KARAMANOĞLU MEHMETBEY UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES
PUBLIC SERVICE INVENTORY TABLE — ENGLISH TRANSLATION

Institution code appearing in the source: B.30.2.KMÜ.0.13.00.00. The records below follow the original numbering and retain the service descriptions, cited legislation, application documents, time frames, annual transaction figures and electronic-service statuses. “Unspecified” indicates that the relevant field is blank or marked as indefinite in the original.

No.	Service / description	Legal basis	Application documents	Average completion	Prescribed / announced completion	Annual cases	Online
1	Extension of Terms of Appointment Extension of academic staff appointments	Higher Education Law No. 2547, Arts. 31–33	1. Petition/activity report to department chair; 2. Department opinion; 3. Activity file (assistant professors); 4. Academic promotion criteria	—	2 months	5	No
2	Staff Assignments Domestic academic staff assignments	Law No. 2547, Art. 39	1. Petition and document specifying activity type and duration; 2. Invitation letter	20 days	20 days	10	No
3	Course Registration Students register for semester courses online and obtain advisor approval	University Education and Examination Regulation, Art. 12; Law No. 2547; Academic Advising Directive	1. Course registration form; 2. Tuition/contribution payment receipt	10 days	Course registration period in academic calendar	3,500	Yes
4	Correspondence with Governorate and Other Institutions Correspondence and cooperation with legal entities on educational and other activities	University regulations and directives	—	2 days	5 days; periodic letters within requested period	20	No
5	Examination Results Entering examination announcements/results in the student information system (OBİS)	Law No. 2547; University Education and Examination Regulation, Art. 17	—	7 working days	Period prescribed by the University regulation	—	No
6	Faculty Executive Board Decision Correspondence Implementation of decisions adopted at Faculty Executive Board meetings	University regulations and directives	—	—	According to the Board meeting date	60	No
7	Final University Enrollment Enrollment of students placed by ÖSYM	Law No. 2547; ÖSYM guide	1. Original high school diploma or temporary graduation certificate; 2. Printed ÖSYS results; 3. Photo ID copy; 4. Residence certificate; 5. Twelve 4.5 × 6 cm photographs; 6. Military status/discharge certificate for male applicants; 7. Pre-registration form; 8. Tuition contribution receipt	2 days	Period announced by Student Affairs Department	—	No
8	Suspension of Student Enrollment Temporary interruption of study for justified and valid reasons	University Education and Examination Regulation, Art. 13	1. Petition; 2. Supporting documentation (medical board report, certified poverty/natural-disaster documentation, detention record or military deferment cancellation)	15 days	1 month; academic calendar and applicable regulation	60	No
9	Student Withdrawal Termination of a student’s affiliation with the University	Law No. 2547; University Education and Examination Regulation, Art. 26	1. Petition; 2. Library clearance; 3. Student ID card	—	15 days, subject to fortnightly Board meetings	75	No
10	Opening Programs and Quota Correspondence Proposals for programs and student quotas based on national needs	Law No. 2547	1. Department proposal; 2. Program content; 3. CD containing program content; 4. Other supporting documents	12 days	1 month, depending on Senate meeting	2	No
11	Disciplinary Proceedings Correspondence Determination of disciplinary penalties for students in violation of applicable rules	Law No. 2547; Higher Education Institutions Student Disciplinary Regulation	1. Complaint/petition and minutes; 2. Other relevant documents	10 days	2 months; stages and periods prescribed by regulation	Depends on incidents	No
12	Course Schedules Informing Student Affairs about schedules prepared by the Faculty	Law No. 2547; University Education and Examination Regulation; Academic Calendar	Schedules prepared by department chairs (source refers to examination schedules)	5 days	Regulation and academic calendar	4	No
13	Faculty Examination Schedules Informing Student Affairs and students about Faculty examinations	Law No. 2547	—	5 days	Regulation and academic calendar	6	No
14	Appeals Against Course Grades Review of students’ objections to grades	Law No. 2547; University Education and Examination Regulation, Art. 18	1. Appeal petition	15 days	Notification after the earliest relevant Board decision	10	No
15	Make-up Examination Procedures Examinations for students whose documented excuses for missing midterms are accepted	Law No. 2547; University Education and Examination Regulation, Art. 15	1. Petition; 2. Supporting document stating the excuse	3 days	Regulation and academic calendar	30	No

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16	Teaching Load Correspondence Reporting academic staff teaching loads to relevant University units	Law No. 2547	Teaching load reporting form	—	After the Board appointment decision; academic calendar	2	No
17	Course Equivalency / Adaptation Determining courses and exemptions for transferring or previously enrolled students	Law No. 2547; University Education and Examination Regulation, Art. 16	1. Student petition; 2. Transcript; 3. Approved course descriptions	—	Regulation, academic calendar and Board decision	20	No
18	Horizontal and Vertical Transfer Correspondence Transfer procedures and requesting student personnel records	Law No. 2547; Regulation on Transfers Between Higher Education Institutions; University Regulation, Art. 10	Request letter for the student file from the receiving university	—	Academic calendar and regulation	15	No
19	Course Exemptions Requests for exemption from previously completed courses	University Education and Examination Regulation, Art. 16; relevant Board decision	1. Petition; 2. Transcript; 3. Approved course descriptions for courses in the previous five years and University examinations	15 days	Apply within first two weeks; approximately one month after Board review	15	No
20	Scholarship Correspondence with Chambers and Institutions Providing information to scholarship-granting bodies on eligibility and continuation	Rules of scholarship-granting institution	1. Petition; 2. Transcript; 3. Attachments	—	Varies with scholarship committee assessment	Varies by scholarship quota	No
21	Student Health Card Procedures Healthcare support arrangements for students without social security	University Student Social Affairs and Medical Reports Regulation	1. Social Security Institution (SGK) certificate confirming lack of coverage for student and parents; 2. Photograph; 3. Identity copy; 4. Petition; 5. Civil registration extract	—	Ongoing	45	No
22	Student Military Service Procedures Deferments and notifications to military recruitment offices	Relevant provisions administered by military recruitment offices	1. Petition; 2. Referral document (YÜSEM)	—	15 days following Board meeting	—	No
23	Student Document Requests Issuance of student certificates, transcripts, identity-related documents and correspondence	Law No. 2547	Student certificate request petition	—	1 day after application; longer if system issues occur	—	No
24	Graduation Procedures Processing graduates’ records and related military-service updates	University Education and Examination Regulation, Art. 23	Petition	—	Academic calendar and diploma/document issuance directive	—	No
25	Student Representative Elections Election of representatives for Faculty students	University Student Council Directive	1. Election calendar; 2. Candidate form; 3. Election process; 4. Minutes; 5. Announcement of results; 6. Notification to Health, Culture and Sports Department	—	Academic calendar and Health, Culture and Sports Department deadlines	—	No
26	Periodic Information from Units Monitoring student enrollment and withdrawal data	Law No. 2547	Correspondence from relevant units	1 week	20 days	24	No
27	Unit Statistics and Success Rates Reporting unit achievement rates to University offices	Law No. 2547	Correspondence from relevant units	Unspecified	1 week	2	No
28	Tuition Fee Refunds Refunds of excess contributions or eligible student payments	Law No. 2547	1. Petition; 2. Student bank IBAN and complete bank details; 3. Amount paid and to be refunded	Unspecified	Depends on correspondence with relevant University offices	5	No
29	Single-Course Examination Procedures One-time single-course examination for students approaching graduation	Law No. 2547	1. Application petition; 2. Transcript	Academic calendar	Date set by Faculty Executive Board after examinations	—	No
30	Support for Students with Disabilities Resolving accessibility issues and providing guidance	University Disabled Students Unit procedures and principles	Student disability information tracked through ÖSYM records; students may contact relevant instructor	Unspecified	Continuously monitored under Disabled Students Unit Directive	—	No
31	Reissuance of Student ID Cards Replacement of student identity cards	Law No. 2548 (as stated in source)	1. Petition with newspaper notice; 2. Loss report/minutes; 3. Two photographs; 4. ID photocopy	Unspecified	Unspecified	—	No
32	Other Correspondence Transactions not otherwise covered by regulations	Law No. 2547	—	Unspecified	Unspecified	—	No
33	Domestic and International Temporary Duty Travel Allowances Processing travel expense statements and staff reimbursements	Law No. 2550 (as stated in source)	1. Appointment approval (permanent duty); 2. Personnel transfer document (permanent duty); 3. Assignment approval, petition, Board decision and participation certificate	Unspecified	Subject to available budget appropriation	20	No
34	Additional Payments Additional teaching-load payments for academic staff	Civil Servants Law No. 657 and Higher Education Law No. 2547	Teaching load form	1 month	After submission of forms, subject to unchanged Board decisions	—	No

No.	Service / description	Legal basis	Application documents	Average completion	Prescribed / announced completion	Annual cases	Online
35	Movable Property Transactions Materials used by Faculty personnel and students in teaching activities	Public Financial Management and Control Law No. 5018; Movable Property Regulation	1. Materials request form; 2. Request document with technical specifications, estimated price, supplier names and purchasing committee participation	Unspecified	Unspecified	—	No
36	Maintenance and Repair Services Repairing electrical and equipment failures in buildings and facilities	—	Maintenance and repair request form	Unspecified	Unspecified	—	No
37	Leave Procedures Annual, sick and compassionate leave for academic and administrative staff	Civil Servants Law No. 657, Arts. 102, 104 and 105	Leave form	Unspecified	Unspecified	—	No

ADDITIONAL SOURCE COLUMNS AND PROCESS INFORMATION

The original inventory also includes standard file plan codes; categories of service beneficiaries; central, provincial, local and private-sector bodies; initial application offices; approval/signature chains; internal and external correspondence; and prescribed time frames. In most records, the providing unit is the Faculty of Economics and Administrative Sciences, with coordination by the Rectorate’s Student Affairs, Personnel or Strategy Development Departments. The approval chain commonly includes a clerk, Faculty Secretary, Deputy Dean, and where relevant department chairs, instructors, advisers and the Faculty Executive Board. Specific participants and correspondence differ by service. The English table above is a reorganized translation of the main service entries, not a cell-for-cell reproduction of these additional source columns.

Source fidelity note: Legal references, historical institutional terminology, numeric counts and unusual source wording are retained as printed rather than silently updated to current legislation. Dashes represent source blanks.