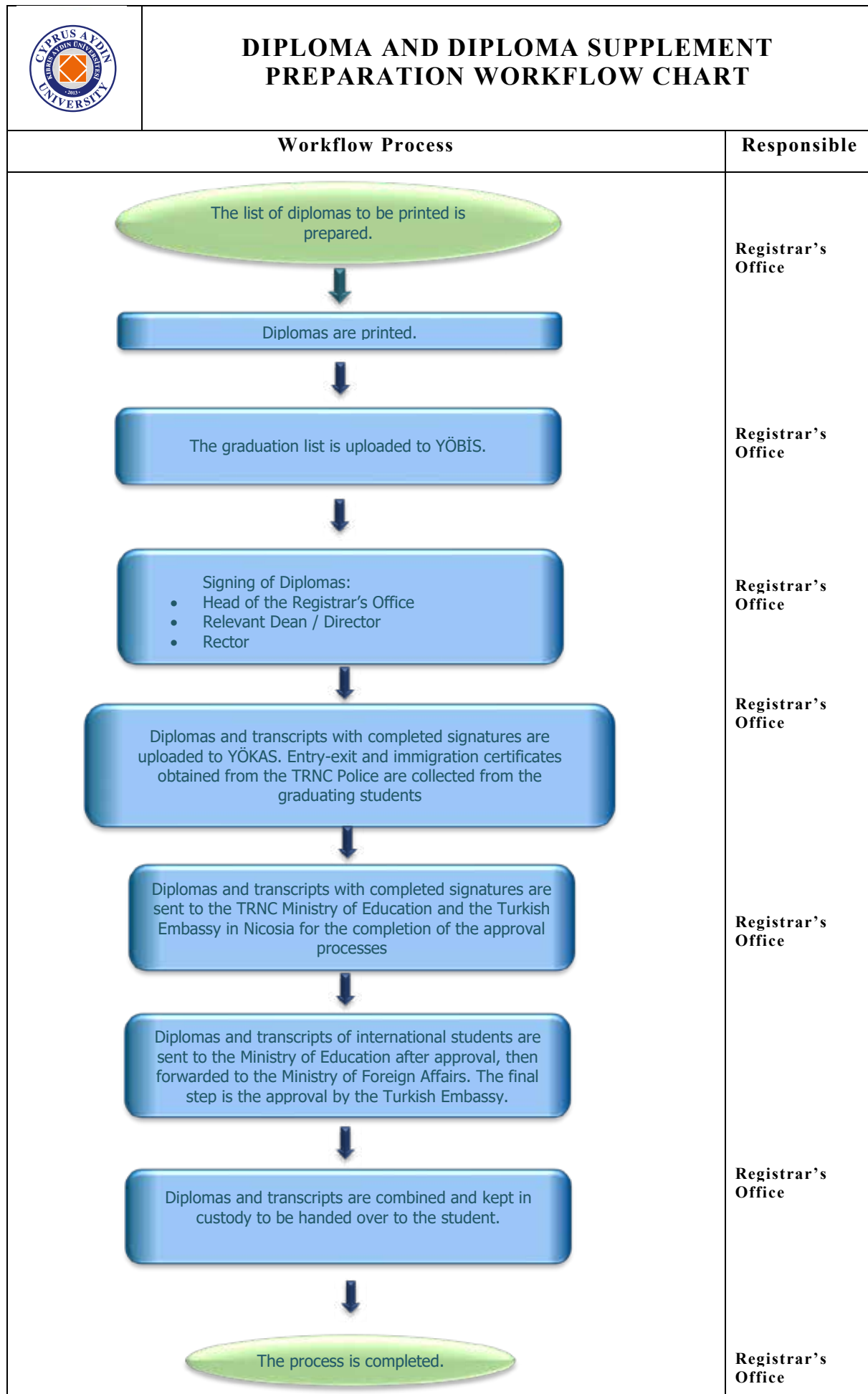
**MAIN RESPONSIBILITIES**


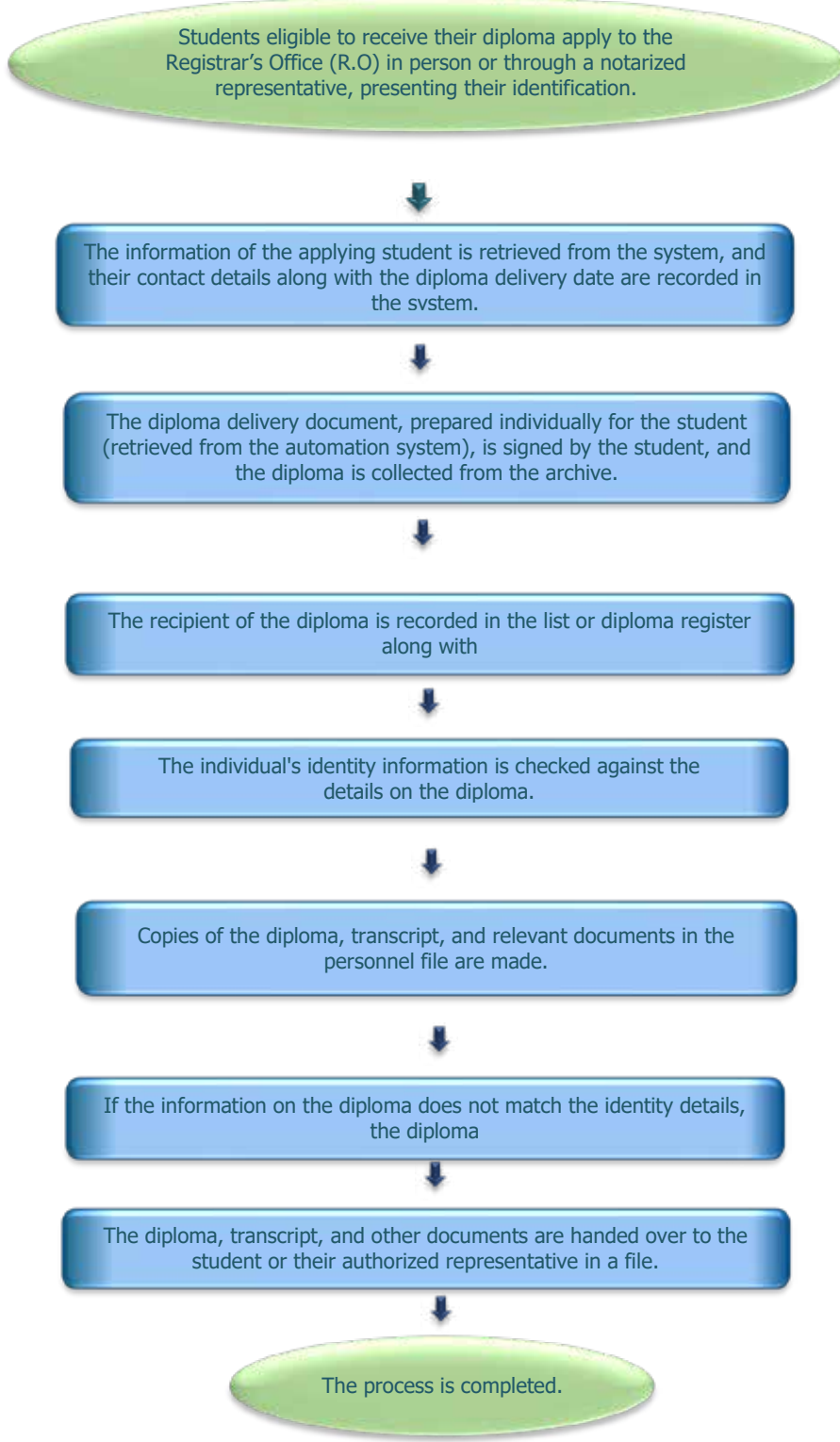
1. To issue student certificates, diplomas, transcripts, and other documents requested by students,
2. To carry out the clearance procedures of students eligible for graduation by using the “Graduation Form”,
3. To receive petition requests submitted by students and forward them to supervisors,
4. To ensure the delivery of identity cards prepared by the Information Technologies Directorate to students who have completed final registration procedures,
5. To prepare work plans and ensure their implementation in line with the fundamental principles and objectives determined by the relevant Higher Education Institutions (YÖK and YÖDAK),
6. To conduct the registration procedures of newly admitted students to the University,
7. To implement the horizontal transfer calendar,
8. To take part in the preparation process of plans related to academic semesters,
9. To have a thorough knowledge of the regulations of the relevant higher education institutions and follow amendments thereto,
10. To receive requests related to entries into the University database (such as grade changes, course withdrawals, and registration freezing),
11. To ensure the verification of student graduation decisions submitted by academic units,
12. To organize and monitor procedures related to the preparation, printing, and delivery of diplomas,
13. To organize and monitor procedures related to the preparation, printing, and delivery of diploma supplements,
14. To manage procedures related to the preservation of diplomas and certificates,
15. To place decisions concerning students taken by the relevant administrative boards into student files,
16. To ensure that all student procedures are carried out in accordance with the relevant legislation,
17. To ensure that external correspondence regarding students is conducted in a timely manner and in compliance with the relevant legislation,
18. To ensure that student files are maintained completely, accurately, and up to date,
19. To examine written and verbal requests submitted by students and ensure that the necessary responses are provided,
20. To meet document requests regarding students related to investigations conducted by the relevant Administrative Boards and Disciplinary Boards,
21. To contribute to the realization of quality policies and objectives within the unit,
22. To ensure the preparation of files to be submitted for inspections conducted by YÖK and YÖDAK,
23. To carry out duties in accordance with information security objectives, policies, and information security management system documents; to monitor information security objectives related to the unit and ensure the achievement of such objectives; to pay attention to any observed or suspected information security vulnerabilities within systems or services and prepare reports thereon,
24. To have a thorough knowledge of CAU regulations and directives,
25. To issue duplicate diplomas in cases of diploma loss or damage applications,
26. To perform assigned duties accurately, completely, and on time in a manner that ensures the efficient use of workforce, time, and materials,
27. To protect and preserve documents, movable property, and immovable property related to the duties assigned,
28. To perform other duties assigned by the supervisor.
29. The Student Affairs Specialist is responsible to the Director of Student Affairs.

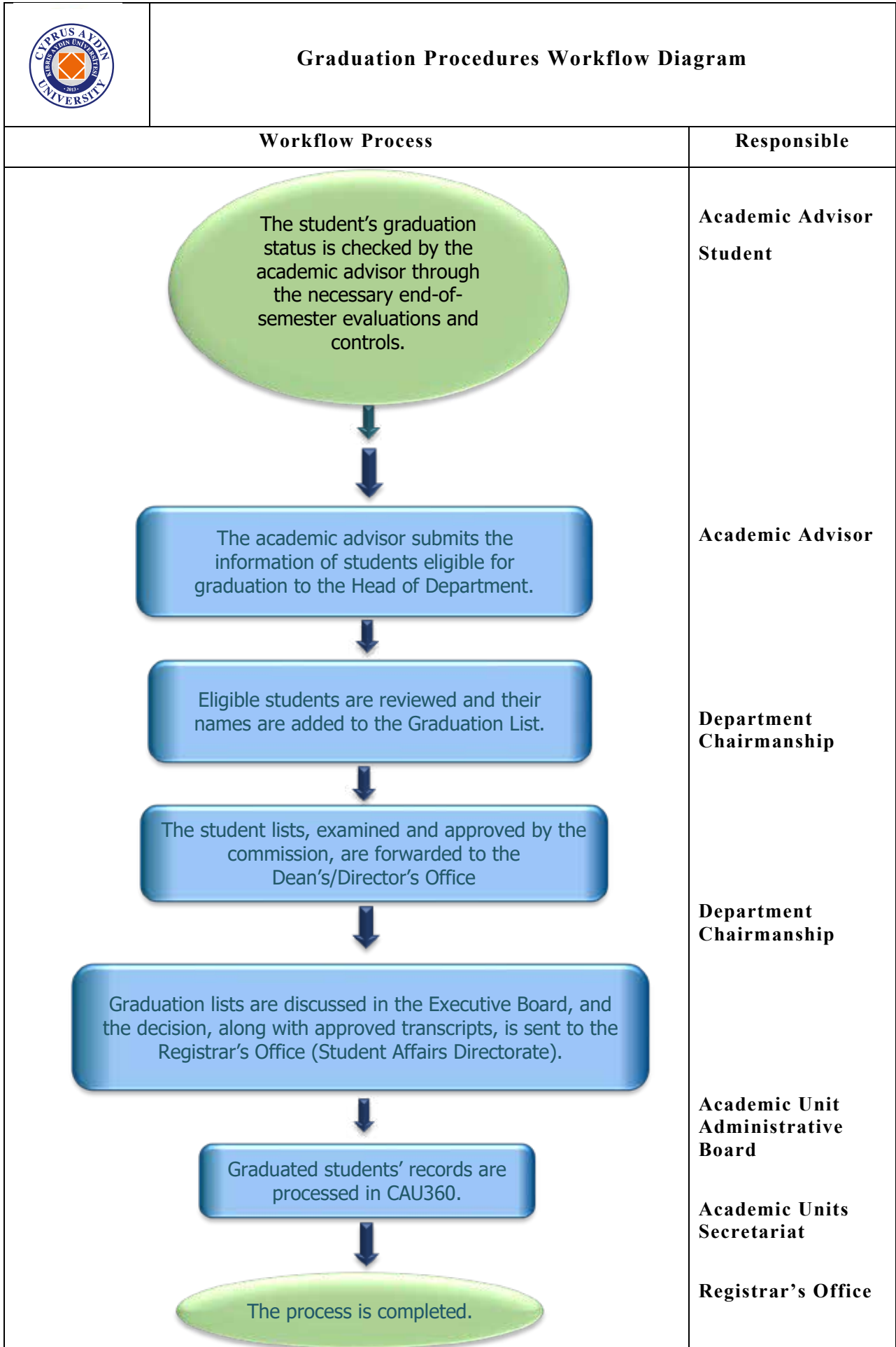


## Student Quota Determination Workflow Diagram

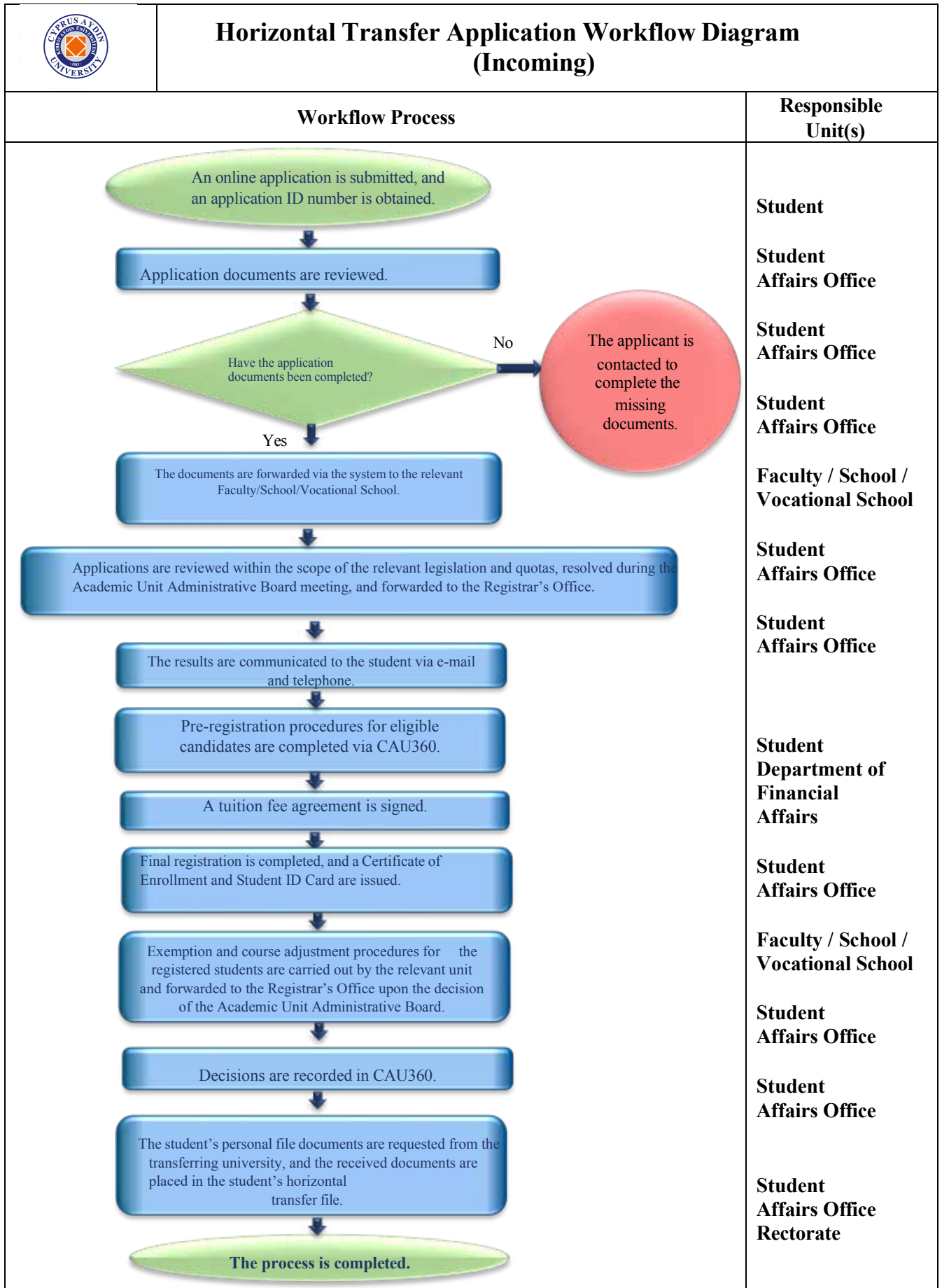




	<b>DIPLOMA DELIVERY TO GRADUATING STUDENTS WORKFLOW</b>	
	<b>Workflow Process</b>	<b>Responsible</b>
		<p><b>Registrar's Office</b> <b>(Department of Student Affairs)</b></p> <p><b>Registrar's Office</b> <b>(Department of Student Affairs)</b></p> <p><b>Registrar's Office</b> <b>(Department of Student Affairs)</b></p> <p><b>Registrar's Office</b> <b>(Department of Student Affairs)</b></p> <p><b>Registrar's Office</b> <b>(Department of Student Affairs)</b></p> <p><b>Registrar's Office</b> <b>(Department of Student Affairs)</b></p> <p><b>Registrar's Office</b> <b>(Department of Student Affairs)</b></p> <p><b>Registrar's Office</b> <b>(Department of Student Affairs)</b></p> <p><b>Registrar's Office</b> <b>(Department of Student Affairs)</b></p>




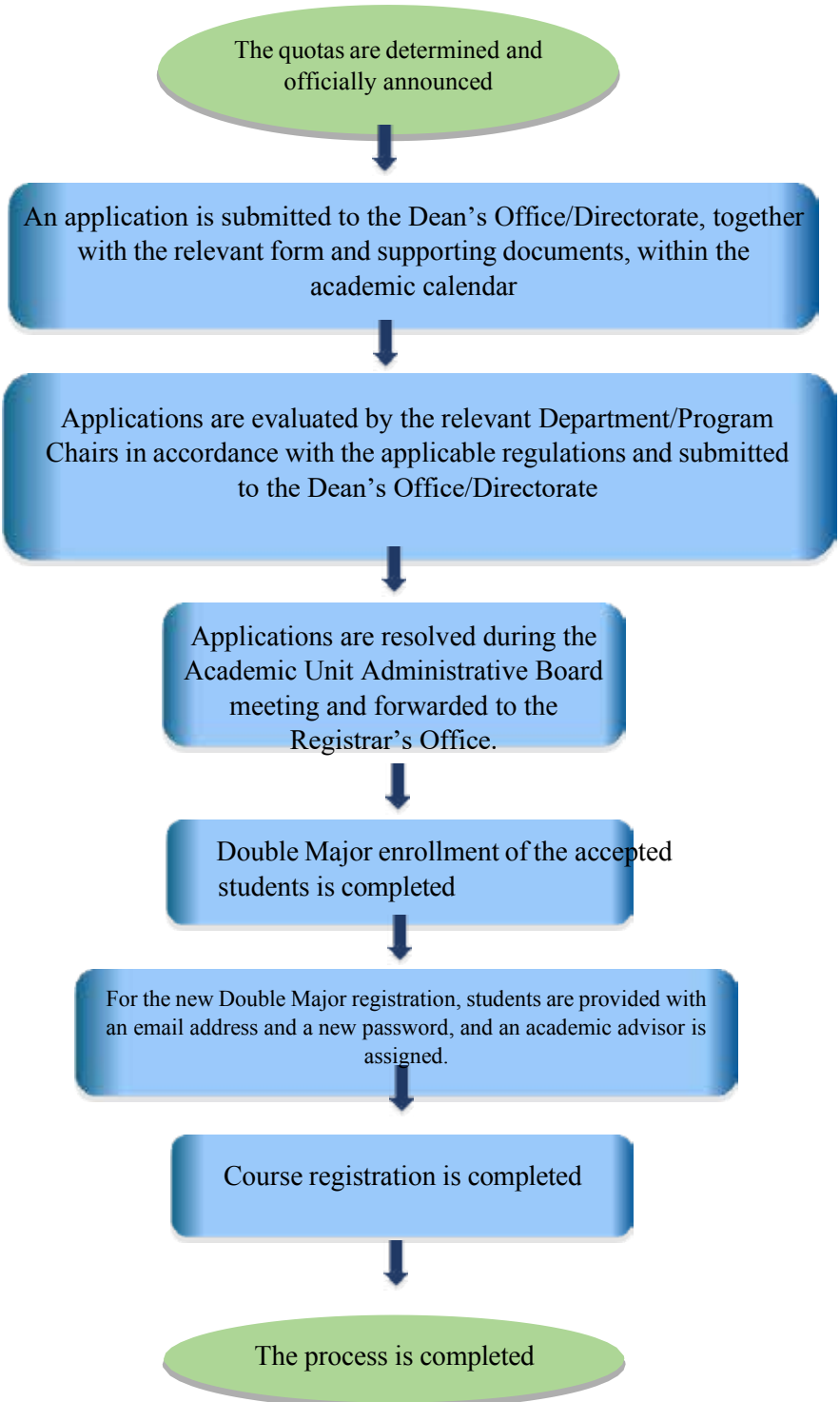






### Vertical Transfer Exam (DGS) Registration Workflow Diagram

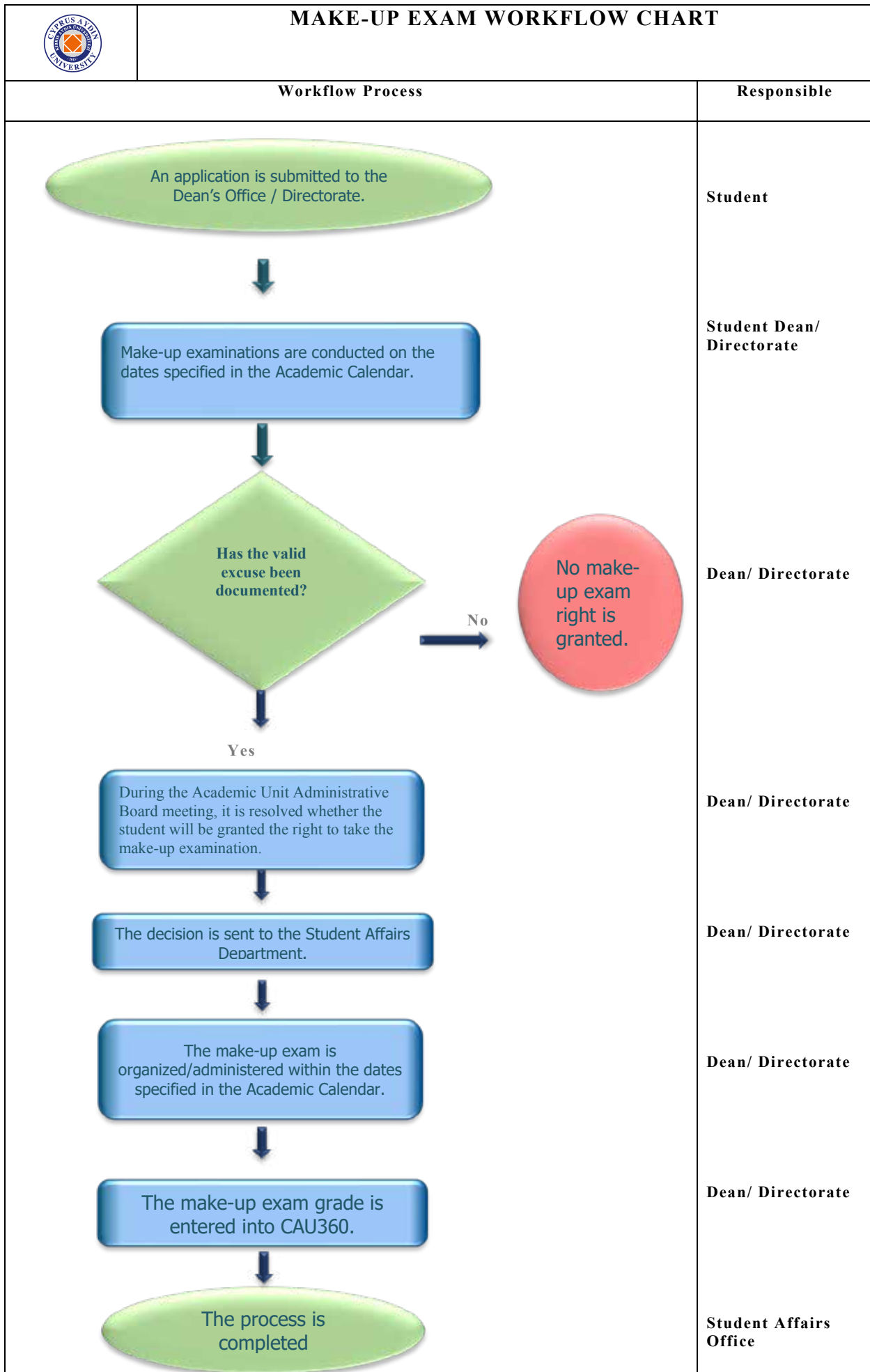
Workflow Process	Responsible
<p style="text-align: center;">DGS (Vertical Transfer Exam) registration dates and required documents are announced on the website.</p>	<p><b>Registrar’s Office (Student Affairs Department)</b></p>
<p>Following the announcement of the placement results, the registration process is initiated on the dates determined by ÖSYM.</p>	<p><b>Registrar’s Office (Student Affairs Department)</b></p>
<p>Following accounting procedures and document verification, the student’s system registration is completed.</p>	<p><b>Registrar’s Office (Student Affairs Department) / Accounting Office</b></p>
<p>The student is provided with an e-mail address and system user credentials.</p>	<p><b>Registrar’s Office (Student Affairs Department)</b></p>
<p>The course exemption form, transcript, and course contents are submitted to the relevant academic unit for evaluation.</p>	<p><b>Registrar’s Office (Student Affairs Department)</b></p>
<p>The student’s course exemptions are evaluated and resolved by the Academic Unit Administrative Board. Course transfers are completed, class placement adjustments are made, and the relevant course transfers are entered into the system.</p>	<p><b>Faculty Administrative Board / Registrar’s Office (Student Affairs Department)</b></p>
<p>An academic advisor is assigned to the student, and semester course registration is completed in accordance with the transferred courses.</p>	<p><b>Academic Advisor</b></p>
<p style="text-align: center;">Process Completed</p>	

	<b>DOUBLE MAJOR APPLICATION AND ENROLLMENT WORKFLOW DIAGRAM</b>	
	<b>Workflow Process</b>	<b>Responsible</b>
 <pre> graph TD     A([The quotas are determined and officially announced]) --&gt; B[An application is submitted to the Dean's Office/Directorate, together with the relevant form and supporting documents, within the academic calendar]     B --&gt; C[Applications are evaluated by the relevant Department/Program Chairs in accordance with the applicable regulations and submitted to the Dean's Office/Directorate]     C --&gt; D[Applications are resolved during the Academic Unit Administrative Board meeting and forwarded to the Registrar's Office.]     D --&gt; E[Double Major enrollment of the accepted students is completed]     E --&gt; F[For the new Double Major registration, students are provided with an email address and a new password, and an academic advisor is assigned.]     F --&gt; G[Course registration is completed]     G --&gt; H([The process is completed])                     </pre>	<p><b>Dean's Office / Directorate</b></p> <p><b>Student</b></p> <p><b>Dean's Office / Directorate</b></p> <p><b>Dean's Office / Directorate</b></p> <p><b>Student Affairs Office Student Accounting Office Student</b></p> <p><b>Student Affairs Office</b></p> <p><b>Student Academic Advisor</b></p>	



### Minor Program Application Workflow Diagram

Workflow Process	Responsible Unit(s)
<p>Application is submitted to the Dean's Office/Directorate within the academic calendar, together with the relevant forms and documents.</p>	<p><b>Student</b></p>
<p>Applications are evaluated by the relevant Department/Program Chairs and submitted to the Dean's Office/Directorate.</p>	<p><b>Dean's Office / Directorate</b></p>
<p>Applications are resolved during the Academic Unit Administrative Board meeting.</p>	<p><b>Dean's Office / Directorate</b></p>
<p>Decisions are forwarded to the Student Affairs Office.</p>	<p><b>Dean's Office / Directorate</b></p>
<p>Accepted students are registered in the minor program.</p>	<p><b>Student Affairs Office Student Accounting Office Student</b></p>
<p>Course registration and approval procedures are carried out.</p>	<p><b>Student Academic Advisor</b></p>
<p>The process is completed</p>	



Document Title:

**PERSONNEL DEPARTMENT**

39

**JOB DESCRIPTION OF THE DIRECTOR OF THE PERSONNEL DEPARTMENT****1. Main Responsibilities**

- 1.1. To conduct all institutional personnel recruitment processes in accordance with laws, bylaws, and regulations.
- 1.2. To carry out all personnel affairs and personnel law processes in accordance with laws, bylaws, and regulations.
- 1.3. To conduct and monitor work permit and work permit renewal procedures for foreign national personnel.
- 1.4. To manage the salary processes of administrative and academic personnel.
- 1.5. To carry out leave procedures for all administrative and academic personnel and report planned annual leaves.
- 1.6. To monitor the creation of CAU360 accounts and the provision of system access for all administrative and academic personnel,
- 1.7. To ensure that updates related to staff appointments and promotions of all administrative and academic personnel are processed in the CAU360 system.
- 1.8. To publish vacancy announcements for identified administrative and academic personnel needs and to conduct preliminary evaluations of applications before submitting them to the relevant unit, faculty, General Secretariat, and Rectorate.
- 1.9. To carry out recruitment, selection, and placement procedures for academic and administrative personnel.
- 1.10. To monitor the clearance and separation procedures of all administrative and academic personnel leaving employment, to conduct legal compliance procedures, and to ensure that official termination procedures are carried out in accordance with laws, bylaws, and regulations.
- 1.11. To conduct contract, contract renewal, and contract termination processes for all administrative personnel and full-time and part-time academic personnel.
- 1.12. To carry out in-service training planning in line with unit and personnel needs and to monitor participation in such training programs,
- 1.13. To develop initiatives aimed at increasing personnel satisfaction.
- 1.14. To periodically present Human Resources reports (personnel demographic structure, training, etc.).
- 1.15. To manage the social insurance procedures of students undertaking internships.
- 1.16. The Director of Personnel Affairs is responsible to the Secretary General.

**Document Title:****Personnel Affairs Directorate Performance Management System Procedure****1. PURPOSE**

To support the training of Cyprus Aydın University personnel in line with institutional goals, values, and principles regarding the planning, implementation, and evaluation of in-service training activities other than academic education.

**2. SCOPE**

This procedure covers all administrative and academic personnels and personnel training activities.

**3. DEFINITIONS**

**3.1 Mandatory Training:** Trainings planned by the Rectorate and the Secretary General's Office in line with the needs of the personnel/departments, for which participation is compulsory.

**3.2 External Training:** Training activities provided by various institutions/organizations either within or outside the university.

**3.3 Internal Training:** Training activities provided within the university.

**4. IMPLEMENTATION****3.1 Basic Approach**

**3.1.1.**Ensuring the adaptation of personnel to changes, developments, and new technologies.

**3.1.2.**Enhancing the knowledge and skills of personnel in line with quality improvement activities.

**3.1.3.**Raising personnel awareness regarding the concept of productivity and increasing efficiency.

**3.1.4.**Supporting the professional and cultural development of personnel.

**3.1.5.**Ensuring that in-service training activities are delivered regularly and effectively.

**Document Title:****PERFORMANCE MANAGEMENT SYSTEM PROCEDURE****1. PURPOSE**

To measure and evaluate the success and development capability demonstrated by the employees of Cyprus Aydın University in their work.

**2 SCOPE**

This procedure covers all academic and administrative personnel.

**3. DEFINITIONS****4. IMPLEMENTATION**

**Academic Personnel Performance Evaluation:** Academic personnel complete the self-evaluation form and submit it to the Department Chairs. Following the evaluation of the Department Chairs, the Performance Evaluation Forms submitted to the Dean's Office/Directorate are presented to the Rectorate upon the opinion of the Dean/Director. The evaluation of academic personnel performance and the conduct of performance review meetings fall under the authority of the relevant academic unit administrator and the Rectorate. The results of the performance evaluation are communicated to the academic personnel in writing and added to the personnel file by the Personnel Affairs Directorate.

**Academic Personnel Performance Evaluation Criteria****i. Educational and Instructional Activities****ii. Research Activities****iii. Community Contribution Activities**

**Administrative Personnel Performance Evaluation:** Administrative personnel complete the self-evaluation form and submit it to their Unit Supervisors. Following the scoring and addition of remarks by the Unit Supervisors, the performance evaluation forms are presented to the Secretary General's Office. Performance evaluation meetings with administrative personnel are conducted by the Unit Supervisors and the Secretary General's Office. The results of the performance evaluation are communicated to the administrative personnel in writing and added to the personnel file by the Personnel Affairs Directorate.

**Administrative Personnel Performance Evaluation Criteria****i. Job Performance (Core Duties)****ii. Efficiency and Problem Solving****iii. Communication and Cooperation****iv. Institutional Conduct and Discipline**

**Document Title:****PERSONNEL RECRUITMENT, SELECTION, AND PLACEMENT PROCEDURE****1. PURPOSE**

To ensure that the recruitment of the academic and administrative personnel needed by the University is conducted fairly, transparently, and in compliance with laws and regulations, based on competency, experience, educational background, and compatibility with the institutional culture.

**2. SCOPE**

This procedure covers the recruitment processes of all full-time and part-time academic and administrative personnel.

**3. LEGAL BASIS**

- TRNC Labour Law No. 22/1992
- Personal Data Protection Legislation (KVKK)

**4. DEFINITIONS**

**Candidate:** A person applying for a job position.

**Job Application Form:** The form completed by administrative personnel applicants during the application process.

**Academic Interview Form:** The form completed by the Faculty Dean's Office and the Rectorate during interviews with academics applying for announced positions, including recruitment approvals of the Rectorate and the Board of Trustees Presidency.

**Competency-Based Interview:** It is an interview in which candidates' competencies and experiences for the announced position are assessed.

**5. RESPONSIBLE MEMBERS**

- Personnel Department
- Rectorate
- General Secretariat
- Faculty Dean's Offices
- Department Chairmanships
- Relevant Directorates/Department Presidencies

**6. IMPLEMENTATION****6.1 Personnel Request**

The need for administrative personnel is submitted in writing by the relevant unit to the General Secretariat, while the need for academic personnel is submitted in writing by the relevant Faculty Dean's Office to the Rectorate. Positions approved by the General Secretariat or the Rectorate are submitted to the Board of Trustees Presidency for approval.

**6.2 Approval Process**

The request is evaluated by the Board of Trustees Presidency in terms of budget, staffing norms, and strategic planning.

**6.3 Announcement Process**

Following the approval of the Board of Trustees Presidency, a vacancy announcement is published based on the personnel recruitment request submitted to the Personnel Department.

- University website
- Career portals
- Application pool screening

#### **6.4 Preliminary Screening**

Applications shall be reviewed based on the following criteria:

- Educational qualifications
- Professional experience
- Interview conducted by the relevant unit
- Foreign language proficiency and level
- Academic qualifications

#### **6.5 Interview Process**

1. Preliminary evaluation interview conducted by the Human Resources Department
2. Interview with the relevant Unit / Faculty
3. Technical interview\*
4. General Secretariat / Rectorate interview
5. Reference check

\*A technical evaluation interview conducted for candidates applying for technical positions.

#### **6.6 Offer Process**

Following the successful completion of the interview process and subsequent approval by the Board of Trustees Presidency, the Human Resources Department shall extend a job offer to the candidate, including salary details and other relevant employment terms.

#### **6.7 Recruitment / Commencement of Employment**

Provided that the candidate has submitted all required documents to the Human Resources Department, employment procedures shall be carried out by the Human Resources Department in accordance with the applicable laws and regulations.

#### **7. RECORDS**

- Administrative Staff Job Application Form
- Candidate Evaluation Form
- Academic Staff Interview Evaluation Form
- Job Offer Form



## ORIENTATION AND ONBOARDING PROCEDURE

### 1. PURPOSE

To ensure that newly appointed academic and administrative staff adapt to the institution quickly, effectively, and efficiently; understand their duties, authorities, and responsibilities; and successfully integrate into the institutional culture.

### 2. SCOPE

This procedure covers all newly recruited academic and administrative employees.

### 3. LEGAL BASIS

- TRNC Labour Law No. 22/1992
- Higher Education Law No. 2547
- TRNC Occupational Health and Safety Law No. 35/2008 and related regulations
- University Human Resources Department Policies
- University Regulations

### 4. DEFINITIONS

#### **Orientation:**

The process of introducing a new employee to the institution and facilitating their adaptation to the workplace.

#### **Mentor:**

An experienced employee assigned to guide and support the new staff member.

#### **Onboarding Training:**

Training provided regarding the institutional structure, systems, and operational procedures.

### 5. RESPONSIBILITIES

- Human Resources Department
- Relevant Unit Managers
- Information Technology Unit
- Mentor / Advisory Staff

### 6. IMPLEMENTATION

#### **6.1 Preparation of the Orientation Plan**

Before the new employee commences employment, the Human Resources Department shall make the following preparations:

- Preparation of the workspace
- Creation of computer and email accounts
- Preparation of the staff identification card
- Preparation of the orientation schedule

#### **6.2 First-Day Welcome**

On the first day, the new employee shall be welcomed by the Human Resources Department, and the following information shall be provided:

- The university's vision and values
- Organizational structure
- Institutional culture
- Human resources practices
- Working hours

#### **6.3 Documentation and System Registration**

- Entry into the personnel information system shall be completed
- The email account shall be activated
- Campus access authorizations shall be assigned

**6.4 Training Process**

Within the first two weeks, the following training sessions shall be provided:

- Institutional code of ethics
- Information security
- Relevant regulations and personnel information documents

**6.5 Departmental Adaptation Process**

The relevant manager shall:

- Explain the job description
- Communicate performance goals
- Explain workflow procedures
- Introduce team members

**6.6 Mentor Assignment**

For positions where deemed necessary, a mentor may be assigned for the first three months.

**6.7 Monitoring of the Probation Period**

In accordance with the TRNC Labour Law No. 22/1992, the official probation period is three months. Newly recruited employees shall be evaluated by their respective units, and positive or negative feedback shall be submitted to the Human Resources Department.



## PROBATION PERIOD EVALUATION PROCEDURE

### 1. PURPOSE

To ensure the objective evaluation of newly recruited employees during the probation period in terms of performance, conduct, competency, and adaptation to the institution.

### 2. SCOPE

This procedure covers all administrative, academic, contractual, and support personnel subject to a probation period.

### 3. LEGAL BASIS

- TRNC Labour Law
- Institutional contractual provisions
- Performance Management System

### 4. DEFINITIONS

#### **Probation Period:**

The three-month probation period stipulated under the TRNC Labour Law No. 22/1992.

#### **Interim Evaluation:**

The interim performance review conducted during the probation period.

#### **Permanent Position Approval:**

The confirmation of permanent appointment upon successful completion of the probation period.

### 5. RESPONSIBILITIES

- Human Resources Department
- Relevant Unit Directorates / Departments / Faculties / Schools
- Employee

### 6. IMPLEMENTATION

#### **6.1 Commencement of the Probation Period**

The three-month probation period shall commence as of the employee's official date of employment, in accordance with the TRNC Labour Law No. 22/1992.

#### **6.2 Determination of Goals and Expectations**

Within the first week, the following matters shall be communicated to the employee in writing by the supervisor:

- Job description
- Performance expectations
- Behavioural expectations
- Objectives for the first three months

#### **6.3 Interim Evaluation**

A review meeting shall be held between the supervisor and the employee at the midpoint of the probation period.

#### **Evaluation areas include:**

- Learning speed and job adaptation
- Technical competency
- Discipline
- Communication skills
- Team compatibility

If deficiencies are identified, a development plan shall be prepared.

#### **6.4 Final Evaluation**

At the end of the probation period, the supervisor shall complete the evaluation form.

#### **Possible outcomes:**


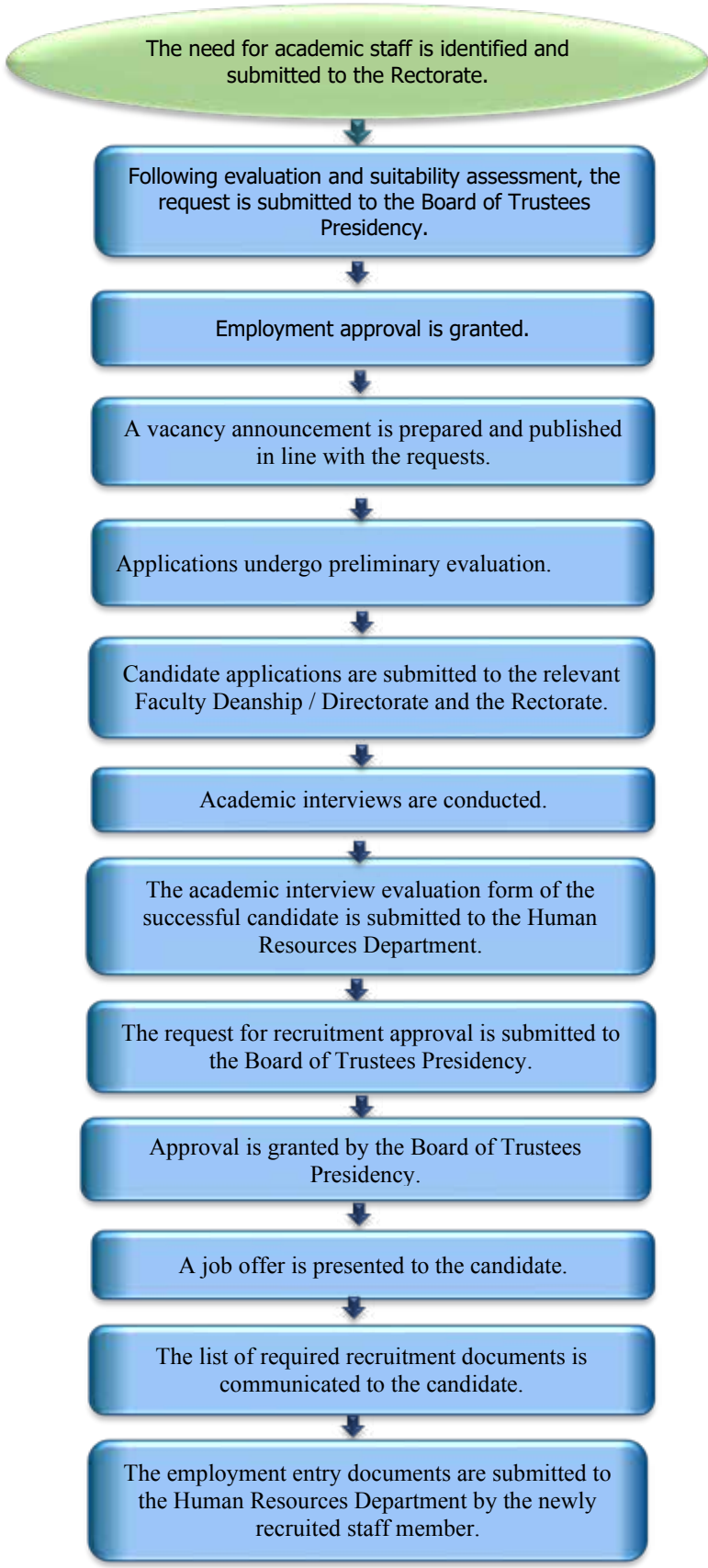
1. Successful – Permanent position approval
2. Unsuitable – Termination of employment / separation

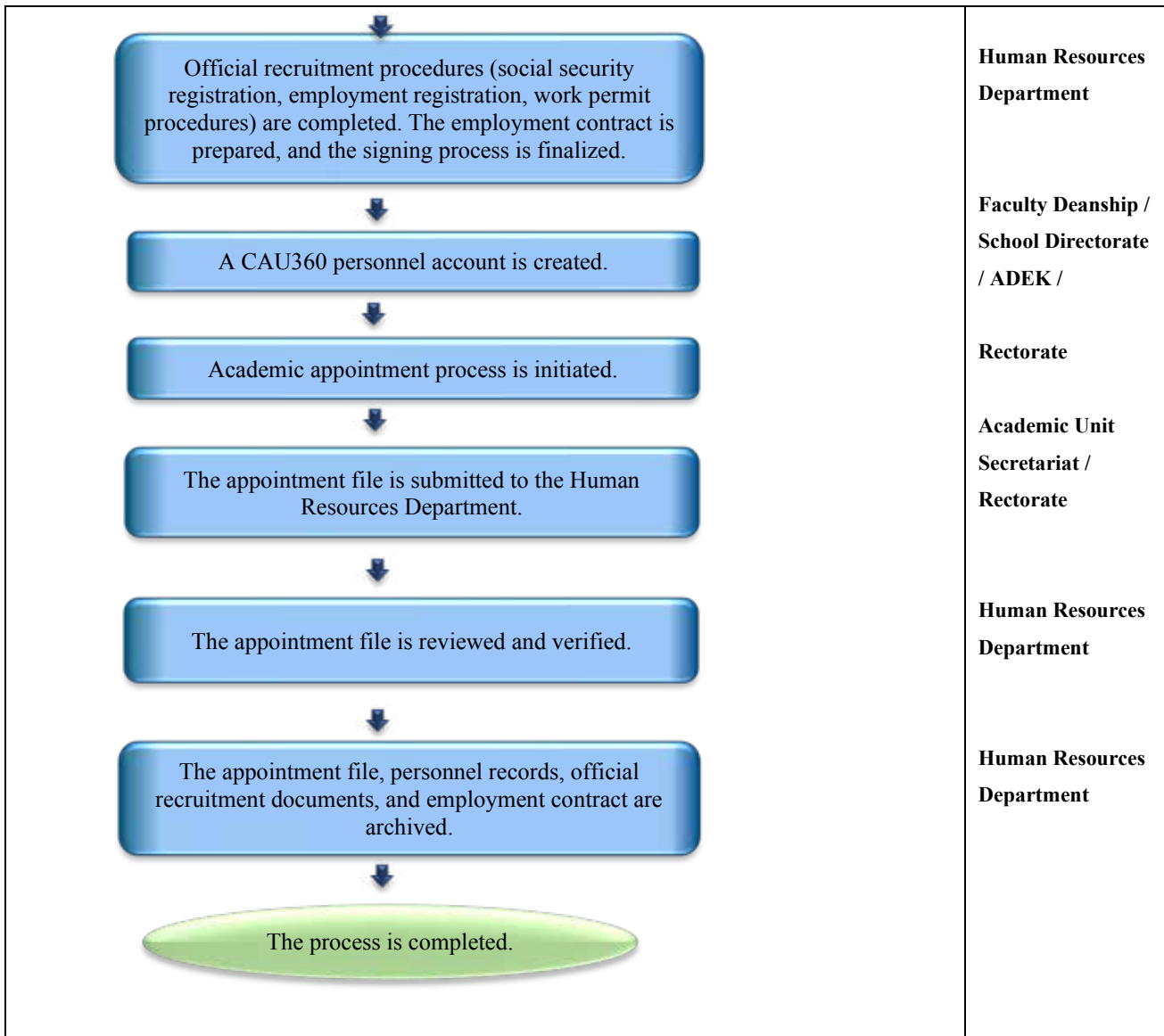
**6.5 Human Resources Department Approval**


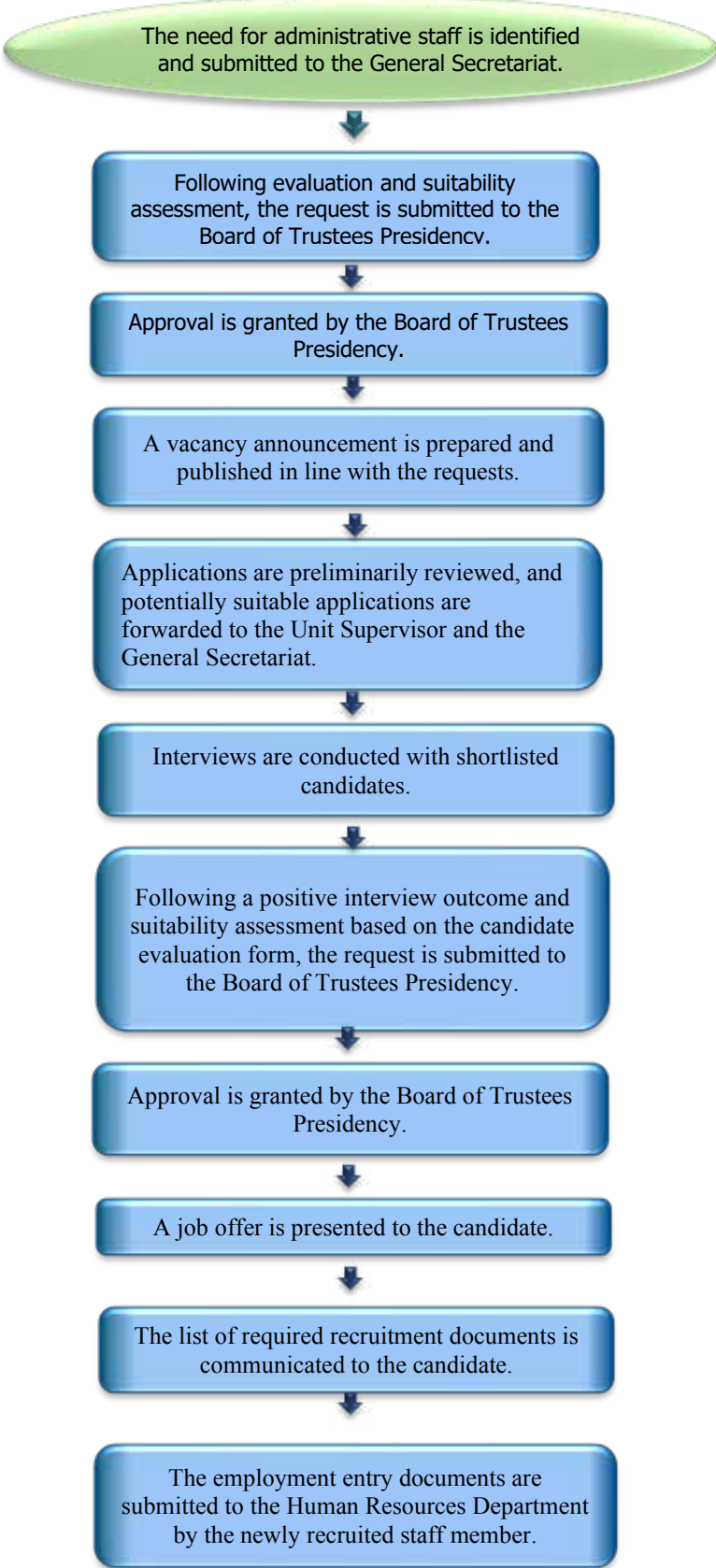
The evaluation result shall be reviewed by the Human Resources Department and submitted to the management for approval.

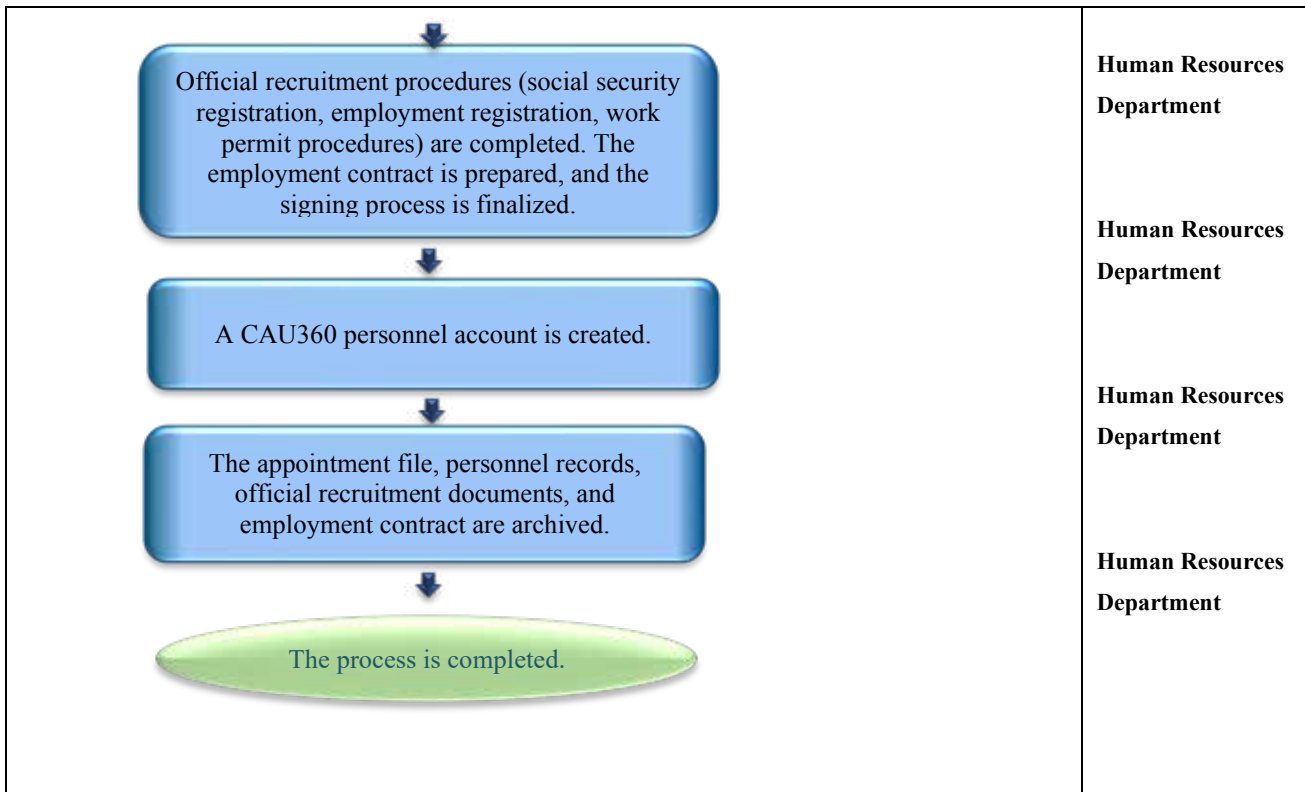
**6.6 Notification to the Employee**


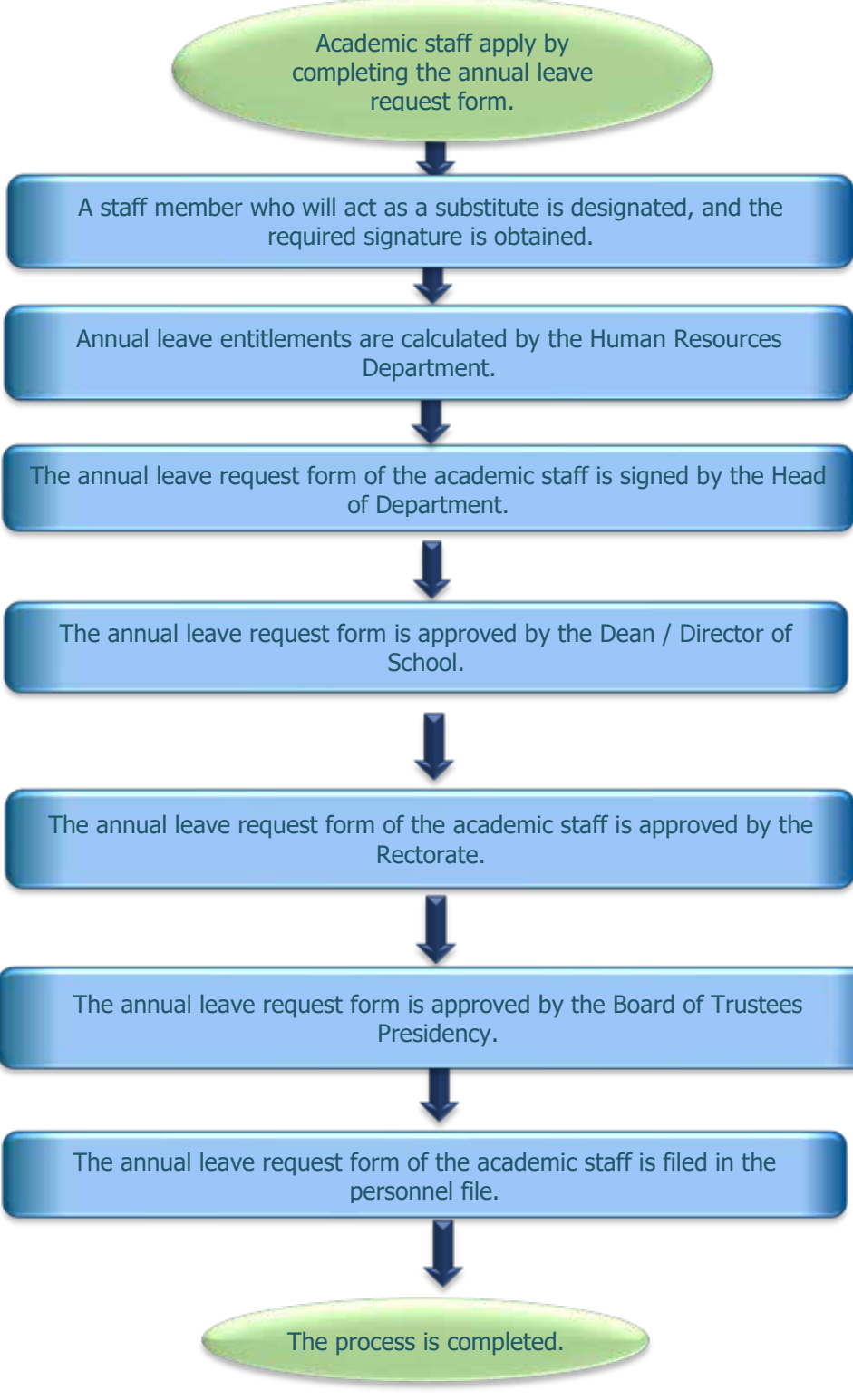
If the decision is unfavorable, the employee shall be formally notified in writing, and the termination of the employment contract shall be communicated through hand delivery.


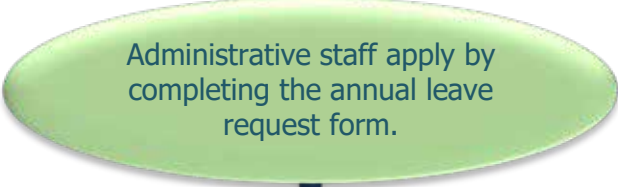
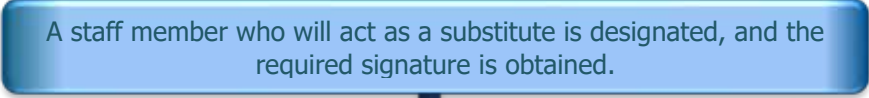
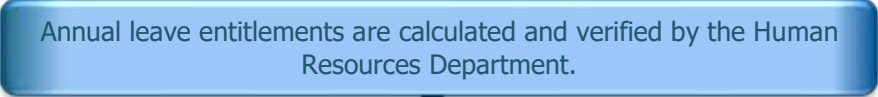
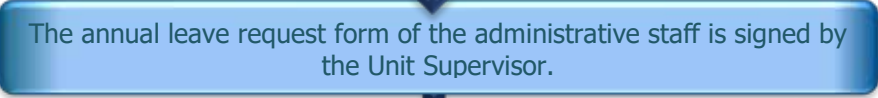
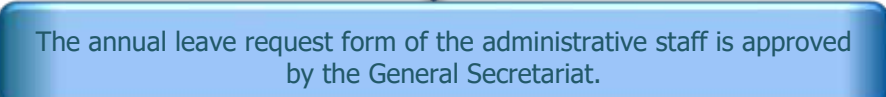
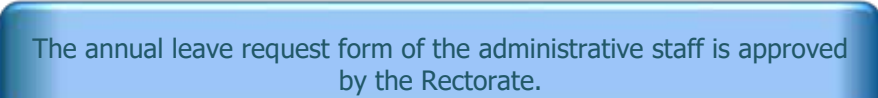
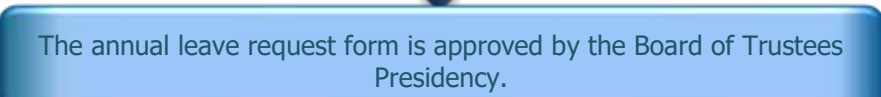
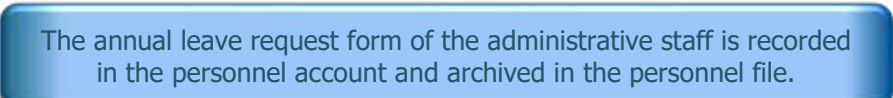
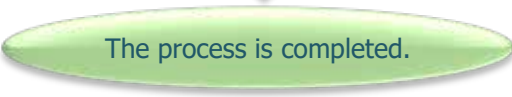
	<b>ACADEMIC STAFF POSITION APPROVAL AND RECRUITMENT WORKFLOW CHART</b>	
	Workflow Process	Responsible Unit
 <pre> graph TD     A([The need for academic staff is identified and submitted to the Rectorate.]) --&gt; B[Following evaluation and suitability assessment, the request is submitted to the Board of Trustees Presidency.]     B --&gt; C[Employment approval is granted.]     C --&gt; D[A vacancy announcement is prepared and published in line with the requests.]     D --&gt; E[Applications undergo preliminary evaluation.]     E --&gt; F[Candidate applications are submitted to the relevant Faculty Deanship / Directorate and the Rectorate.]     F --&gt; G[Academic interviews are conducted.]     G --&gt; H[The academic interview evaluation form of the successful candidate is submitted to the Human Resources Department.]     H --&gt; I[The request for recruitment approval is submitted to the Board of Trustees Presidency.]     I --&gt; J[Approval is granted by the Board of Trustees Presidency.]     J --&gt; K[A job offer is presented to the candidate.]     K --&gt; L[The list of required recruitment documents is communicated to the candidate.]     L --&gt; M[The employment entry documents are submitted to the Human Resources Department by the newly recruited staff member.]                     </pre>	<p><b>Deanships / Directorates</b></p> <p><b>Rectorate</b></p> <p><b>Board of Trustees Presidency</b></p> <p><b>Human Resources Department</b></p> <p><b>Human Resources Department</b></p> <p><b>Human Resources Department</b></p> <p><b>Faculty Deanship / Directorate / Rectorate</b></p> <p><b>Rectorate</b></p> <p><b>Human Resources Department</b></p> <p><b>Board of Trustees Presidency</b></p> <p><b>Human Resources Department Rectorate</b></p> <p><b>Human Resources Department</b></p> <p><b>Newly recruited personnel</b></p> <p><b>Human Resources Department</b></p>	


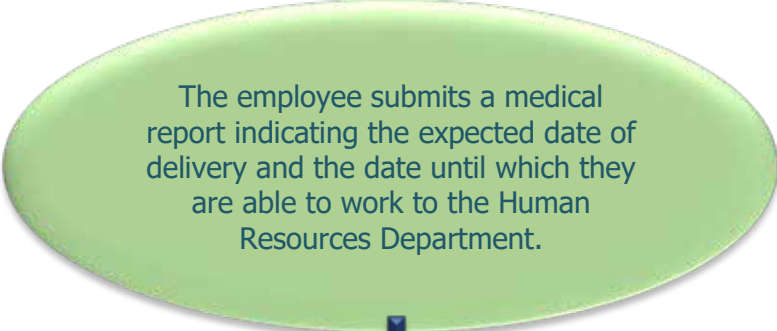
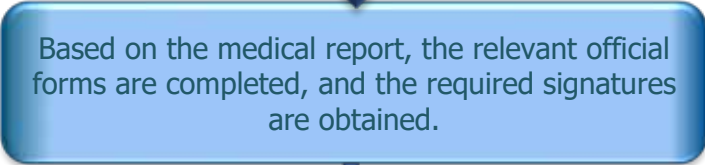
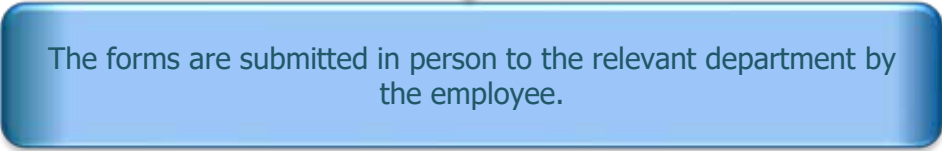
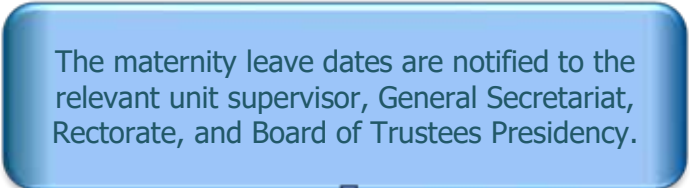
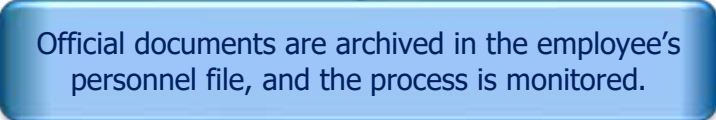
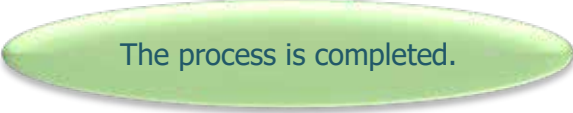



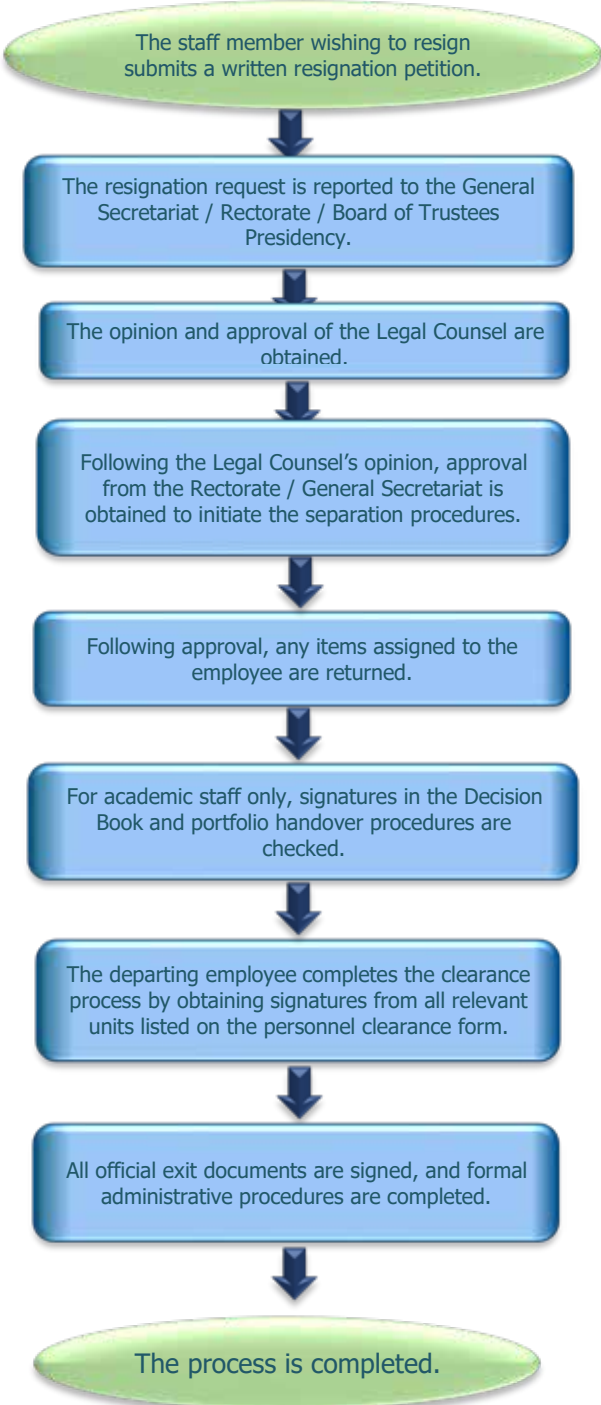
	<p align="center"><b>ADMINISTRATIVE STAFF POSITION APPROVAL AND RECRUITMENT WORKFLOW CHART</b></p>	
	<p align="center"><b>Workflow Process</b></p>	<p align="center"><b>Responsible Unit</b></p>
 <pre> graph TD     A([The need for administrative staff is identified and submitted to the General Secretariat.]) --&gt; B[Following evaluation and suitability assessment, the request is submitted to the Board of Trustees Presidency.]     B --&gt; C[Approval is granted by the Board of Trustees Presidency.]     C --&gt; D[A vacancy announcement is prepared and published in line with the requests.]     D --&gt; E[Applications are preliminarily reviewed, and potentially suitable applications are forwarded to the Unit Supervisor and the General Secretariat.]     E --&gt; F[Interviews are conducted with shortlisted candidates.]     F --&gt; G[Following a positive interview outcome and suitability assessment based on the candidate evaluation form, the request is submitted to the Board of Trustees Presidency.]     G --&gt; H[Approval is granted by the Board of Trustees Presidency.]     H --&gt; I[A job offer is presented to the candidate.]     I --&gt; J[The list of required recruitment documents is communicated to the candidate.]     J --&gt; K[The employment entry documents are submitted to the Human Resources Department by the newly recruited staff member.]                     </pre>	<p><b>Unit Supervisor / Human Resources Department</b></p> <p><b>General Secretariat</b></p> <p><b>Board of Trustees Presidency</b></p> <p><b>Human Resources Department</b></p> <p><b>Human Resources Department</b></p> <p><b>Human Resources Department</b></p> <p><b>Human Resources Department</b></p> <p><b>Board of Trustees Presidency</b></p> <p><b>Human Resources Department</b></p> <p><b>Human Resources Department</b></p> <p><b>Newly recruited personnel</b></p>	


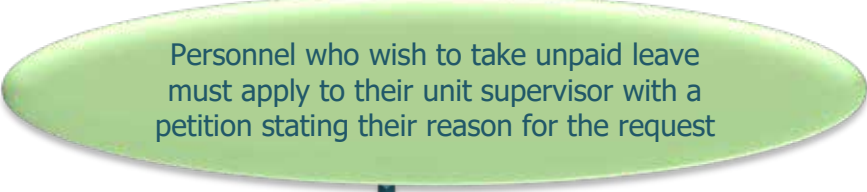
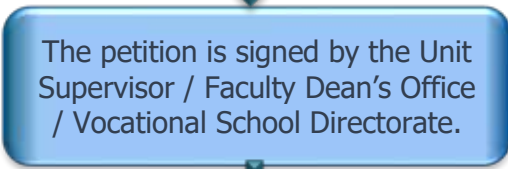
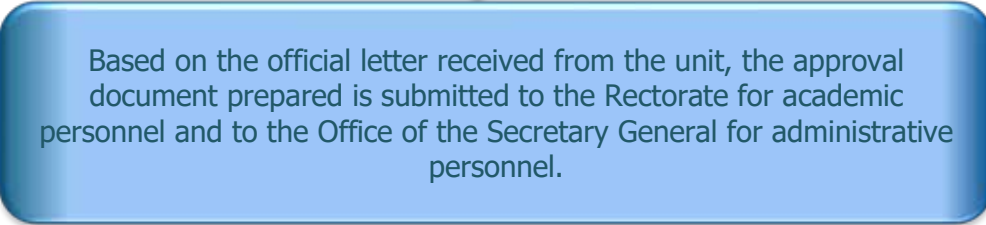
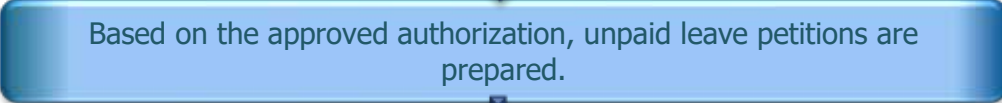
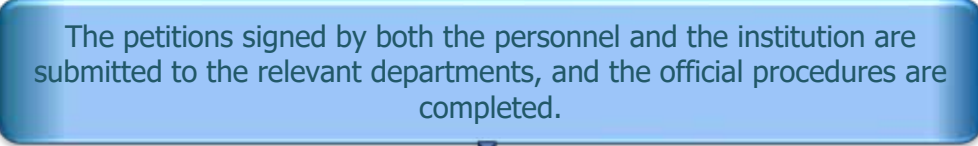

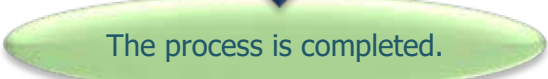


	<b>ACADEMIC STAFF ANNUAL LEAVE PROCESS WORKFLOW</b>	
	<b>Workflow Process</b>	<b>Responsible Unit</b>
	 <pre> graph TD     Start([Academic staff apply by completing the annual leave request form.]) --&gt; Step1[A staff member who will act as a substitute is designated, and the required signature is obtained.]     Step1 --&gt; Step2[Annual leave entitlements are calculated by the Human Resources Department.]     Step2 --&gt; Step3[The annual leave request form of the academic staff is signed by the Head of Department.]     Step3 --&gt; Step4[The annual leave request form is approved by the Dean / Director of School.]     Step4 --&gt; Step5[The annual leave request form of the academic staff is approved by the Rectorate.]     Step5 --&gt; Step6[The annual leave request form is approved by the Board of Trustees Presidency.]     Step6 --&gt; Step7[The annual leave request form of the academic staff is filed in the personnel file.]     Step7 --&gt; End([The process is completed.])                     </pre>	<p><b>Academic Staff</b></p> <p><b>Human Resources Department</b></p> <p><b>Head of Department</b></p> <p><b>Dean / Director of School</b></p> <p><b>Rectorate</b></p> <p><b>Board of Trustees Presidency</b></p> <p><b>Human Resources Department</b></p>

 <b>ADMINISTRATIVE STAFF ANNUAL LEAVE PROCESS WORKFLOW</b>	
<b>Workflow Process</b>	<b>Responsible Unit</b>
	<b>Administrative Staff</b>
	<b>Administrative Staff</b>
	<b>Human Resources Department</b>
	<b>Unit Supervisor</b>
	<b>Secretary General's Office</b>
	<b>Rectorate</b>
	<b>Board of Trustees Presidency</b>
	<b>Human Resources Department</b>
	

	<b>PRE-NATAL LEAVE WORKFLOW CHART</b>	
<b>Workflow Process</b>	<b>Responsible Unit</b>	
	<b>Relevant Employee</b>	
	<b>Human Resources Department</b>	
	<b>Relevant Employee</b>	
	<b>Human Resources Department</b>	
	<b>Human Resources Department</b>	
		

 <b>RESIGNATION (VOLUNTARY TERMINATION) PROCEDURES WORKFLOW CHART</b>	
<b>Workflow Process</b>	<b>Responsible Unit</b>
 <pre> graph TD     Start([The staff member wishing to resign submits a written resignation petition.]) --&gt; Step1[The resignation request is reported to the General Secretariat / Rectorate / Board of Trustees Presidency.]     Step1 --&gt; Step2[The opinion and approval of the Legal Counsel are obtained.]     Step2 --&gt; Step3[Following the Legal Counsel's opinion, approval from the Rectorate / General Secretariat is obtained to initiate the separation procedures.]     Step3 --&gt; Step4[Following approval, any items assigned to the employee are returned.]     Step4 --&gt; Step5[For academic staff only, signatures in the Decision Book and portfolio handover procedures are checked.]     Step5 --&gt; Step6[The departing employee completes the clearance process by obtaining signatures from all relevant units listed on the personnel clearance form.]     Step6 --&gt; Step7[All official exit documents are signed, and formal administrative procedures are completed.]     Step7 --&gt; End([The process is completed.])                     </pre>	<p><b>Academic and Administrative Staff</b></p> <p><b>Human Resources Department</b></p> <p><b>Human Resources Department</b></p> <p><b>Human Resources Department</b></p> <p><b>Inventory Accounting Unit</b></p> <p><b>Faculty Secretariat</b></p> <p><b>Human Resources Department</b></p> <p><b>Human Resources Department</b></p>

 <b>UNPAID LEAVE PROCEDURE WORKFLOW</b>	
<b>Workflow Process</b>	<b>Responsible</b>
	<b>Relevant Personnel</b>
	<b>Unit Supervisor / Faculty Dean's Office / School Directorate</b>
	<b>Personnel Affairs Department</b>
	<b>Personnel Affairs Department</b>
	<b>Personnel Affairs Department</b>
	<b>Personnel Affairs Department</b>
	

## HEALTH, CULTURE AND SPORTS DEPARTMENT PROCESSES



### JOB DESCRIPTION OF THE DIRECTOR OF THE DEPARTMENT OF HEALTH, CULTURE AND SPORTS

#### 1. MAIN RESPONSIBILITIES

- 1.1. To ensure the effective and coordinated functioning of the department by utilizing management functions,
- 1.2. To carry out all procedures and operations related to student clubs and the student council in accordance with the Cyprus Aydın University Student Clubs Establishment and Operation Directive approved by the Cyprus Aydın University Senate,
- 1.3. To carry out procedures and operations related to the establishment of student clubs,
- 1.4. To monitor and ensure the implementation of club activity plans,
- 1.5. To carry out the evaluation and approval process of documents submitted for signature to the Directorate of Health, Culture and Sports Affairs,
- 1.6. To organize activities that meet the sports, cultural, and social needs of students and staff,
- 1.7. To provide the senior management with information, opinions, and recommendations as a decision-support element when necessary within the scope of assigned duties,
- 1.8. To evaluate the suitability of invitations, posters, and brochures prepared for organized events,
- 1.9. To carry out procedures and operations related to the website of the Directorate of Health, Culture and Sports Affairs,
- 1.10. To ensure the announcement and updating of activities on the Event Calendar belonging to the Student Deanship / Directorate of Health, Culture and Sports Affairs on the University website,
- 1.11. To approve correspondence related to the notification of faculties and schools regarding the sports branches they will participate in and their sports unit representatives,
- 1.12. To organize meetings related to competitions and events to be held and to carry out approval procedures,
- 1.13. To prepare annual action plans and schedules in line with the institutional strategy,
- 1.14. To fulfill the requirements of the management systems currently in implementation,
- 1.15. The Director of Health, Culture and Sports Affairs is responsible to the Secretary General.



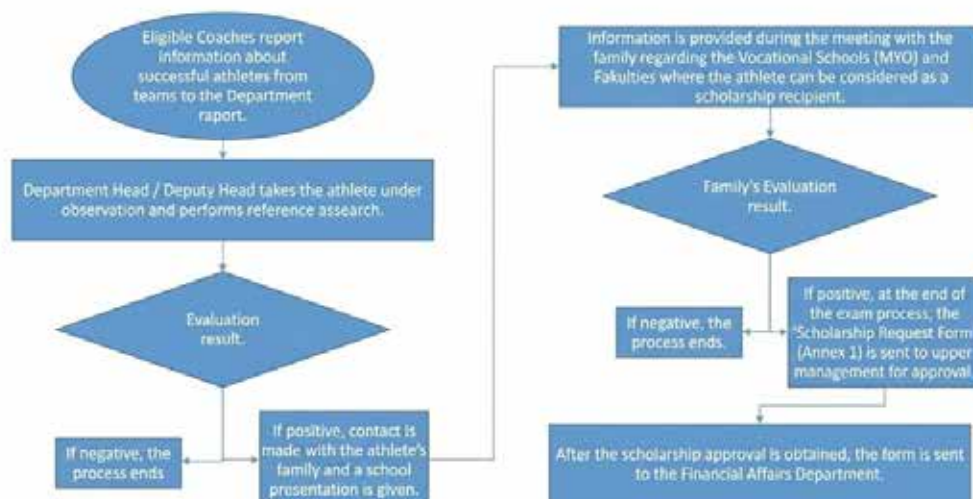
## JOB DESCRIPTION OF THE HEALTH, CULTURE AND SPORTS ACTIVITIES SPECIALIST

### 1. MAIN RESPONSIBILITIES

- 1.1. To provide the necessary environment for our university students and staff to spend their free time according to their interests and preferences,
- 1.2. To carry out all procedures and operations related to student clubs in accordance with the Student Clubs Establishment and Operation Directive approved by the Cyprus Aydın University Senate,
- 1.3. To monitor and ensure the implementation of club activity plans,
- 1.4. To carry out procedures related to the suspension and closure of club activities,
- 1.5. To coordinate and monitor events organized by clubs,
- 1.6. To establish venues where students and staff can engage in cultural activities; to ensure the installation of stage, sound, and lighting systems necessary for cultural events; and to organize backstage areas,
- 1.7. To work in coordination with the Corporate Communication and Marketing Unit for the use of student-organized events in visual and written media,
- 1.8. To organize events in order to exhibit and promote the work produced by our university students,
- 1.9. To ensure that subordinate staff work effectively and harmoniously,
- 1.10. To perform other duties assigned by the Director of the Department,
- 1.11. To fulfill the requirements of the management systems currently in implementation,
- 1.12. The Specialist of Health, Culture and Sports Activities is responsible to the Secretary General.

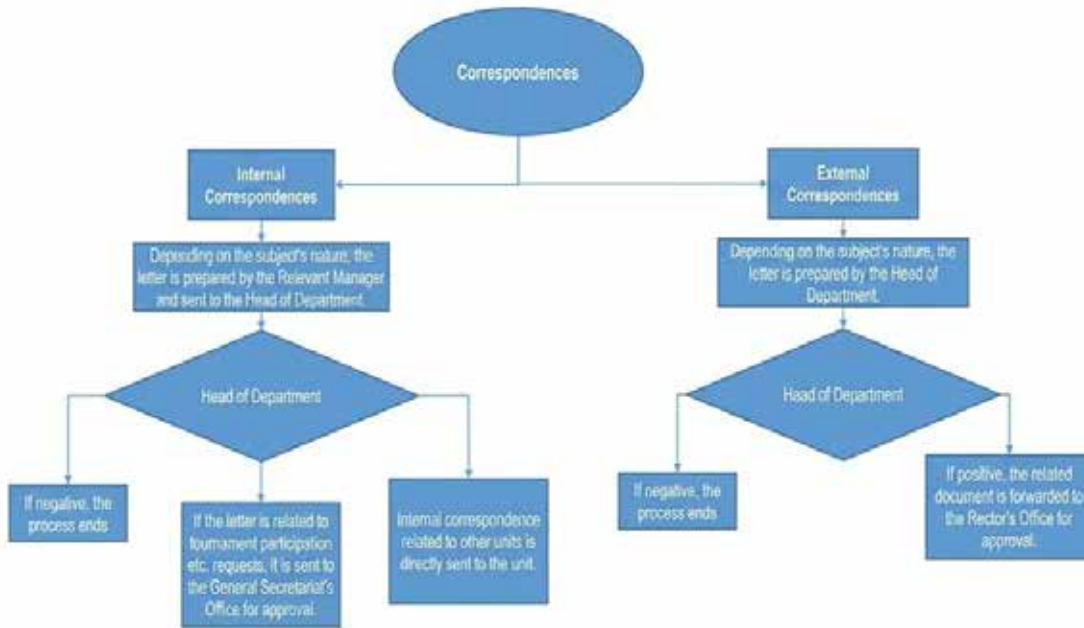


### HEALTH CULTURE SPORT ATHLETE SCHOLARSHIPS WORKFLOW CHART





**HEALTH CULTURE SPORT CORRESPONDENCE PROCESSES WORKFLOW CHART**



## DIRECTORATE OF CORRESPONDENCE AFFAIRS PROCESSES



### DIRECTOR OF CORRESPONDENCE AFFAIRS – JOB DESCRIPTION

#### MAIN RESPONSIBILITIES

- 1.18. To ensure the control of all incoming correspondence received from external institutions and registered in the system,
- 1.19. To ensure that responses to external correspondence are prepared according to their subject matter,
- 1.20. To ensure the control and review of outgoing correspondence addressed to external institutions,
- 1.21. To ensure the archiving of the initialed originals of outgoing correspondence sent to external institutions,
- 1.22. To ensure that the relevant unit provides responses according to the subject of incoming correspondence,
- 1.23. To monitor and follow up the agenda items and decisions of the University Executive Board,
- 1.24. To monitor and follow up the agenda items and decisions of the University Senate,
- 1.25. To ensure that the decisions of the University Senate and Executive Board are announced both internally and externally,
- 1.26. To follow up disciplinary board decisions received from university units,
- 1.27. To prepare and follow up the files and procedures related to the opening of new academic programs,
- 1.28. To submit prepared correspondence for approval and ensure that positive or negative feedback is provided to the relevant units according to the responses received,
- 1.29. To ensure that registered student petitions are recorded and forwarded to the relevant persons,
- 1.30. To carry out and supervise archiving procedures,
- 1.31. To ensure the establishment, implementation, maintenance, and continuous improvement of the Integrated Management System performance, including energy performance, within unit activities,
- 1.32. To identify the resource needs related to the Integrated Management System and affiliated units and request such resources from senior management,
- 1.33. To determine the necessary criteria and methods related to unit activities in order to ensure the effective implementation and control of Integrated Management System practices,
- 1.34. To conduct all activities in compliance with personal data protection and data security objectives, policies, Information Security Management System documents, and the Policy on the Processing and Protection of Personal Data. Through the Information Technologies Department, to monitor all units' compliance with personal data protection regulations and information/data security objectives and ensure that these objectives are achieved. To observe and report any detected or suspected data security vulnerabilities within systems or services,
- 1.35. To conduct activities in accordance with information security objectives, policies, and Information Security Management System documents; to monitor information security objectives related to the unit and ensure their achievement; and to observe and report any detected or suspected information security vulnerabilities within systems or services,
- 1.36. To prepare annual action plans and schedules in line with the institutional strategy,
- 1.37. To fulfill the requirements of the management systems currently in implementation,
- 1.38. The Director of Correspondence Affairs is responsible to the Secretary General.

The following process is applied for incoming external documents under the responsibility of the Correspondence Affairs Unit:

1. The incoming document is first recorded in the “Incoming Documents” register by assigning a registration sequence number,
2. The document is scanned and saved electronically in the “Incoming Documents” folder on the computer system,
3. The digital version of the document is forwarded to the senior management via electronic mail,
4. If the document requires any action, the related process is followed up,
5. The original document and one photocopy are filed in the relevant folders.

The following process is applied for outgoing external documents under the responsibility of the Correspondence Affairs Unit:

1. The outgoing document, for which all preparations have been completed (signature, stamp, approval, etc.), is recorded in the “Outgoing Documents” register,
2. The relevant document is scanned and saved electronically in the “Outgoing Documents” folder on the computer system,
3. Two copies of the document are made for the relevant folders,
4. The document is placed in an envelope, and an acknowledgment receipt stamp is affixed to one of the copies and attached to the document,
5. If it is external correspondence, the envelope is forwarded to the Administrative and Support Services Unit for distribution,
6. If it is internal correspondence, the document is recorded in the internal incoming-outgoing documents register and delivered against signature.

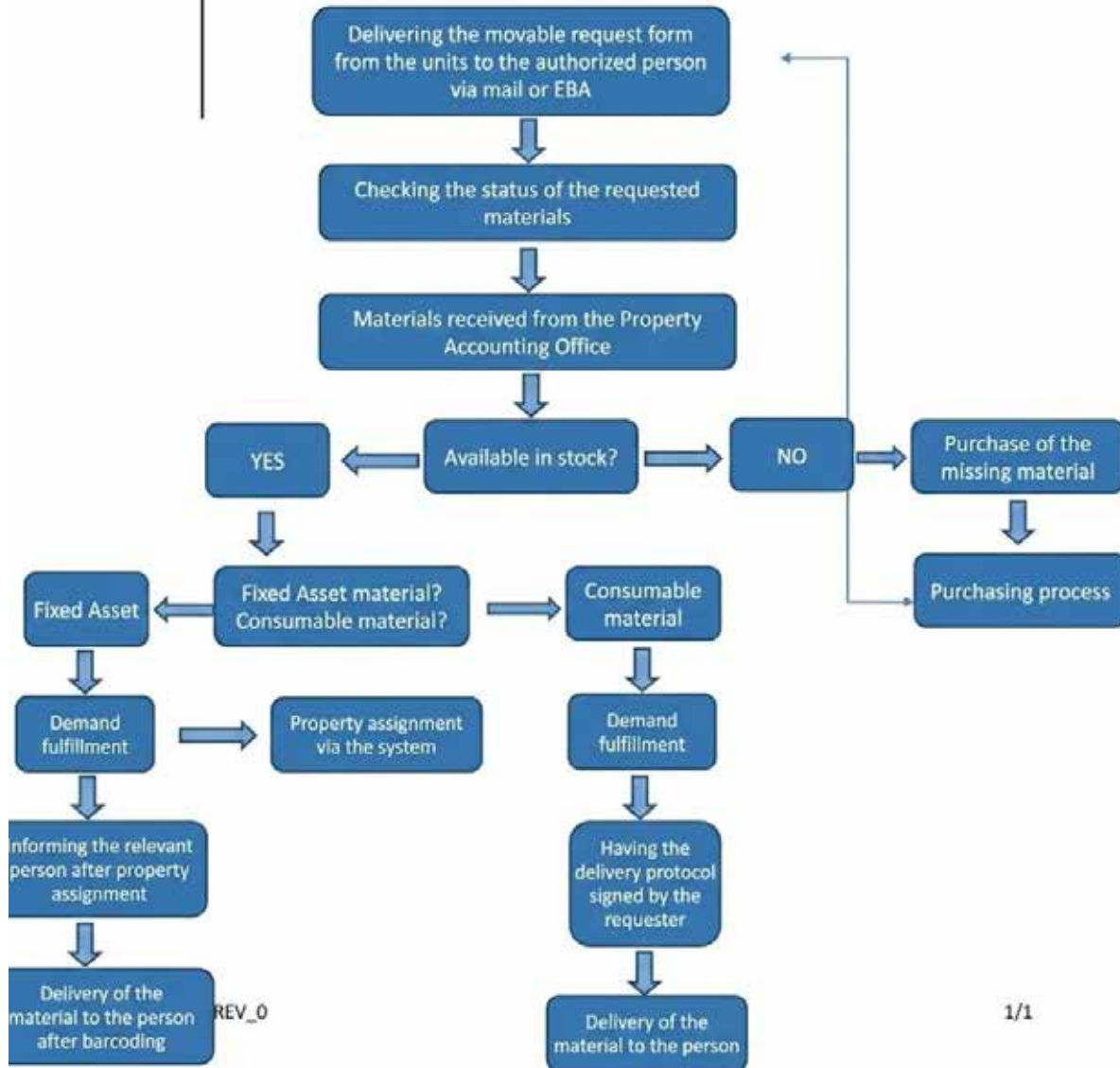
### ACADEMIC UNIT SECRETARY – JOB DESCRIPTION

1. To serve as rapporteur for academic unit boards (such as the Executive Board and Faculty Board), prepare their agendas one day in advance, record the decisions taken, paste them into the decision book, and distribute them to the relevant units,
2. To maintain open communication channels between academic unit administrators and academic staff,
3. To ensure communication among administration, academic staff, and students,
4. To determine the stationery needs of academic units, submit purchase requests, and follow up the process,
5. To monitor member election procedures for academic unit boards,
6. To maintain statistical records related to academic unit boards,
7. To make meeting announcements,
8. To control incoming and outgoing documents of academic units and ensure their distribution to relevant units and completion of related procedures,
9. To communicate with the relevant departments regarding compulsory internship practices of students and ensure the provision and delivery of internship files to students,
10. To carry out activities in accordance with information security objectives, policies, and Information Security Management System documents,
11. To be knowledgeable about the regulations and directives of the University,
12. To ensure that all records within the unit are properly filed and protected,
13. To digitize all correspondence within the unit and store them on digital platforms,
14. To perform other duties assigned by academic unit administrators,
15. The Academic Unit Secretary is responsible to the academic unit administrators and the Secretary General for the duties performed.

**STOCK ACCOUNTING OFFICE****STOCK ACCOUNTANT – JOB DESCRIPTION****STOCK ACCOUNTING OFFICE PROCESSES****1. MAIN REPONSIBILITIES**

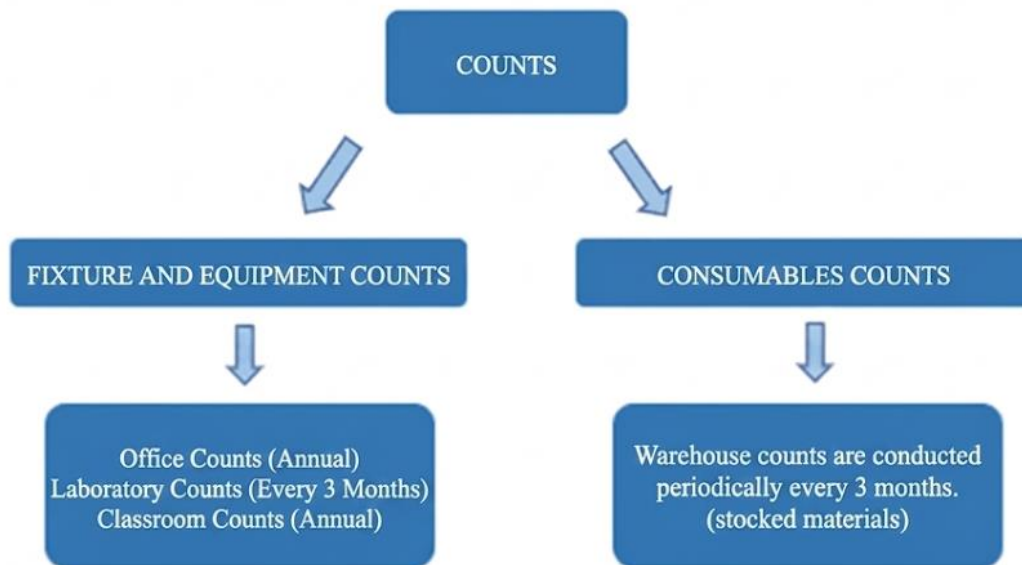
- 1.1. To receive all fixed assets and consumable materials delivered to the institution,
- 1.2. To ensure that materials are stored properly or delivered to the relevant units when necessary,
- 1.3. To organize and monitor the fixed asset inventory,
- 1.4. To assign fixed assets through inventory accountability procedures, ensure their proper use, and conduct the necessary inspections,
- 1.5. To carry out interdepartmental fixed asset transfers within the institution in a controlled manner,
- 1.6. To provide and organize the fixed asset needs of offices within the institution,
- 1.7. To ensure the order and control of all storage areas,
- 1.8. To determine stock levels of materials in storage and ensure the procurement of depleted stocks,
- 1.9. To conduct warehouse inventory counts,
- 1.10. To prepare monthly consumption reports,
- 1.11. To enter all invoices into the system,
- 1.12. To ensure that materials issued from storage are deducted from stock records,
- 1.13. To check invoices in line with the received materials,
- 1.14. The Stock Accountant is responsible to the Secretary General.

**FIXED ASSETS-CONSUMABLES WORKFLOW CHART**





### YEAR-END INVENTORY AND WAREHOUSE COUNTS



**NOTE:** Discrepancies identified in office counts are shared with management.


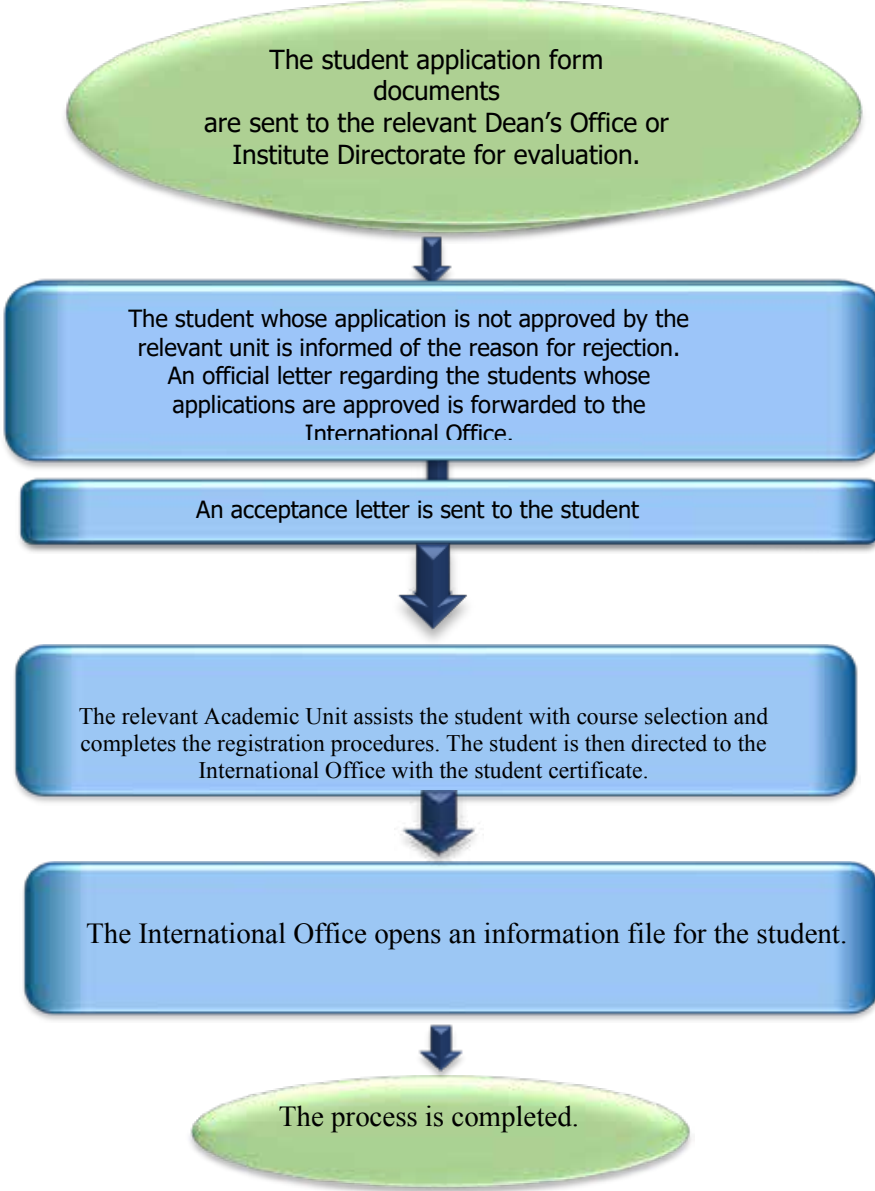
## PROCESSES OF THE DIRECTORATE OF INTERNATIONAL RELATIONS AND INTERNATIONAL STUDENT RECRUITMENT


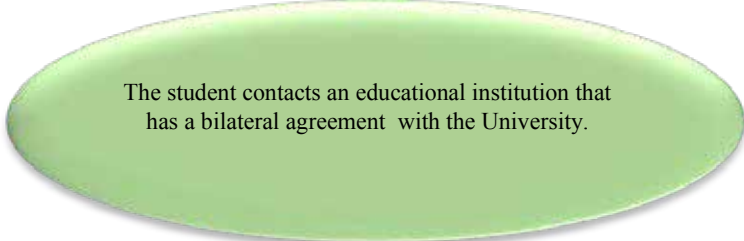
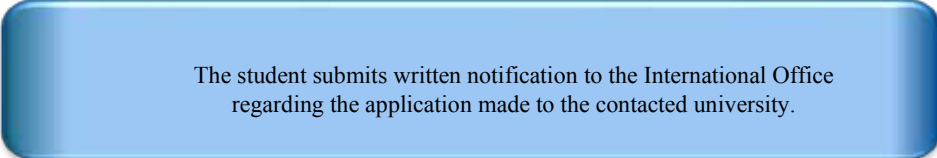
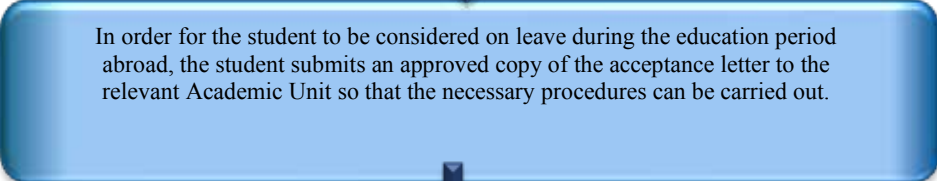
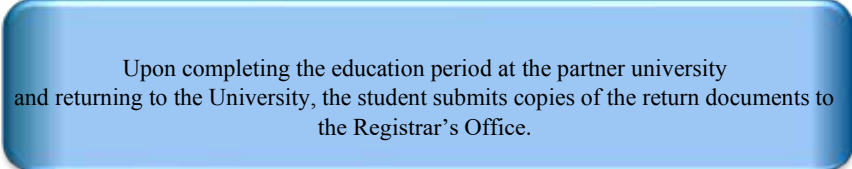
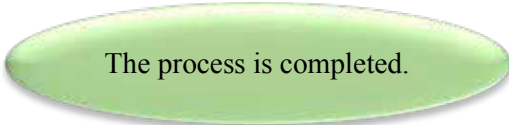


### JOB DESCRIPTION OF THE DIRECTOR OF THE INTERNATIONAL RELATIONS DIRECTORATE

#### 1. MAIN RESPONSIBILITIES

- 1.1. To carry out and coordinate all areas of activity established within the Directorate of International Relations and International Student Recruitment (DIRISR),
- 1.2. To develop and implement the international relations strategy in line with the overall strategy of the University,
- 1.3. To promote and disseminate the mission of the Directorate of International Relations and International Student Recruitment throughout the University,
- 1.4. To ensure the coordination and management of the units operating under the Directorate of International Relations and International Student Recruitment,
- 1.5. To ensure effective communication and coordination between the Rectorate, academic and administrative units, and the Directorate of International Relations,
- 1.6. To prepare the annual activity report of the Directorate of International Relations and International Student Recruitment and share it with the relevant units,
- 1.7. To regularly inform senior management about the activities of the Directorate of International Relations and International Student Recruitment,
- 1.8. To represent the University at events related to the Directorate of International Relations and International Student Recruitment,
- 1.9. To ensure the effective and efficient continuation of services carried out within the scope of the Directorate of International Relations and International Student Recruitment,
- 1.10. To prepare reports for cooperating institutions and organizations when necessary,
- 1.11. To research new country markets and potential agencies, develop collaborations, and ensure student recruitment from these countries,
- 1.12. To identify new educational fairs and develop market entry strategies for target country markets,
- 1.13. To ensure the preparation of the necessary reports when requested by the Council of Higher Education,
- 1.14. To represent the University in international platforms and institutions,
- 1.15. To fulfill other duties and responsibilities assigned to the Directorate of International Relations and International Student Recruitment by the University,
- 1.16. To ensure the implementation, maintenance, and continuous improvement of the Integrated Management System within unit activities,
- 1.17. To identify the necessary resource requirements within the scope of the Integrated Management System and report them to senior management,
- 1.18. To determine the necessary criteria and methods to improve the effectiveness of Integrated Management System practices,
- 1.19. To prepare, implement, and update strategic business plans in line with institutional strategies and conduct performance evaluations according to changing conditions,
- 1.20. To organize training programs that support awareness and development within the team in line with the institutional strategy,
- 1.21. The Director of International Relations is responsible to the Secretary General and the Chairman of the Board of Trustees.

	<b>WORKFLOW CHART OF INCOMING STUDENT PROCEDURES WITHIN BILATERAL COOPERATION AGREEMENTS</b>	
<b>Workflow Process</b>	<b>Responsible</b>	
 <pre> graph TD     A([The student application form documents are sent to the relevant Dean's Office or Institute Directorate for evaluation.]) --&gt; B[The student whose application is not approved by the relevant unit is informed of the reason for rejection. An official letter regarding the students whose applications are approved is forwarded to the International Office.]     B --&gt; C[An acceptance letter is sent to the student]     C --&gt; D[The relevant Academic Unit assists the student with course selection and completes the registration procedures. The student is then directed to the International Office with the student certificate.]     D --&gt; E[The International Office opens an information file for the student.]     E --&gt; F([The process is completed.])             </pre>	<p><b>Academic Unit</b></p> <p><b>Academic Unit, International Office</b></p> <p><b>International Office</b></p> <p><b>Academic Unit, International Office</b></p> <p><b>International Office</b></p>	


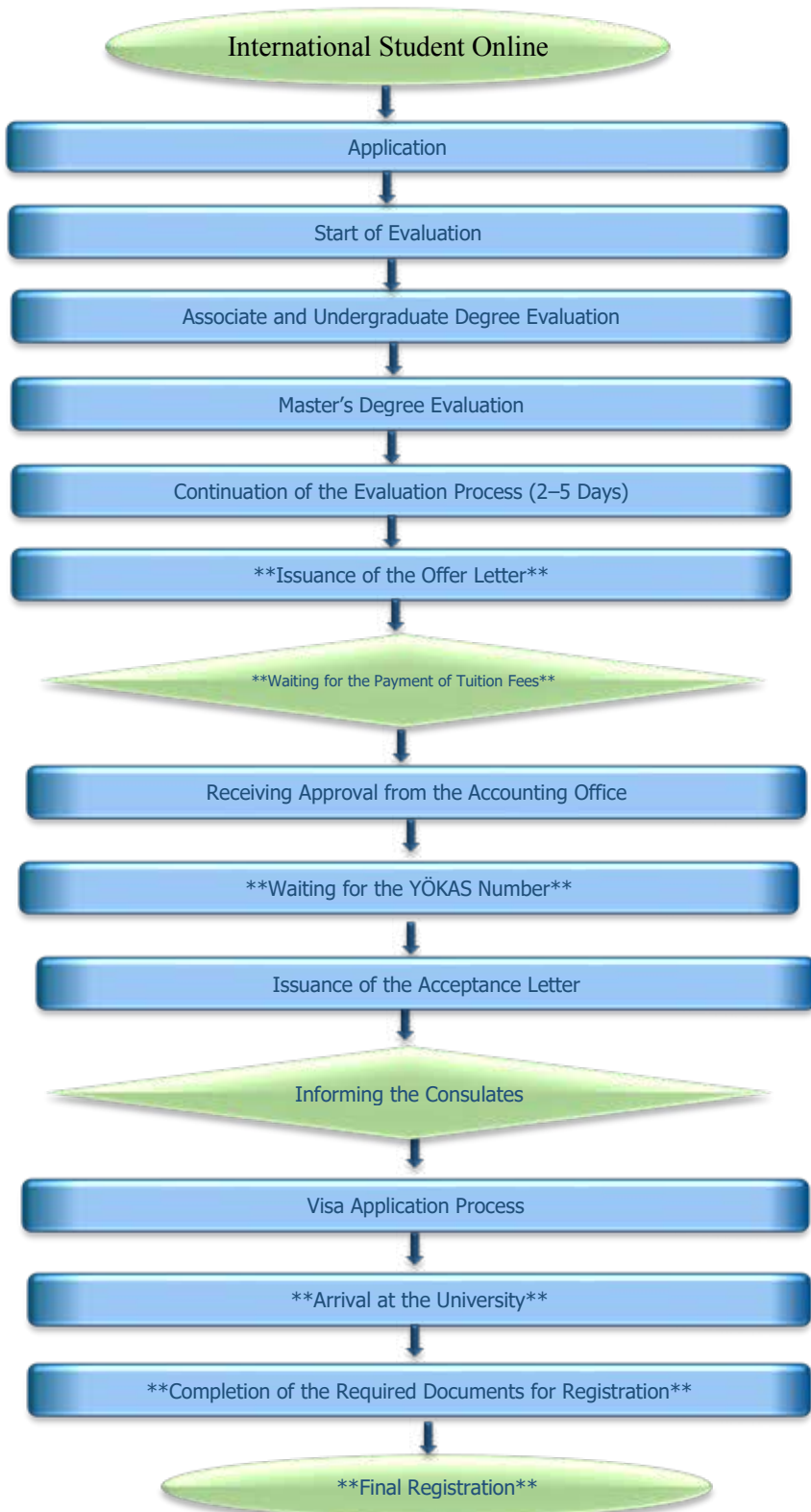
	<b>WORKFLOW CHART OF OUTGOING STUDENT PROCEDURES WITHIN BILATERAL COOPERATION AGREEMENTS</b>	
<b>Workflow Process</b>		<b>Responsible</b>
		<b>Student</b>
		<b>Student, International Office</b>
		<b>Academic Unit, International Office</b>
		<b>Registrar's Office</b>
		


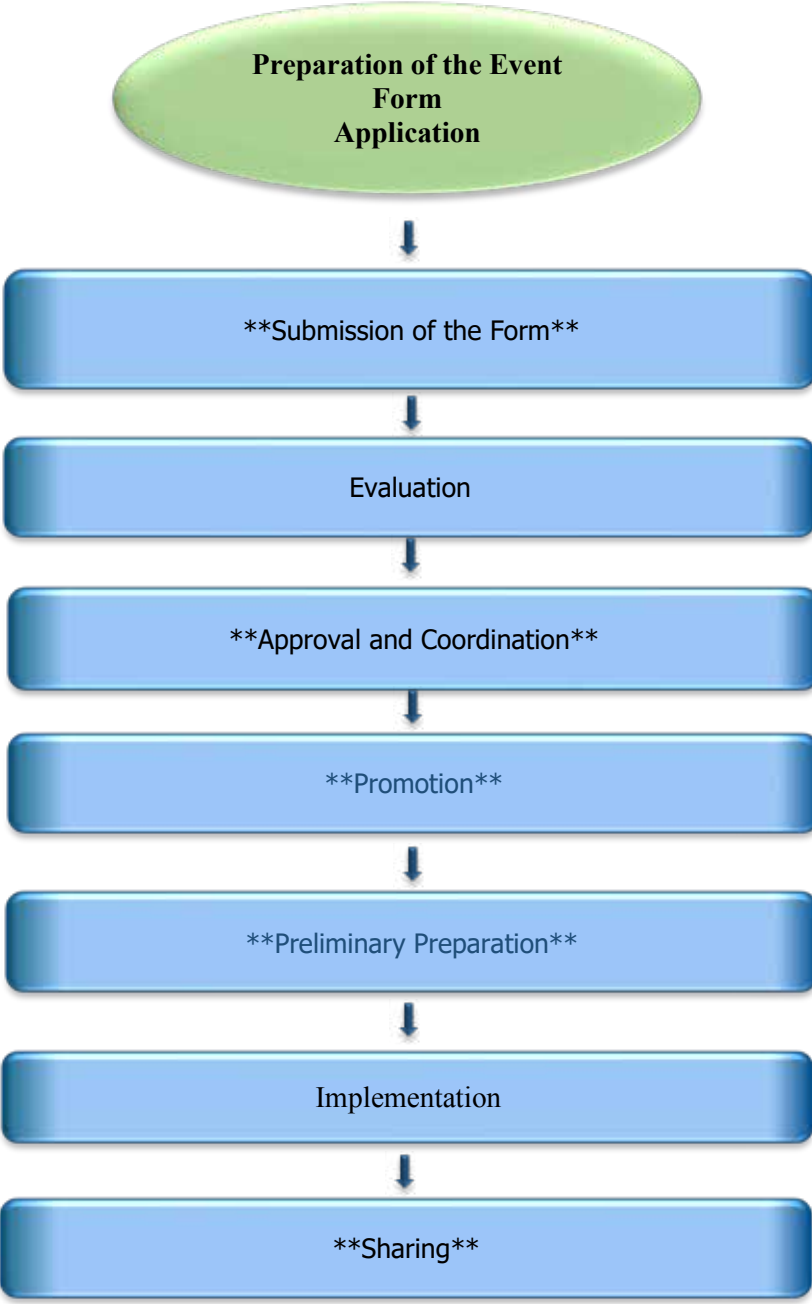


## **JOB DESCRIPTION OF THE INTERNATIONAL STUDENT RECRUITMENT SPECIALIST**

### **1. MAIN RESPONSIBILITIES**

- 1.1. To represent the University at national and international education fairs, conferences, seminars, and similar events,
- 1.2. To contribute to the preparation of materials for the international promotion of the University; to carry out announcement, promotion, and information activities in the field of international relations; and to provide technical support for correspondence and documentation processes,
- 1.3. To ensure a regular, harmonious, effective, and efficient working environment in line with the institution's aims and objectives; and to plan and coordinate the necessary physical and human resource requirements,
- 1.4. To prepare plans, programs, and budget proposals of the unit within the framework of the objectives determined by senior management and relevant legislation and submit them to the supervisor,
- 1.5. To perform the duties assigned by the Director and manage related processes,
- 1.6. To ensure the management and coordination of the unit designated by the Director,
- 1.7. To deputize for the Coordinator in cases where the Director is absent,
- 1.8. To perform other assigned duties and similar duties stipulated by legislation,
- 1.9. To monitor the development and updating of the website and social media accounts of the units affiliated with the Directorate of International Relations and International Student Recruitment,
- 1.10. To contribute to the preparation of the Directorate's annual reports and national and international reports,
- 1.11. To lead the admission process of international students,
- 1.12. To assist international students by providing academic and social support,
- 1.13. To carefully supervise the registration process of international students,
- 1.14. To promptly address and resolve concerns raised by international students,
- 1.15. To conduct activities in accordance with information security objectives, policies, and Information Security Management System documents,
- 1.16. To provide the necessary guidance to subordinates and offer support and recommendations when required,
- 1.17. To use and supervise the human resources and other resources assigned under responsibility effectively and efficiently,
- 1.18. To identify the equipment, tools, and material needs of the unit and make the necessary planning for their procurement,
- 1.19. To ensure the proper delivery of incoming and outgoing correspondence and maintain information as current and accessible,
- 1.20. To prepare, implement, and update strategic business plans in line with institutional strategies and conduct performance evaluations when necessary,
- 1.21. To organize training and information activities that support team development,
- 1.22. To prepare annual action plans and implementation schedules,
- 1.23. The International Student Recruitment Specialist is responsible to the Director of International Relations and International Student Recruitment.

	<b>ONLINE APPLICATION AND REGISTRATION PROCESS FOR INTERNATIONAL STUDENT RECRUITMENT</b>	
	<b>Workflow Process</b>	<b>Responsible</b>
		<p><b>Student</b></p> <p><b>International Student Recruitment Office</b></p> <p><b>International Student Recruitment Office</b></p> <p><b>Institute</b></p> <p><b>International Student Recruitment Office</b></p> <p><b>International Student Recruitment Office</b></p> <p><b>Student</b></p> <p><b>**Issuance of the Offer Letter**</b></p> <p><b>**Waiting for the Payment of Tuition Fees**</b></p> <p><b>Accounting Office</b></p> <p><b>IT Department</b></p> <p><b>Receiving Approval from the Accounting Office</b></p> <p><b>International Student Recruitment Office</b></p> <p><b>**Waiting for the YÖKAS Number**</b></p> <p><b>International Student Recruitment Office</b></p> <p><b>Issuance of the Acceptance Letter</b></p> <p><b>Informing the Consulates</b></p> <p><b>Student</b></p> <p><b>Student</b></p> <p><b>Visa Application Process</b></p> <p><b>Student</b></p> <p><b>**Arrival at the University**</b></p> <p><b>Student</b></p> <p><b>International Student Recruitment Office</b></p> <p><b>**Completion of the Required Documents for Registration**</b></p> <p><b>**Final Registration**</b></p>

	<b>INTERNATIONAL EVENT AND IMPLEMENTATION WORKFLOW CHART</b>	
	<b>Workflow Process</b>	<b>Responsible</b>
 <pre> graph TD     A([Preparation of the Event Form Application]) --&gt; B[Submission of the Form]     B --&gt; C[Evaluation]     C --&gt; D[Approval and Coordination]     D --&gt; E[Promotion]     E --&gt; F[Preliminary Preparation]     F --&gt; G[Implementation]     G --&gt; H[Sharing]             </pre>	<p>Submitted to the Corporate Communication Unit.</p> <p><b>**Delivered to the Corporate Communication Unit.**</b></p> <p><b>**Secretary General's Office**</b></p> <p>Coordination with Administrative Units</p> <p><b>**Corporate Communication Unit**</b></p> <p><b>**Technical Units &amp; Corporate Communication Unit**</b></p> <p><b>**Corporate Communication Unit**</b></p> <p><b>**Corporate Communication Unit**</b></p>	



**SENATE / EXECUTIVE BOARD MEETING WORKFLOW CHART**

Workflow Process	Responsible
<p style="text-align: center;">Documents submitted by the relevant units to be presented to the University Executive Board / Senate are processed.</p>	<p style="text-align: center;"><b>Directorate of Administrative Affairs</b></p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">The documents are reviewed and the agenda</p>	<p style="text-align: center;"><b>Directorate of Administrative Affairs</b></p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">The date and time of the meeting are notified to the Executive Board / Senate members one day in advance via e-mail and official invitation.</p>	<p style="text-align: center;"><b>Directorate of Administrative Affairs</b></p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">After the meeting, the Executive Board / Senate Decisions are drafted, reviewed and initialed by the Secretary General, and then submitted to the Board members for signature.</p>	<p style="text-align: center;"><b>Secretary General</b></p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">Copies of the Board Decisions are prepared and communicated to the relevant units together with the attached documents.</p>	<p style="text-align: center;"><b>Directorate of Administrative Affairs</b></p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">The signed decisions are pasted into the decision book and archived.</p>	<p style="text-align: center;"><b>Directorate of Administrative Affairs</b></p>
<p style="text-align: center;">↓</p> <p style="text-align: center;">The process is completed.</p>	



# CYPRUS AYDIN UNIVERSITY

## KYRENIA CAMPUS

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