

	Firat University Faculty of Pharmacy Public Service Standards Table	Document Code	:
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Applications will first be made to the responsible academic / administrative staff as specified in the table below. If any documents other than those specified are requested during the application, if the service is not completed within the specified time despite the application being made with complete documents, or if it is determined that some services in the table below are not available, apply to the first application point. If the process is not resolved, apply to the second application point. If you cannot reach a solution despite trying all official methods, you can apply to our rectorate through RIMER.

Order No	Service Name	Documents Required for the Service	Service Transaction Process	Service completion time	Academic/ administrative staff responsible for the service
1	New Registration	1) High School Diploma or Graduation Certificate 2) ÖSYS Result Certificate 3) Copy of National Identity Card	1) he requested documents are submitted to the Student Affairs. 2) The Student Affairs registers through OBYS	1 day	Student Affairs
2	Freezing Registration	Petition for Freezing Registration or Excuse Document	1. Application 2. Board of Directors Decision 3. Documents are placed in the Student File.	5 day	Student Affairs
3	Course Exemption and Course Substitution	Exemption Petition Transcript Course Contents	1. The necessary documents for exemption are submitted to the Department Head Office along with the petition. The Department Board Decision is Taken. 2. The Board of Directors' decision is taken based on the Department Head's Board Decision. 3. Exempt courses are removed from the system.	15 day	Student Affairs
4	Horizontal Transfer	1. Lateral Transfer Application Petition 2. Transcript 3. Curriculum and Course Contents 4. LYS and ÖSYS Result Document of the year the student was placed 5. ÖSYM Placement Document. 6. Student Certificate of the University where the student is registered 7. Document indicating that the Preparatory Program was studied, if any. 8. Registration Freezing Letter for Those Who Freeze Registration. 9. Document showing that the student has not received any disciplinary punishment from the Higher Education Institution where the student is registered. 10. Copy of Identity Card.	1. Lateral Transfer Application is made. 2. The student's application is evaluated by the Department Head. The Department Board Decision is made. 3. The Department Head Board Decision is made and announced by the Board of Directors.	15 day	Student Affairs

5	Course Registration and Re-registration		1. The student selects their semester courses via OBYS. 2. The advisor approves the selected courses.	5 day	Advisor Lecturer
7	Student Certificate Transcript		1. Student requests documents via OBS. 2. Faculty Secretary signs documents via the system.	1 day	Faculty Secretary
8	Appointment of Thesis Advisor				
9	Thesis Proposal				
10	Qualification Committee Determination				
11	Proficiency Exam Result				
12	Establishing a thesis monitoring committee				
13	Thesis Proposal defense				
14	Determining the Thesis Defense Exam Jury				
15	Thesis Defense				
16	Printing of diplomas				
17	Graduation	1. Student ID 2. Vehicle Identification Sticker (if purchased) 3. Dismissal Form	1. Application is made to the Student Affairs Office with the necessary documents. 2. The diploma is delivered with the student's signature indicating receipt.	1 day	Student Affairs
18	Deregistration	1. Petition for Deregistration	1. The student has the registration cancellation petition recorded by the Registrar's Office. 2. The student is given the severance document to have the documents referred to the Student Affairs Department signed by other units. 3. The student's registration cancellation information is processed into the student automation system by the Board of Directors' decision.	5 day	Student Affairs
19	Make-up Exam	1. Petition for Excuse.	1. The student submits his/her excuse petition to the clerk's office. 2. The petition is forwarded from the clerk's office to the student affairs unit. 3. The student's excuse petition is evaluated and decided by the Faculty Board of Directors.	5 day	Student Affairs

31	Salary Payment	1. Payroll Statement 2. Payment Order Document	1. The salary is calculated via KBS and the payroll is obtained. 2. The payment order received via the system is signed by the Realization Officer and the Spending Officer. 3. The signed documents are sent to the Strategy Department.	5 day	Financial affairs
32	Travel Allowance Payment	1. Travel Allowance Notification 2. Payment Order Document 3. Accrual Slip	1. Spending instructions are prepared from the KBS travel allowance payment transactions module. 2. The relevant person delivers the travel allowance notification and documents signed by them from e-government to the accounting department. 3. If there is an allocation in the relevant budget branch, the payment order and other documents to be added are sent to the execution officer to be signed. 4. The spending officer approves the signed documents. 5. The approved documents and the Accrual Document Delivery list are sent to the Strategy Department. 6. The Strategy Department Accounting unit examines the documents and makes the payment	5 day	Financial affairs
33	Commencement of Duty	1. Appointment approval 2. Notification-Notification Document	1. When the appointment approval letter of the personnel assigned to the duty is received from the Personnel Department, a notification document is made. 2. The notification document is sent to the Personnel Department with a cover letter. 3. Salary transactions are carried out by the accounting officer. 4. Registration is made in the SGK personnel information system. 5. Information is entered into the system for the personnel ID card	5 day	Editorial / Financial Affairs
34	Resignation / Resignation	1. Petition 2. Approval letter 3. Notification-Notification Document	1. The petition is approved by the institution's authorized person. 2. It is notified to the Personnel Department with an official letter. 3. With the approval letter from the Personnel Department, a severance and notification document is issued. 4. The personnel's documents are collected and sent to the Personnel Department with a cover letter.	5 day	Editorial / Financial Affairs

35	Purchasing	1. Price List 2. Commission Report	1. Market price research is conducted. 2. The most suitable price offer is determined. 3. The inspection and acceptance committee approves. 4. The documents are sent to the Strategy Department together with the payment order.	5 day	Financial affairs
36	Movable Record Control	1. Movable Transaction Receipt	1. The fixed assets and consumables in the school inventory are processed according to whether they are transferred or not.	5 day	Financial affairs
37	Article Additional Lesson Payment	1. Additional Lesson Form 2. Payroll and Payment Order	1. Faculty members upload the additional course to the Extra Course Automation System via the OBS System. 2. The department head and the Dean approve the form via the system. 3. The Financial Affairs officer prints the approved documents on the system and has them signed by the Dean's Office. 4. A payroll and payment order are issued from KBS. 5. All documents are signed by the realization officer and the spending officer and sent to the Strategy Department Presidency, and payment is made.	5 day	Financial affairs
38	Common Expense Payments	1. Debt Table	1. A debt table is prepared for common expenses. 2. The debt table is notified to the relevant person.	5 day	Financial affairs
39	Quality Assurance Processes	The tasks determined by the Rectorate Quality Commission are implemented in accordance with the determined schedule.			

APPROVED BY

Faculty Secretary

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