

BANDIRMA ONYEDİ EYLÜL UNIVERSITY
BANDIRMA VOCATIONAL SCHOOL
SERVICE STANDARDS TABLE

No.	Service Name	Required Documents	Completion Time (Maximum)
1	Initial Registration	Since registrations are made electronically, all required documents are obtained from the information systems of the relevant institutions.	Between the dates specified in the announcements on the Rectorate's website (http://www.bandirma.edu.tr/)
2	Course Registration Renewal Procedure	After depositing the student contribution fee, it is done electronically by the individual application of the student (student information system https://obs.bandirma.edu.tr/). Course registration is carried out with the approval of the relevant Advisor.	Within the Period Specified in the Academic Calendar
3	Excused Course Registration Renewal Procedure	1. The student applies to the School Administration with a petition 2. Document of excuse (Health Problems, Family Problems, Financial Problems, etc.)	Within the Period Specified in the Academic Calendar
4	Course Exemption	1. For course exemption, an application is made to the School Directorate with a petition within 1 week from the beginning of the semester. 2. Transcript and student certificate 3. Course contents	Between the dates specified in the academic calendar
5	Intermediate Grades Course Registration	It is done electronically (student information system obs.bandirma.edu.tr).	Between the dates specified in the academic calendar
6	Add-Drop Course Procedures	Course Selection is made via obs.bandirma.edu.tr during the Add-Drop Week specified in the Academic Calendar.	Within the Period Specified in the Academic Calendar
7	Part-Time Work Applications	Application is made to the Vocational School Secretariat by filling out the required forms. The situation of the applicant students is evaluated by the Commission formed by the Vocational School Directorate, and the Commission Minutes are submitted to the Rectorate.	1 Week
8	Scholarship Applications	Application is made to the Vocational School Secretariat by filling out the required forms. The situation of the applicant students is evaluated by the Commission formed by the Vocational School Directorate, and the Commission Minutes are submitted to the Rectorate.	1 Week
9	Issuance of Student Certificate	Student ID or Identity Card	Instantly
10	Issuance of Transcript	Student ID	Instantly
11	Military Service Postponement Procedures	Carried out by our Vocational School's Student Affairs Unit	At the Beginning of Semesters
12	Military Status Certificate	Student ID	Instantly
13	Lateral Transfer Procedures	Lateral transfer procedures are carried out electronically, and the documents to be uploaded to the system are specified in the Lateral Transfer Application Guide published in the announcements section of the School's website.	Within the Period Specified in the Academic Calendar
14	Adaptation of Incoming Lateral Transfer Students	Course Contents, Course Plans, Student Certificate, Transcript	7 Working Days
15	Issuance of Course Contents	Student ID	5 Minutes

No.	Service Name	Required Documents	Completion Time (Maximum)
17	Registration Deletion (Voluntary)	Petition, Clearance Document, Notarized Power of Attorney if someone else will perform the transaction	1 Day
18	Registration Suspension Procedures	1. Application is made with a petition notifying the excuse to the Vocational School Student Affairs Unit. 2. A document proving the excuse stated in the Bandırma Onyedi Eylül University's decision on "Justified and Valid Reasons" (Medical report, Financial status, Military service, etc.)	At the Beginning of Semesters (first week)
19	Objection to Exam Results	Petition	5 Working Days
20	Internship Procedures	1- The schedule prepared by our Vocational School Internship and Education Application Board is followed. 2- Internship Forms and Flow Chart are published in the announcements section of the school website. 3- The student who receives the Internship Form fills it out and first gets it signed by the institution official. 4- The internship form signed by the institution official is signed by the company where the internship will be done. 5- The forms signed by the company are submitted to the Head of the Department for approval. 6- After the approval of the Head of the Department, 1 of the 3 internship forms is delivered to the Head of the Department, 1 to the Financial Affairs Unit for insurance entry, and 1 to the company where the internship will be held.	Within the Time Specified for Internship Procedures
21	Excused Exam Application	1. Application is made to the Vocational School Directorate with a petition accompanied by a document proving the excuse (Medical report, etc.). 2. In accordance with the favorable opinion of the Vocational School Administrative Board, the exam is held at an appropriate time within the relevant semester.	Within the period specified in Bandırma Onyedi Eylül University Associate Degree Education and Examination Regulation
22	Single Course Exam Application	1- The student applies with the Single Course Exam Petition published on the School's website. 2- By checking the Transcript of the applying student, it is determined whether they are eligible for the exam or not.	3 Working Days
23	Graduation Procedures	1- After the Single Course Exams, the transcripts are checked and the Diploma Copies are sent to the Department of Student Affairs with the Board of Directors Decision. 2- After the necessary procedures are completed by the Department of Student Affairs, the printing process is carried out.	Time specified by the Rectorate Department of Student Affairs
24	Lost Diploma	1. Application to Vocational School Student Affairs with a petition, 2. Photocopy of Identity Card 3. 2 photos (recently taken) 4. Lost Fee Bank Receipt	15 Working Days
25	Scientific, Cultural and Social Activities	1- Relevant Department Heads apply to the Vocational School Directorate with a petition. 2- Necessary preparations are carried out by the Vocational School Directorate.	5 Working Days
26	Leave for Students Assigned in Social and Cultural Activities	1- The dates when the students participating in competitions on behalf of our University are on leave are notified to the Vocational School Directorate. 2- The Vocational School Directorate notifies the relevant Department Head of the students on leave.	5 Working Days

No.	Service Name	Required Documents	Completion Time (Maximum)
27	Special Student	1- The student applies to the Vocational School Directorate with a petition stating that they meet the Special Student conditions and relevant documents. 2- The decision taken after discussing in the Vocational School Administrative Board is notified to the Rectorate Department of Student Affairs.	5 Working Days
28	Issuance of Temporary Graduation Certificate	Graduation documents can be viewed via e-government after the Vocational School Directorate completes the graduation procedures.	1 Hour
29	Preparation and Web Announcement of Weekly Course Schedules	Department Heads are informed to prepare Weekly Course Schedules. Weekly Course Schedules from Department Heads are published in the announcements section of the School's website and on the Departments' websites after being checked.	10 Working Days
30	Preparation and Web Announcement of Midterm and Final Exam Schedules	Department Heads are informed to prepare Midterm, Final, Make-up and Single Course Exam schedules. Schedules from Department Heads are published in the announcements section of the School's website and on the Departments' websites after being checked.	10 Working Days
31	Academic and Administrative Announcements for Students	Announcements for students are published in the announcements section of our school's website. Announcements to academic staff are made via e-mail or WhatsApp.	1 Day
33	FARABI Exchange Program	Covers student and faculty exchange among Higher Education Institutions in Turkey. Information on required documents can be obtained from the Rectorate FARABI Office.	Time determined by the Farabi Exchange Program Coordinatorship
34	ERASMUS Student Mobility	Required terms and conditions can be reviewed from the Rectorate International Relations Unit website.	Time specified by the International Relations Office
35	Staff Leave Requests	Petition	1 Working Day
36	Purchasing Procedures	Offer Letter, Market Price Research Report, Invoice	15 Working Days
37	Movable Property Registration Officer Procedures	Movable Property Transaction Voucher, Movable Property Debit Voucher Takeover Procedures Transfer Procedures Scrapping Procedures Establishing Movable Property Registration Commissions	30 Minutes 30 Minutes 3 Working Days Delivery to Relevant Unit 3 Working Days Delivery to Relevant Unit 3 Working Days Delivery to Relevant Unit 1 Hour
38	Movable Property Control Officer Procedures	Consumables Exit Report Movable Property Counting Schedule Checking Counting Minutes	Once a Month Once a Year Once a Year
39	Course Assignments (Article 40/a of Law No. 2547)	1- Assignment Proposal 2- Incoming Conformity Letter 3- Board of Directors Decision 4- Rectorate Approval.	10 Working Days
40	Course Assignment (Article 36 of Law No. 2547)	1- Department Head Proposal 2- Board of Directors Decision	15 days
41	Academic Staff Initial Appointment Procedures	Applications for Lecturer and Assistant Professor are made to the Vocational School Secretariat. Required documents and exam documents stated in the announcement are prepared and submitted for Rectorate Approval.	1 Month

No.	Service Name	Required Documents	Completion Time (Maximum)
42	Staff Reappointment Procedures (Asst. Prof. Dr.)	The relevant staff applies to the Vocational School Directorate with the necessary documents at least 1 month before their term of office expires. After the necessary procedures are completed by the Vocational School Directorate, it is submitted to the Rectorate for approval for reappointment.	5 Working Days
43	Staff Reappointment Procedures (Lecturer)	The relevant staff applies to the Vocational School Directorate with the necessary documents at least 1 month before their term of office expires. After the necessary procedures are completed by the Vocational School Directorate, it is submitted to the Rectorate for approval for reappointment.	5 Working Days
44	Domestic and International Assignments	1- Petition, 2- Duty Leave Form, 3- Board of Directors Decision, 4- Rectorate Approval	10 Working Days
45	Permanent Assignment Travel Allowance	1- Appointment Approval, 2- Petition, 3- Certificate of Residence, 4- Payment Order Document	10 Working Days
46	Temporary Assignment Travel Allowance	1- Rectorate Approval, 2- Payment Order Document	10 Working Days
47	Salary Procedures	1- Promotion List 2- New Start Documents 3- Payroll, 4- Payment Order Document	3 Working Days
48	Additional Course Procedures	1- Additional Course Schedule, 2- Scorecard, 3- Payment Order Document 4- Leave Report Status Articles 5- Compensation Board of Directors Decision	2 Working Days

In case documents other than those stated above are requested during the application, the service is not completed within the specified time despite applying with complete documents, or some services are not found in the table above, apply to the first application place or the second application place.

FIRST APPLICATION PLACE	SECOND APPLICATION PLACE	THIRD APPLICATION PLACE
Name: Halil FERİK Title: Vocational School Secretary Address: Bandırma Vocational School Directorate Tel: (0266) 717 01 17 E-mail: hferik@bandirma.edu.tr	Name: Burcu CAMGÖZ Title: Deputy Director Address: Bandırma Vocational School Directorate Tel: (0266) 717 01 17 E-mail: bcamgoz@bandirma.edu.tr	Name: Selçuk BAŞ Title: Director Address: Bandırma Vocational School Directorate Tel: (0266) 717 01 17 E-mail: sbas@bandirma.edu.tr