

**REPUBLIC OF TURKEY**  
**NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY**  
**ELECTRONIC DOCUMENT MANAGEMENT SYSTEM, SIGNATURE**  
**AUTHORITIES AND AUTHORIZATION**

**TRANSFER DIRECTION**

**FIRST SECTION**

**General Principles**

**Purpose, Scope, Reference, Definitions**

**Purpose**

**ARTICLE 1-** The purpose of this Directive is to determine the authorities and responsibilities of Nevşehir Hacı Bektaş Veli University administrators regarding their correspondence with the Electronic Document Management System in accordance with the provisions of the current legislation, to bind the authorities to certain principles and procedures, to accelerate the service and work flow in line with the principles of total quality management, to lower levels, to strengthen the sense of responsibility and belonging by granting authority to lower levels, to increase speed and efficiency in service.

**Scope**

**ARTICLE 2-** This directive, in accordance with the Higher Education Law dated 04/11/1981 and numbered 2547 and other relevant legislation, the correspondence to be made by Nevşehir Hacı Bektaş Veli University and its affiliated units, the procedures to be followed in relation to the correspondence and the procedure and document registration procedures. and includes terms and other matters.

**Reference**

**ARTICLE 3-** This directive is based on the Higher Education Law dated 04/11/1981 and numbered 2547, the Civil Servants Law dated 14/07/1965 and numbered 657, the Electronic Signature Law dated 15/1/2004 and numbered 5070, dated 10/12/2003. Public Financial Management and Control Law No.5018, Decree Law No.124 on Higher Education Supreme Institutions and Administrative Organization of Higher Education Institutions, Prime Ministry Circular No 2008/16 on Electronic Document Standards, It has been prepared based on the provisions of Nevşehir Hacı Bektaş Veli University's Action Plan for Compliance with Internal Control Standards.

## Definitions

### ARTICLE 4- In this Directive,

- a. Document: Received or prepared by the administration to fulfill any individual or corporate transaction; Any recorded information or document signed with handwriting or secure electronic signature and recorded in the Electronic Document Management System (EDMS) or corporate document recording systems,
- b. Unit: Nevşehir Hacı Bektaş Veli University academic and administrative units,
- c. Unit Supervisor: Nevşehir Hacı Bektaş Veli University senior managers of academic and administrative units,
- d. Head of Department: Heads of Departments of Nevşehir Hacı Bektaş Veli University,
- e. Dean: Deans of Nevşehir Hacı Bektaş Veli University Faculties,
- f. Directorate of Revolving Fund: Nevşehir Hacı Bektaş Veli University Directorate of the Revolving Fund,
- g. Document: Resources that do not qualify as an official document, but that users can use for information purposes in the realization of corporate activities,
- h. EDMS: Nevşehir Hacı Bektaş Veli University Electronic Document Management System,
- i. Electronic signature: Electronic data added to another electronic data or logically linked to electronic data and used for authentication,
- j. Electronic environment: All kinds of information and communication technology tools in which information, documents or documents are prepared and registered within EDMS or corporate document registration systems,
- k. Form: Formatted document,
- l. Secretary General: Nevşehir Hacı Bektaş Veli University Secretary General,
- m. Deputy Secretary General: Nevşehir Hacı Bektaş Veli University Deputy Secretary General,
- n. Secure Electronic Signature: An electronic signature that is exclusively affiliated to the signatory, made for the purpose of creating a secure electronic signature that is only at the disposal of the signatory, that enables the identification of the signatory based on the qualified electronic certificate and whether any subsequent changes have been made to the signed electronic data,
- o. Spending Authority: The top manager of each spending unit allocated with the budget,
- p. Internal Auditor: Nevşehir Hacı Bektaş Veli University Internal Auditors,
- q. Administration: Administration of Nevşehir Hacı Bektaş Veli University,
- r. Tendering Official: The person or boards of the university who have the authority and responsibility to make tenders and expenditures, and the officials who have been duly delegated,
- s. Signer: The real person who signs the document produced in the physical environment or uses a signature creation tool to create an electronic signature,

- t. Transfer of Signature Authority: The relevant authority, without prejudice to the decision-making authority, delegates the authority to sign some of the transactions for which it is responsible, to its assistants or subordinates,
- u. REM: Registered Electronic Mail,
- v. Coordinatorships: Nevşehir Hacı Bektaş Veli University Coordinatorships,
- w. Coordinator: The person who coordinates the studies carried out in certain fields within Nevşehir Hacı Bektaş Veli University, depending on the Rector,
- x. Center Director: Nevşehir Hacı Bektaş Veli University Research Center Directors,
- y. Accounting Officer: A duly appointed or appointed official responsible for the execution of accounting services and the management of the accounting unit,
- z. Director: Nevşehir Hacı Bektaş Veli University Institute / School / Vocational School Directors,
- aa. Private Secretary: Nevşehir Hacı Bektaş Veli University staff appointed as Private Secretary of the Rectorate,
- bb. Rector: Rector of Nevşehir Hacı Bektaş Veli University,
- cc. Vice Rector: Vice Rectors of Nevşehir Hacı Bektaş Veli University,
- dd. Official letter: Letter, official document, official information and electronic documents written for the purpose of communicating between public institutions and organizations or with real and legal persons,
- ee. Senate: Nevşehir Hacı Bektaş Veli University Senate,
- ff. Branch Office: Nevşehir Hacı Bektaş Veli University Branch Directorates affiliated to the General Secretariat and Department Heads,
- gg. University: Nevşehir Hacı Bektaş Veli University,
- hh. Delegation of Authority: The transfer of the relevant authority to subordinates in a hierarchical structure in a way that clearly shows the limits by the university senior manager,
- ii. Officials: Rector, Vice Rector, Dean, Director of the Institute, Director of the School, Director of Vocational School, Application and Research Center Director, Chief of Internal Audit Unit, General Secretary, Deputy Secretary General, Head of Department, Legal Counsel, Director of Revolving Funds, and Coordinators,
- jj. Directive: Nevşehir Hacı Bektaş Veli University Electronic Document Management System Signature Authorities and Authorization Transfer Directive,
- kk. Board of Directors: It refers to the Board of Directors of Nevşehir Hacı Bektaş Veli University.

## SECOND SECTION

### GENERAL RULES

**ARTICLE 5-** (1) The operations of this directive are carried out according to the following principles and methods:

- a. In Nevşehir Hacı Bektaş Veli University, the unit chiefs are responsible for the fast, efficient and error-free execution and completion of the duties in accordance with the provisions of the current legislation. In terms of performing the duties, unit chiefs may delegate authority and responsibility to the personnel they work with within the framework of this Directive, without exceeding the limits of the current legislation. However, even in this case, the unit chief cannot be excluded from responsibility.
- b. It is essential that the powers given are used responsibly, fully, completely and correctly.
- c. With this directive, the unit code is defined in the State Organization Central Registration System (SOCRS) for the units whose signature authority is defined. Defined "Unit Codes" are used completely in the "number" part in correspondence.
- d. In all transactions related to duties, powers and responsibilities, it is essential to present documents and documents in an objective manner on the rights of the state and individuals, based on the current legislation.
- e. All units affiliated to the university cannot correspond by skipping an office, except for the provisions of the legislation regarding their fields of duty.
- f. Academic and Administrative Units can correspond with equivalent units such as requesting and giving information.
- g. The letters directly addressed to the Rectorate by the administrative units within the General Secretariat are written with the initials of the superiors of the administrative units and the signature of the Secretary General, except for the correspondence made in special cases arising from the legislation.
- h. Boards, commissions and coordinators make their external correspondence with the signature of the Rector. It conducts its correspondence with the boards, commissions and coordinators, academic units and centers through the Vice Rectors authorized by the Rector, and its correspondence with the administrative units through the General Secretariat.
- i. The Directorates of the Application and Research Center make all their correspondence with the outside and higher authorities with the signature of the Rector or the Vice Rector authorized by the Rector.
- j. According to the 13 / b-4 article of the Law No. 2547, the processes regarding the assignment requests of the academic staff to the academic units are carried out by the Personnel Department and finalized with the signature of the Rector.

- k. It is essential that academic units make their external correspondence with the signature of the Vice Rector authorized by the Rector or with the top letter of the General Secretariat.
- l. Correspondence such as "announcements, symposiums, conferences, invitations, etc. activities" that are not related to education and training, with academic units and Application and Research Centers, provided that permission is given, "Rector a." It can be done directly with the signature of the relevant Vice Rector.
- m. If the title of the signer is under the Rector in terms of hierarchical terms in the information and information request letters sent from outside the institution, the answers to be prepared are given by the Vice Rector, General Secretary, Legal Counsel, Head of Department, taking into account the title of the signer on the condition that the authority has been transferred. It is signed using the phrase.
- n. Unit supervisors are obliged to inform their superiors on time about the information they received regarding their duties.
- o. The correspondence between the Legal Advisors and Heads of Departments with the academic units is signed by the Rector, Vice Rector or Secretary General, except for the letters authorized to sign with this directive.
- p. Internal auditors may directly correspond with academic and administrative units regarding their duties.
- q. Correspondence cannot be hierarchically submitted for signature without the initials of the superiors, except for the letters written on the instructions of the Rector and Vice Rectors, the Secretary General and the Deputy Secretary General.
- r. The letters written by the academic units addressed to the units within the University are signed by the Dean, Director or their deputies. These letters cannot be signed on behalf of or instead of the Dean / Director by their assistants.
- s. Removal or correction of an assignment or consent transaction is done in accordance with the procedure in the process of execution of the transaction.
- t. It is essential that the articles about the duties of the units are prepared by the unit.
- u. No unit or authority without the "Unit Code" defined in the State Organization Central Registration System (DETSIS) cannot correspond.
- v. In the texts, the emblem is used as defined in the corporate identity. No emblem other than the university emblem can be used in correspondence.
- w. The proposals from the administrative and academic units concerning the field of activity of the committees affiliated to the Rectorate are sent to the General Secretariat.
- x. The attorneys are obliged to provide information about the work and transactions they carry out while the authority is in their possession when the main authority takes office.

- y. Each unit supervisor is obliged to inform own superiors about the issues that need to be notified about his duties.
- z. The articles cannot be submitted for signature without the initials of all the intermediate level superiors in the hierarchical level. (except in emergencies)
- aa. When one of the Vice Rectors is absent for any reason, his signature authority is used by the other Vice Rector. Likewise, when the Dean, Director and Head of Department are absent for any reason, the signature authority is used by the person acting instead.
- bb. Nevşehir Hacı Bektaş Veli University Rectorate title will only be used in letters signed by the Rector and Vice Rectors authorized by the Rector.
- cc. Since the number of electronic letters sent to all units affiliated to the Rectorate via EDMS has been received through the system, the number received is also considered as the registration number in the unit where the document was sent.
- dd. The chief of the internal audit unit can correspond directly with the academic and administrative units regarding their duties.
- ee. Rector, from all units of the University; Vice Rectors, from the units affiliated to them; General Secretary, from University administrative units; Deans, From their Faculties; The directors of the Institute, School, Vocational School, Research Center affiliated to him; Department Heads, From the departments; Heads of Departments and other unit and office chiefs are responsible for all matters related to their units.
- ff. The file number to be used in official correspondence will be in all academic and administrative units as specified in the booklet "Higher Education Supreme Institutions and Higher Education Institutions Storage Period Standard File Plan" attached to the letter of the Council of Higher Education dated 31/03/2010 and numbered 11297.

## **Responsibilities**

**ARTICLE 6-** (1) The responsibilities of the personnel authorized in correspondence with the Directive are stated below.

- a. Unit chiefs and relevant officers of the units are responsible for making the correspondence in accordance with the correspondence rules, orders and directives, and the systematic filing and protection of the articles.
- b. The unit supervisor is responsible for delivering the incoming documents and signed letters to the relevant persons quickly and replying them in such a way that they do not give any room, meticulously follow up the documents or periodicals that may cause legal liability and deliver them to the relevant persons.
- c. The unit supervisor and other relevant persons take the necessary precautions so that confidential information and documents do not fall into the hands of people other than those who are concerned and that they are not aware of its content. First

degree unit supervisor and all concerned persons who are initials are responsible for all the letters that come out of the units.

- d. The office secretaries are responsible for the recording and preservation of the documents and letters brought to the Rector's Office or other officials' signature and delivered to them.
- e. Personnel who have a change of duty or leave their duties are obliged to complete and terminate the procedures related to the documents under their responsibility.
- f. Personnel assigned by proxy are obliged to sign the dispatched document before both the power of attorney and the documents expire.

### **THIRD SECTION**

#### **APPLICATION SECTION**

##### **Incoming Document Registration and Distribution Transactions**

###### **ARTICLE 7-** (1) Registration at the General Documentation Center;

- a. Regardless of the way it comes, all kinds of documents coming to the document center are recorded and followed up using the EBYS application.
- b. Newspapers, magazines, books, brochures etc. Except for printed periodicals or non-periodicals, all incoming documents and their attachments that do not interfere with scanning are scanned and transferred to electronic media.
- c. Documents received in a sealed envelope in the form of "CONFIDENTIAL", "VERY SECRET", "SPECIAL FOR PERSONAL", "SPECIAL FOR SERVICE" are received by the General Documents Unit and submitted to the relevant manager or person without being opened. Such documents coming from outside the institution are submitted to the personnel assigned by the Rector to be submitted to the Rector, and they are recorded in the EDMS after the transfer is made. In cases where approval is required from the Rectorate, the approval is obtained by the dispatched units. Without opening the inside of the tender-related envelopes coming to the document center, their outer surfaces are scanned and recorded in the EBYS and delivered to the relevant unit authority.
- d. Letters received by hand or by mail, except for confidential letters, are received by the document unit officer in the unit, scanned and included in the system, and the transfer is made by the authorized person.
- e. The letters sent to the academic units via EDMS are received by the faculty / institute / high school / vocational school secretaries and transferred to the sub-units within the framework of the authority given by the unit supervisor, and the letters outside the authority are submitted to the unit supervisor.
- f. The letters sent to the administrative units via EDMS are received by the unit supervisor.

- g. Documents such as e-mail and fax sent by electronic methods from outside the institution can be processed directly in the electronic environment, taking into account their importance.
- h. In order to prevent duplicate entry, it is checked whether the documents sent with the original document reference number are recorded over the reference number, and only physical distribution of the registered documents to the relevant units is made.

(2) In the incoming document distribution transactions;

- a. The electronic samples of the documents recorded by the document registration unit and transferred to the electronic environment are transferred to the relevant unit for processing. The distribution of the physical documents to the relevant units is made by the assigned personnel.
- b. Documents that reach the relevant unit are transferred to the responsible unit, important documents are also distributed to the person, and when necessary, a note is written about the distribution of the documents and the transaction to be made.
- c. Documents whose distribution is made incorrectly are returned for redistribution without wasting time.
- d. Envelope, parcel, etc. with attachments that could not be included in the EBYS. If it is stated in the letter that the attachments will be delivered by hand, it will be taken over by the relevant personnel or the unit.
- e. Subject, standard file plan, keywords, etc. the information is accurately and completely recorded in EDMS.

### **Outgoing Document Shipment Transactions**

**ARTICLE 8-** (1) Preparation of documents, initials, signature, approval and distribution procedures,

- a. Documents are prepared in accordance with the Regulation on the Procedures and Principles to be Applied in Official Correspondence, in line with the corporate identity templates determined by the institution.
- b. Outgoing articles or documents, if any, are prepared by considering their relevance, and all interests, references and attachments are stated in the text in accordance with their links.
- c. Persons who initialize the documents can be followed through EDMS, these persons are not included in the signed copy sent to the other party.
- d. Number and date are not written on the documents, it is essential that they are given automatically by EDMS.
- e. In electronic correspondence, documents are initialed hierarchically, starting from the official who prepared them to the authority to sign. This initials also results in the results of hand-put initials, and all personnel with signature and initials on the document are responsible.



- f. In the correspondence to be made by the authorities authorized on behalf of the Rector with the outside of the university, the name and surname of the signatory is written under "Rector a." The phrase is placed, and its title is written below it. (Except for correspondence made in the capacity of spending authority)
- g. Documents that have not been finalized and distributed electronically cannot be delivered to the General Documents Unit for distribution.
- h. Documents are sent electronically to the theories using REP service or web service. Documents that will be sent to institutions and organizations that do not use REP or web service are sent via the General Documents Unit after electronically signed and printed.
- i. Packing physical attachments of documents to be sent to institutions and organizations, writing their address, etc. transactions are carried out by the unit that created the document.
- j. Signature, approval and consent must be done with secure electronic signature. Attachments to be sent with wet signature are attached to the outgoing document after being signed by the relevant authority with a wet signature.
- k. In the event that the supervisor who will sign the final signature of the document and give his approval or consent does not have an electronic signature, the signature, approval and approval are created electronically via EDMS and the final signature phase is completed with the wet signature after the document is printed out.
- l. In correspondence going abroad and to be made in a foreign language, the final signature phase of signature, approval and consent is completed with a wet signature.
- m. In-house correspondence is primarily done electronically. The documents requested from other units by the Legal Consultancy to be transferred to the judicial and administrative authorities are also sent to the Legal Consultancy through the system or in physical attachments. If the Legal Consultancy will send the documents to another unit, they will print the electronically signed printouts from the system and "The original document must be electronically signed." The non-electronic documents are "Original." and conveys it to the relevant authorities.

### **Document File Transactions**

#### **ARTICLE 9-** (1) Document file operations,

- a. In the units, file plans are created both as a document and electronically via EDMS according to the provisions of the Standard File Plan.
- b. Documents are associated with files appropriate to their subject. A copy of the document whose secure electronic signature has been completed can also be kept in its file by the unit that created the article.
- c. Electronic archiving of all incoming and outgoing documents is also done by the unit that created the document.

### **Proxy Transactions**

**ARTICLE 10-** (1) The power of attorney of the university staff, who cannot be on duty for a certain period of time for various reasons, is given with the electronic approval of a higher supervisor according to the internal hierarchical structure. Proxy transactions are carried out in the following way:

- a. In cases where the Rector cannot be on duty, the signature authority is used by the Vice Rector, who is given a power of attorney. In cases where the Dean, Manager, Secretary General and Deputies, Head of Internal Audit Unit, Head of Department, Legal Counsel, Revolving Fund Manager and other managers are not on duty, the signature authority is exercised by the person acting instead.
- b. The staff has to leave a separate power of attorney from EDMS for all their duties. Otherwise, he cannot leave the post. In the event that the administrators leave their duties without being able to give a power of attorney in extraordinary circumstances, the personnel who will act as proxy are determined by their supervisors and the agency process is initiated by the EBYS unit.
- c. Standard forms in proxy transactions are arranged by academic and administrative staff through EDMS and the process is started.

### **Non-transferable Powers**

**ARTICLE 11-** (1) Non-transferable powers are as follows:

- a. Assignment,
- b. Extension of the term of the academic staff,
- c. Appointments made pursuant to Article 13 / b-4 of Law No. 2547,
- d. Domestic and international course assignment,
- e. Duties to be visited by domestic aircraft and assignments abroad
- f. Nobility certification of candidate civil servants,
- g. Degree promotion approvals of academic and administrative staff,
- h. Adaptation approvals that require degree upgrades through service consolidation,
- i. Appointment by proxy pursuant to Article 86 of Law No. 657, and approvals for unpaid leave pursuant to Article 108 of Law No. 657,
- j. Approval of dismissal and extension of measures according to the result of the disciplinary investigation,
- k. Powers given within the scope of disciplinary and criminal law legislation,
- l. Retirement, resignation or approval to be considered as an independent,
- m. Powers given to the top manager by the Statutory Decree No. 659,
- n. Powers of the top manager and other managers specified in the Law No. 5018.

### **Obtaining Information, Application and Complaint Applications**

#### **ARTICLE 12-**

- (1). Applications registered in the Presidential Communication Center (CIMER) system within the framework of the Law on the Right to Information No. 4982 dated 9/10/2003 are followed up by the Rector or an authorized person. After being

included in the EDMS system, it is sent to the relevant unit. It is answered as soon as possible after receiving the answer.

- (2). All unit officials will directly accept the applications made to their units related to the subjects within their field of duty, to examine the matter by registering, and if the requested matter is a declaration of an existing situation or disclosure of a legal situation, it is necessary for the petitioners to use the Petition Right No. 3071 dated 1/11/1984. They are authorized to notify in written form in accordance with the procedure specified in the related Law. Answers to requests other than these are signed by the Secretary General.
- (3). Pursuant to the Petition numbered 3071 and the Law on Right to Information No.4982, if the department officer referred to him deems the examination and resolution of the matter beyond his / her authority, the petitions are submitted to the Secretary General and the Vice Rector, and duly made according to the instructions to be given.
- (4). If the written applications made directly to the Rector's Office do not constitute a characteristic, there is no obligation to be seen by the Rector or Vice-Rectors, and do not include a notice or complaint, it is registered by the General Documentation Unit and the name of the relevant unit is written on the petition and the petition is sent to the relevant unit. In this way, petitions sent to the relevant unit are processed and the result is notified in writing to the petitioner and the relevant authorities in accordance with the procedure specified in Laws No. 3071 and 4982.

### **Correspondence Authority**

**ARTICLE 13-** (1) The duties and signature powers of the university administrators are determined as shown in appendix-1.

## **FOURTH SECTION**

### **Various Provisions and Enforcement**

**ARTICLE 14-** (1) Miscellaneous provisions

- a. Unit managers can delegate their authority regarding the execution of their duties to sub-unit managers. In case of a transfer of authority, the unit manager is responsible for all the work done.
- b. The Rector may transfer his signature authority to the Vice Rector, Secretary General, academic or administrative unit managers, depending on the subject he deems appropriate. Powers transferred by the Rector with this directive cannot be transferred to lower positions by the unit chiefs without the Rector's approval.
- c. Unit managers, except the Rector and the Secretary General, cannot transfer the authority to sign and sign correspondence with other units to their deputy while on

duty, but they can transfer the authority related to in-unit correspondence. In this case, "Dean / Director a." Correspondence is made without using the phrase.

- d. The transfer and removal of the powers are done in writing. Transfer of Authority and cancellations are notified in writing to the General Secretariat. Follow-up is done by the General Secretariat.
- e. In case the qualified electronic certificate is lost, the new certificate and card reader fee will be covered by the personnel and the personnel must request a "qualified electronic certificate" within five (5) business days at the latest.
- f. The new one of the qualified electronic certificate that has expired is issued by the administration.
- g. Personnel dismissed from the institution do not return their qualified electronic certificate.

### **Cases without Provisions**

**ARTICLE 15-** (1) In cases where there are no provisions in this Directive, action shall be taken in accordance with the provisions of the current general legislation.

### **Effectuation**

**ARTICLE 17-** (1) This Directive effectuated on the date of its publication.

### **Executive**

**ARTICLE 18-** (1) The Rector executes the provisions of this Directive.

## **DUTIES AND SIGNATURE AUTHORITIES OF MANAGERS**

### **A) SIGNATURE AUTHORITIES OF ACADEMIC UNIT MANAGERS**

- a. Presidency and its affiliated units, the Presidency of the Grand National Assembly of Turkey and the presidency of its sub-units and commissions, the Minister and the Deputy Minister, the General Secretariat of the National Security Council, the Presidency of the Higher Education Council, the Presidency of the Interuniversity Council and the Presidency of the Student Selection and Placement Center, The letters from the regulatory and supervisory supreme organizations stated in the chart numbered, the Turkish Statistical Institute, the Scientific and Technological Research Council of Turkey, the Internal Audit Coordination Board, the Independent General Directorates (coming with the signature of the General Manager), the Governor, the Garrison Commander, the Provincial Mayor and the Office of the Chief Public Prosecutor, Correspondence and response letters from various institutions, individuals and units sent to the Rector's Office with the record of "Personal, Top Secret and Confidential" from universities, signed by the Rector,

- b. In accordance with the Anti-Bribery and Corruption Law on Declaration of Property dated 19/04/1990 and numbered 3628, sending reports of crime to judicial authorities and correspondence from administrative and academic units,
- c. Important correspondence containing the security request regarding public order and security,
- d. Requesting information and documents regarding the cases filed in the judicial and administrative jurisdiction, notification of judicial decisions to the relevant unit and requesting information and documents from other institutions in line with the request of the investigator,
- e. Statements made to the written, visual and audio media on behalf of the University,
- f. The University's Budget and Investment Proposals, Strategic Plan, Performance Program, Annual Report, Investment Program Monitoring and Evaluation Report, Corporate Financial Status and Expectations Report and Final Account Draft Law, letters and approvals regarding the implementation of annual programs and budget transactions.
- g. All protocols and agreements between the universities and the units affiliated with the university and the universities at home and abroad, and other institutions and institutions.
- h. Authorization transfer approval in accordance with the Decree Law No. 659 of 26/9/2011,
- i. Correspondence and approvals regarding the opening of a disciplinary investigation against the personnel,
- j. Correspondence with other institutions regarding university-owned or allocated real estate,
- k. Correspondence regarding the works and transactions that must be carried out within the scope of the duties and responsibilities assigned to the top manager in the legislation on financial issues,
- l. Without prejudice to the matters specified in the Special Laws, assignment or determination of positions of all staff in the University staff, relocation within the University and approval of nobility, open appointment, transfer appointment and change of title, appointment proposals of deans, appointment of directors, approval of resignation, open appointment related staff request letters, cancellation-creation, criticism-allocation writings in academic and administrative staff, release of arrested staff, transfer of academic staff between departments, temporary assignment for relocation within the University, proxy and administration to administrative staff in administrative positions. , dismissal and reinstatement approvals of academic staff, approvals for extension of the term of office of academic staff, excuse leave according to clause "c" of Article 104 of Law No. 657, and overtime approvals according to Article 178 of Law No. 657.

- m. Vice Rectors, Secretary General, Head of Internal Audit Unit, Legal Advisor, Deans and Managers of Institutes, Schools, Vocational Schools, Application and Research Centers, Coordinators, and annual leave and sick leave approvals,
- n. Work plan and program approvals submitted by the internal audit unit,
- o. Personnel request letters, requests for consent from their respective institutions regarding open and live appointment, and the procedures to be done prior to approval,
- p. Unpaid, accompanying excuse leave approvals of the staff,
- q. Approval of diplomas,
- r. Writings regarding the work of the jury members and the Interuniversity Board regarding applications for Professorship and Associate Professorship,
- s. The commencement decree and dismissal approvals of the academic staff assigned to the university within the scope of Article 35 and 50 / d of Law No. 2547,
- t. Correspondence regarding assignments made pursuant to Articles 31, 33, 36, 37, 38, 39, 40 and 41 of Law No.2547,
- u. Offer letters, approvals and contracts for employing domestic and foreign contracted personnel,
- v. Assignment approvals for cultural and sports activities that students will participate in abroad,
- w. Approvals for part-time student employment,
- x. Correspondence regarding the settlement, cancellation and installment procedures of the university rights and receivables,
- y. Approvals regarding the acceptance of donations made to the university,
- z. The procedures stipulated by the Rector in the legislation and other works and transactions not listed in this directive are carried out by the Rector.

### **Vice Rectors**

- a. Correspondence to be made on behalf of the Rector within the framework of the signature authority given by the Rector,
- b. Correspondence regarding other powers and duties assigned by the Rector,
- c. Initializing all the letters in the field of duty to be submitted for the Rector's Signature
- d. The work and procedures related to annual, excuse and health leave approvals of department heads and lecturers affiliated to the Rectorate, other than those whose permissions will be granted by the Rector, are carried out by the relevant Vice Rector.

### **Dean, Institute / School / Vocational School / Director of Application and Research Centers**

- a. Correspondence regarding the articles received from the higher authorities, institutions, organizations, individuals and other units of the

University and the articles received on a personal, top secret and confidential basis.

- b. Correspondence and correspondence regarding the meetings and boards that should be chaired by the Dean, the Director of the Institute / School / Vocational School / Application and Research Center in accordance with the provisions of the current legislation,
- c. Annual leave, sick leave, excuse leave and domestic leaves of academic and administrative staff working in the unit, (Except for excuse leaves that require the Rector's signature)
- d. Approvals for determining the distribution of duties of the personnel working in the unit
- e. Replies to the letters from other Faculties, Institutes, Vocational Schools and Centers with the signature of the Dean / Director,
- f. Approval and correspondence regarding the opening, execution and conclusion of disciplinary investigations against academic and administrative staff and students by the Dean, Institute / School / Vocational School Directors,
- g. Approval and correspondence regarding the opening, execution and conclusion of disciplinary investigations against academic and administrative staff and students by the Dean, Institute / School / Vocational School Directors,
- h. All articles to be written to the Rectorate
- i. Announcement about student internships and academic / scientific studies related to the unit, articles to be sent outside the university for informational purposes, internship agreements,
- j. Correspondence and procedures for the coordination of intern students,
- k. Signing of the relevant parts of the Graduation Certificates and diplomas
- l. Correspondence regarding the military service procedures of graduate students (Only the Director of the Institute),
- m. Correspondence with other higher education institutions regarding transfer students,
- n. The jury invitation and the correspondence regarding the sending of files regarding the appointment of academic staff, excluding the appointments of professors and associate professors, are carried out by the Dean, the Director of the Institute / School / Vocational School.

### **Head of Department**

- a. Correspondence within the department with the decisions of the Department Board,
- b. All kinds of transactions and correspondence regarding course assignments, additional course and exam programs,
- c. Correspondence regarding the student petitions of the department,

- d. Opinion letter regarding the appointment of academic staff and the extension of their term of office,
- e. Correspondence with other departments in the academic unit to which they belong,
- f. Correspondence with other departments in the academic unit to which they belong,
- g. Correspondence with other departments in the academic unit to which they belong,
- h. Correspondence with the Dean's Office / Directorate regarding students and staff is carried out by the head of the department.

#### **Head of the Department**

- a. Correspondence with department board decisions and department,
- b. Correspondence with the head of the department to which the department is affiliated
- c. Correspondence to the directorship in institutes as a department,
- d. Cover letters regarding the information requested by the Director of the Institute / Department Head,
- e. Correspondence with the Dean's Office / Directorate regarding students and staff is carried out by the head of the department.

#### **Head of Science**

- a. Correspondence regarding the decisions of the board of science and correspondence with the head of the department to which it is affiliated,
- b. Cover letters regarding the information requested by the Director of the Institute / Head of the Department,
- c. Cover letters regarding the information requested by the Director of the Institute / Head of the Department,

### **B) SIGNATURE AUTHORITIES FOR ADMINISTRATIVE UNIT MANAGERS**

#### **Secretary General**

- a. Correspondence regarding the sending of the decisions regarding the meetings and boards chaired by the University Senate, Executive Board and the Rector to the relevant units,
- b. Correspondence regarding the opening, execution and conclusion of investigations directed to administrative personnel,
- c. Correspondence regarding the opening, execution and conclusion of investigations directed to administrative personnel,
- d. Correspondence regarding the answers to the applications and petitions and the requests for information and documents,



- e. Correspondence regarding the supply, follow-up and action when necessary to the Rector and Vice-Rectors according to the subject of the articles sent outside the institution,
- f. Annual leave, excuse leave (excluding paragraph (c) of Article 104 of the Civil Servants Law No. 657) and sick leave approvals of the unit chiefs affiliated to the General Secretariat,
- g. Letters to be written by the administrative units to the Rector's Office,
- h. Appointments of academic and administrative staff, pertaining to all transactions related to personal rights, decrees and correspondence regarding the resignation or commencement of the staff,
- i. Correspondence and instructions regarding the coordination and regulation of service flow among the units affiliated to the General Secretariat,
- j. Internal correspondence regarding the Court of Accounts inquiries and verdicts
- k. Correspondence regarding the announcement of the notifications regarding the commemoration and celebration days and holiday programs to the units,
- l. Domestic assignment consent of the personnel working in the units affiliated to the General Secretariat,
- m. Correspondence regarding payment documents regarding salary, personnel affairs and advance payments,
- n. Correspondence regarding the budget proposals of the General Secretariat and the implementation of the annual programs,
- o. Transactions and correspondence within the scope of the Movable Goods Regulation dated 28/12/2006,
- p. Transactions and correspondence to be carried out within the scope of Law No. 5018,
- q. Transactions and correspondence within the scope of Public Procurement Law No. 4734 of 04/01/2002 and Public Procurement Contracts Law No. 4735 of 05/01/2002,
- r. Annual leave, sick leave and excuse leave approvals to be given in accordance with the clause (a-b) of Article 104 of the Civil Servants Law No. 657,
- s. In accordance with paragraph (c) of Article 104 of the Civil Servants Law numbered 657, the letters regarding the submission of the request for leave of absence to the Rectorate,
- t. Except for the activities of student societies, posters, brochures, announcements, internet announcements, requests to open a fair, exhibition (stand) and correspondence regarding the approval of the advertisements and their sending to the units,
- u. Initials of the letters to be signed by the Rector,
- v. Passport related letters and approvals,
- w. The letters prepared by the Personnel Department regarding the distribution of the Rector's approvals to all units,
- x. The letters prepared by the Personnel Department regarding the distribution of the Rector's approvals to all units,

- y. Correspondences regarding other powers and duties assigned by the Rector are carried out by the Secretary General.

### **Assistant Secretary General**

- a. Correspondence regarding the powers and duties to be transferred by the Secretary General,
- b. Other duties assigned by the Rector and the Secretary General are carried out by the Deputy Secretary General.

### **Head of Internal Audit Unit**

The works to be carried out by the Internal Audit Unit, the letter to be signed and the approvals are carried out as specified in the Public Financial Management and Control Law No. 5018 and the Regulation on Working Procedures and Principles of Internal Auditors and Nevşehir Hacı Bektaş Veli University Internal Audit Regulation.

### **Legal Advisers**

- a. Correspondence regarding the representation of the administration in judicial and administrative cases, arbitration proceedings, execution and all kinds of legal disputes to which the administration is a party,
- b. Correspondence regarding the coordination and monitoring of these services, in case the litigation and enforcement proceedings and arbitration proceedings are carried out through service procurement, representing the Rectorate,
- c. Correspondence on legislation drafts, contracts, specification drafts and examining the issues required by the university units and submitting their opinions,
- d. Correspondence regarding the determination of the distribution of duties of the personnel working in the Legal Consultancy,
- e. Correspondence regarding the dismissal and commencement of the staff in the Legal Consultancy,
- f. Financial documents regarding salary, personnel affairs and advance payments,
- g. Correspondence regarding the budget proposals of the Legal Consultancy and the implementation of the annual programs,
- h. Transactions and correspondence within the scope of the Movable Goods Regulation,
- i. Transactions and correspondence to be carried out within the scope of Law No. 5018,
- j. Transactions and correspondence within the scope of the Public Procurement Law No. 4734 and Public Procurement Contracts Law No. 4735,
- k. Annual leave, sick leave and excuse leave approvals to be given in accordance with the clause (a-b) of Article 104 of the Civil Servants Law No. 657,
- l. Correspondence regarding the submission of excuse permission requests to the Rector's Office, pursuant to paragraph (c) of Article 104 of the Civil Servants Law No.657,

- m. Correspondence regarding other powers and duties assigned by the Rector and the Secretary General are carried out by the Legal Counsel.

## **Head of Departments**

### **Head of IT Department**

- a. Correspondence regarding the execution and management of the university's services in the field of information, communication and automation technologies,
- b. Correspondence regarding the determination of the distribution of duties of the personnel working in the Department,
- c. Correspondence regarding notification of the departure and commencement of the personnel in charge of the Department,
- d. Financial documents regarding salary, personnel affairs and advance payments,
- e. Correspondence regarding the budget proposals of the Department and the implementation of the annual programs,
- f. Transactions and correspondence within the scope of the Movable Goods Regulation,
- g. Transactions and correspondence to be carried out within the scope of Law No. 5018,
- h. Transactions and correspondence within the scope of the Public Procurement Law No. 4734 and Public Procurement Contracts Law No. 4735,
- i. Approvals of annual leave, sick leave and excuse leave to be given in accordance with the relevant paragraph of Article 104 of the Civil Servants Law No. 657,
- j. Correspondence regarding the submission of excuse permission requests to the Rector's Office, pursuant to paragraph (c) of Article 104 of the Civil Servants Law No.657,
- k. Correspondence with other Departments,
- l. Correspondences regarding other powers and duties assigned by the Rector and the Secretary General are carried out by the Head of Information Technologies Department.

### **Head of Administrative and Financial Affairs Department**

- a. Correspondence with institutions related to security, public order and security,
- b. All kinds of correspondence within the University regarding security measures,
- c. Intercity and urban vehicle allocation and driver assignment, transactions and correspondence to be made within the scope of the Travel Allowance Law No. 6245 dated 10/2/1954,
- d. Transactions and correspondence regarding Civil Defense and Occupational Health and Safety services,
- e. Correspondence with the Social Security Institution on matters related to his / her field of duty,
- f. Correspondence regarding the follow-up, control and work of the personnel who are constantly employed with service procurement,

- g. Correspondence regarding high school and equivalent intern students and correspondence regarding salary payments,
- h. Procedures and correspondence regarding maintenance-repair that can be done with the internal facilities of the university,
- i. Correspondence regarding the determination of the distribution of duties of the personnel in charge of the Department,
- j. Correspondence regarding notification of the departure and commencement of the personnel in charge of the Department,
- k. Correspondence regarding the budget proposals of the Department and the implementation of the annual programs,
- l. Correspondence regarding financial documents related to salary, personnel affairs and advance payments,
- m. Transactions and correspondence within the scope of the Movable Goods Regulation,
- n. Transactions and correspondence within the scope of immovable property legislation,
- o. Transactions and correspondence to be carried out within the scope of Law No. 5018,
- p. Correspondence regarding the work and transactions to be carried out within the scope of the State Tender Law No. 2886, dated 08/09/1983, Public Procurement Law No. 4734 and Public Procurement Contracts Law No. 4735,
- q. Approvals for annual leave, sick leave and excuse leave to be given in accordance with paragraph (a-b) of Article 104 of the Civil Servants Law No. 657,
- r. Correspondence regarding the submission of excuse permission requests to the Rector's Office, in accordance with paragraph (c) of Article 104 of the Civil Servants Law No. 657,
- s. Correspondence with other Departments,
- t. Correspondences regarding other powers and duties assigned by the Rector and the Secretary General are carried out by the Head of Administrative and Financial Affairs Department.

### **Head of Library and Documentation Department**

- a. Transactions and correspondence regarding library services,
- b. Financial documents regarding salary, personnel affairs and advance payments,
- c. Correspondence regarding the budget proposals of the Department and the implementation of the annual programs,
- d. Transactions and correspondence within the scope of the Movable Goods Regulation,
- e. Transactions and correspondence to be carried out within the scope of Law No. 5018,
- f. Transactions and correspondence within the scope of the Public Procurement Law No. 4734 and Public Procurement Contracts Law No. 4735,

- g. Correspondence regarding the determination of the distribution of duties of the personnel in charge of the Department,
- h. Correspondence regarding notification of the departure and commencement of the personnel in charge of the Department,
- i. Approvals for annual leave, sick leave and excuse leave to be given in accordance with paragraph (a-b) of Article 104 of the Civil Servants Law No. 657,
- j. Correspondence regarding the submission of excuse permission requests to the Rector's Office, pursuant to paragraph (c) of Article 104 of the Civil Servants Law No.657,
- k. Correspondence with other Departments,
- l. Correspondences regarding other powers and duties assigned by the Rector and the Secretary General are carried out by the Head of the Library and Documentation Department.

### **Student affairs department head**

- a. Transactions and correspondence of associate, undergraduate and graduate students,
- b. Transactions and correspondence of graduates and students whose registration has been canceled,
- c. Transactions and correspondence to be carried out in accordance with the Law No. 3071 on Exercise of Petition Right,
- d. Procedures and correspondence regarding the preparation of diploma and diploma supplement,
- e. Graduation confirmation correspondence to be made with public and private institutions and organizations,
- f. Correspondence with other higher education institutions regarding transfer students,
- g. Financial documents regarding salary, personnel affairs and advance payments,
- h. Transactions and correspondence to be carried out within the scope of Law No. 5018,
- i. Correspondence regarding the budget proposals of the Department and the implementation of the annual programs,
- j. Transactions and correspondence within the scope of the Movable Goods Regulation,
- k. Transactions and correspondence within the scope of the Public Procurement Law No. 4734 and Public Procurement Contracts Law No. 4735,
- l. Correspondence regarding the determination of the distribution of duties of the personnel in charge of the Department,
- m. Correspondence regarding notification of the departure and commencement of the personnel in charge of the Department,
- n. Approvals for annual leave, sick leave and excuse leave to be given in accordance with paragraph (a-b) of Article 104 of the Civil Servants Law No. 657,

- o. The letters regarding the submission of excuse permission requests to the Rector's Office, in accordance with paragraph (c) of Article 104 of the Civil Servants Law No. 657,
- p. Correspondence with other Departments,
- q. Correspondence regarding other powers and duties assigned by the Rector and the Secretary General are carried out by the Head of Student Affairs Department.

### **Head of Personnel Department**

- a. Correspondence regarding the staff, appointments and assignments of academic and administrative staff,
- b. Correspondence regarding contracted personnel transactions within the scope of paragraph (b) of Article 4 of the Civil Servants Law No.657,
- c. Procedures and correspondence regarding promotion and change of title, in-service training and candidate civil servant training,
- d. Correspondence regarding the follow-up and control of the leaves of the university staff,
- e. Correspondence regarding the transactions within the scope of the Social Insurance and General Health Insurance Law dated 31/5/2006 and numbered 5510,
- f. Procedures and correspondence regarding the membership of academic and administrative staff to the union, withdrawal from membership and determination of the number of members,
- g. Transactions and correspondence regarding the Electronic Public Information Management System,
- h. Passport related transactions and correspondence,
- i. Transactions and correspondence within the scope of the Public Procurement Law No. 4734 and Public Procurement Contracts Law No. 4735,
- j. Financial documents regarding salary, personnel affairs and advance payments,
- k. Transactions and correspondence to be carried out within the scope of Law No. 5018,
- l. Correspondence regarding the budget proposals of the Department and the implementation of the annual programs,
- m. Transactions and correspondence within the scope of the Movable Goods Regulation,
- n. Correspondence regarding the determination of the distribution of duties of the personnel in charge of the Department,
- o. Correspondence regarding notification of the departure and commencement of the personnel in charge of the Department,
- p. Approvals for annual leave, sick leave and excuse leave to be given in accordance with paragraph (a-b) of Article 104 of the Civil Servants Law No. 657,
- q. Correspondence regarding the submission of excuse permission requests to the Rector's Office, in accordance with paragraph (c) of Article 104 of the Civil Servants Law No. 657,
- r. Correspondence with other Departments,

- s. Correspondences regarding other powers and duties assigned by the Rector and the Secretary General are carried out by the Head of Personnel Department.

### **Head of Strategy Development Department**

- a. Opinion letters to be given to the units on financial matters,
- b. Correspondence regarding the collection and follow-up of income and receivables,
- c. Correspondence regarding tax and legal deductions from progress payments of companies and individuals,
- d. Correspondence with the Social Security Institution, tax offices, trade unions, bail fund, banks and executive offices regarding accounting transactions,
- e. Correspondence regarding the errors detected on the payment order document and its attachments,
- f. Correspondence with institutes for the distribution of the income obtained from non-thesis master's programs,
- g. Transactions and correspondence within the scope of the Public Procurement Law No. 4734 and Public Procurement Contracts Law No. 4735,
- h. Transactions and correspondence within the scope of the Movable Goods Regulation,
- i. Financial documents regarding salary, personnel affairs and advance payments,
- j. Correspondence regarding the budget proposals of the Department and the implementation of the annual programs,
- k. Other correspondence regarding the fulfillment of the duties imposed by the legislation on the Strategy Development Department,
- l. Correspondence regarding the determination of the distribution of duties of the personnel in charge of the Department,
- m. Letters regarding the departure and commencement of the personnel assigned in the Department,
- n. Approvals for annual leave, sick leave and excuse leave to be given in accordance with paragraph (a-b) of Article 104 of the Civil Servants Law No. 657,
- o. The letters regarding the submission of excuse permission requests to the Rector's Office, in accordance with paragraph (c) of Article 104 of the Civil Servants Law No. 657,
- p. Correspondence with other Departments,
- q. Correspondences regarding other powers and duties assigned by the Rector and the Secretary General are carried out by the Head of Strategy Development Department.

### **Head of Health, Culture and Sports Department**

- a. Correspondence regarding the duties defined in the Application Regulations of Higher Education Institutions, Medico-Social Health, Culture and Sports Affairs Office,

- b. Correspondence regarding the assignment of students and other personnel and the procedures to be carried out within the scope of the Travel Allowance Law No. 6245,
- c. Correspondence as an employer's representative regarding the transactions regarding social security and salaries of part-time and intern students and contracted personnel,
- d. Correspondence regarding the process of activity requests of student societies,
- e. Correspondence regarding the decisions of the boards and commissions established within the Department,
- f. Correspondence regarding financial documents related to salary, personnel affairs and advance payments,
- g. Procedures and correspondence regarding the budget proposals of the Department and the implementation of the annual programs,
- h. Transactions and correspondence within the scope of the Movable Goods Regulation,
- i. Transactions and correspondence to be carried out within the scope of Law No. 5018,
- j. Transactions and correspondence within the scope of the State Tender Law No. 2886, Public Procurement Law No. 4734 and Public Procurement Contracts Law No. 4735,
- k. Correspondence regarding the determination of the distribution of duties of the personnel in charge of the Department,
- l. Correspondence regarding notification of the departure and commencement of the personnel in charge of the Department,
- m. Approvals of annual leave, sick leave and excuse leave approval to be given in accordance with paragraph (ab) of Article 104 of the Civil Servants Law numbered 657, as per paragraph (c) of Article 104 of the Civil Servants Law, the requests for leave of absence shall be made by the Rector's Office.  
Correspondence regarding its submission for approval,
- n. Correspondence with other Departments,
- o. Correspondences regarding other powers and duties assigned by the Rector and the Secretary General are carried out by the Head of Health, Culture and Sports Department.

### **Head of Construction and Technical Department**

- a. Correspondence regarding maintenance and repair services that should be provided from outside the institution,
- b. Correspondence with the Revenue Administration, Social Security Institution and banks on matters related to his / her field of duty,
- c. Correspondence regarding the transactions made within the scope of the Public Procurement Law No. 4734 and Public Procurement Contracts Law No. 4735,
- d. Correspondence regarding the budget proposals of the Department and the implementation of the annual programs,



- e. Financial documents regarding salary, personnel affairs and advance payments,
- f. Transactions and correspondence to be carried out within the scope of Law No. 5018,
- g. Transactions and correspondence within the scope of the Movable Goods Regulation,
- h. Transactions and correspondence within the scope of the Immovable Property Regulation,
- i. Correspondence regarding the determination of the distribution of duties of the personnel in charge of the Department,
- j. Correspondence regarding notification of the departure and commencement of the personnel in charge of the Department,
- k. Approvals for annual leave, sick leave and excuse leave to be given in accordance with paragraph (a-b) of Article 104 of the Civil Servants Law No. 657,
- l. Correspondence regarding the submission of excuse permission requests to the Rector's Office, in accordance with paragraph (c) of Article 104 of the Civil Servants Law No. 657,
- m. Correspondence with other Departments,
- n. Correspondences regarding other powers and duties assigned by the Rector and the Secretary General are carried out by the Head of Construction and Technical Department.

### **Revolving Fund Management Manager**

- a. Transactions and correspondence regarding the execution of Revolving Fund services,
- b. Correspondence required by the Revolving Fund Manager in accordance with the legislation,
- c. Correspondence with the Revenue Office, tax office and banks,
- d. Correspondence regarding financial documents related to salary, personnel affairs and advance payments,
- e. Correspondence regarding the revolving fund budget proposals and the implementation of annual programs,
- f. Transactions and correspondence within the scope of the Movable Goods Regulation,
- g. Transactions and correspondence to be carried out within the scope of Law No. 5018,
- h. Transactions and correspondence within the scope of the Public Procurement Law No. 4734 and Public Procurement Contracts Law No. 4735,
- i. Correspondence regarding the determination of the task distribution of the personnel in charge of the Revolving Fund Management Directorate,
- j. Correspondence regarding the notification of the dismissal and commencement of the personnel in charge of the Revolving Fund Management Directorate,

- k. Approvals for annual leave, sick leave and excuse leave to be given in accordance with the clause (a-b) of Article 104 of the Civil Servants Law No. 657 of the personnel of the Revolving Fund Operation Directorate,
- l. Correspondence regarding the submission of excuse permission requests to the Rector's Office, pursuant to paragraph (c) of Article 104 of the Civil Servants Law No.657,
- m. Correspondence with the Departments,
- n. Correspondences regarding other powers and duties assigned by the Rector and the Secretary General are carried out by the Revolving Fund Operations Manager.

### **Faculty / Institute / School / Vocational School Secretary**

- a. Letters regarding the annual leave, sick leave of the unit personnel and the excuse leave to be given in accordance with the clauses (a-b) of Article 104 of the Civil Servants Law No. 657,
- b. The letters regarding the submission of excuse permission requests to the Rector's Office, in accordance with paragraph (c) of Article 104 of the Civil Servants Law No. 657,
- c. Transfer of internal and external letters received by the Dean's Office to the sub-units,
- d. Procedures and correspondence regarding Faculty / Institute / School / Vocational School students,
- e. Initials of the letters to be signed by the Dean / Director and Dean / Deputy Directors,
- f. Reporting procedures and correspondence of the academic and administrative boards of the Faculty / Institute / School / Vocational School,
- g. The document specified in the relevant legislation is "like the original." etc. approvals,
- h. Correspondence regarding the determination of the task distribution of the staff affiliated to the academic unit secretariat,
- i. Correspondence regarding the preparations and assignments required for the safe conduct of educational activities and exams,
- j. Transaction and correspondence related to the realization duty,
- k. The proceedings and correspondence regarding other duties assigned by the Dean / Director are carried out by the Secretary of the Faculty / Institute / School / Vocational School.

### **Coordinatorships**

- a. Correspondence regarding the fulfillment of the duties imposed by the legislation on the Coordinator / Coordinator,
- b. Transactions and correspondence within the scope of the Movable Goods Regulation,

- c. Annual leave, sick leave and excuse leave approvals to be given in accordance with the clause (a-b) of Article 104 of the Civil Servants Law No. 657,
- d. Correspondence regarding the submission of excuse permission requests to the Rector's Office, in accordance with paragraph (c) of Article 104 of the Civil Servants Law No. 657,
- e. Correspondences regarding other powers and duties assigned by the Rector and the Secretary General are carried out by the Coordinators.

## **C) OTHER CORPORATE AUTHORITIES**

### **Spending Authority**

- a. Correspondence regarding the transactions stated to be carried out by the spending authority within the scope of Law No. 5018 and other financial legislation
- b. Transactions and correspondence within the scope of the State Tender Law No. 2886, Public Procurement Law No. 4734 and Public Procurement Contracts Law No. 4735,
- c. Correspondence regarding the budget proposal and investment project proposals of the unit and the implementation of the annual programs,
- d. Transactions and correspondence within the scope of the Movable Goods Regulation are carried out by the Spending Authority.

### **Tender Authority**

- a. Correspondence within the scope of 4734 Public Procurement Law and 4735 Public Procurement Contracts Law and other procurement legislation are carried out by the Contracting Authority.

### **Accounting Officer**

- a. Correspondence regarding the execution of the special budget accounting services of the University is carried out by the Accounting Officer.

T.C.

**NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY**  
**TRANSFER OF SIGNATURE AUTHORITIES FORM**

Date:	Number:
<b>DELIVER THE AUTHORITY OF SIGNATURE</b>	
NAME SURNAME:	
TITLE:	
<b>TRANSFERRED SIGNATURE</b>	
NAME SURNAME:	
TITLE:	
SIGNATURE:	
<b>SUBJECT OF SIGNATURE AUTHORITY TRANSFER</b>	<b>EXPLANATION</b>
ACADEMIC	
ADMINISTRATIVE	
FINANCIAL	
DURATION OF SIGNATURE AUTHORITY TRANSFER	
LEGAL BASIS OF SIGNATURE POWER TRANSFER	
<p>SUITABLE  ...../...../20....</p>	