

**ALTINBAŞ UNIVERSITY  
ADMINISTRATIVE  
ORGANIZATION DIRECTIVE**

**CHAPTER ONE  
Purpose, Scope, Basis, and Definitions**

**Purpose**

**ARTICLE 1** – The purpose of this Regulation is to organize the units that constitute the administrative organization of Altınbaş University and the duties and responsibilities related to these units.

**Scope**

**ARTICLE 2** – This Directive covers the units that constitute the administrative structure of Altınbaş University.

**Legal Basis**

**ARTICLE 3** – This Directive has been prepared based on Article 51 of the Higher Education Law No. 2547 dated 4/11/1981 and the Decree Law No. 124 dated 7/10/1983 on the Administrative Organization of Higher Education Institutions and Higher Education Institutions.

**Definitions**

**ARTICLE 4** – (1) In this Directive;

- a) Board of Trustees: The Board of Trustees of Altınbaş University,
- b) Rector: The Rector of Altınbaş University,
- c) University: Refers to Altınbaş University.

**SECTION TWO  
Administrative Units**

**University Administrative Organization**

**ARTICLE 5** – (1) The administrative organization of Altınbaş University consists of the General Secretariat, Department Heads, Directorates, Legal Advisory Services, and advisory, expert, office, and internal service units.

(2) The structure of the administrative organization is determined by the Board of Trustees based on the Organization Chart, upon the recommendation of the Rectorate. Principles such as efficiency, effectiveness, harmony, communication, and coordination are taken into account in determining the organization chart.

**General Secretariat**

**ARTICLE 6** – (1) The General Secretariat consists of a General Secretary, up to two Deputy General Secretaries, and the units under its jurisdiction.

(2) The duties of the Secretary General are as follows:

- a) Ensuring that the units under his/her authority within the university's administrative structure operate efficiently, regularly, and harmoniously,
- b) To act as a rapporteur without voting in the University Senate and the University Management Board, to ensure that the decisions taken by these boards are written down, preserved, and stored,
- c) Communicating the decisions of the University Senate and the University Management Board to the units affiliated with the University, c) Conducting the correspondence of the Rectorate,
- d) To organize the protocol, visits, and ceremonies of the Rectorate,
- e) Performing other duties assigned by the Rector and the Board of Trustees.

**Department Heads and Other Administrative Units**

**ARTICLE 7** – The university administrative organization consists of the following units:

- a) Human Resources Department
- b) Finance, Budget, and Procurement Department
- c) Student Affairs Department
- c) Information Technology and Security Department
- d) Dean of Students

- e) Corporate Communications and Promotion Department
- f) Library and Documentation Department
- g) Quality and Accreditation Office
- h) Directorate of International Relations and Cooperation
- i) Directorate of Security, Administrative and Technical Affairs
- j) Residence Hall Directorate
- k) Records Management Department
- l) Health Unit
- m) Legal Advisory Office

#### **Human Resources Directorate**

**ARTICLE 8** – The duties of the Human Resources Department are as follows:

- a) To conduct studies related to the university's human resources planning and human resources and remuneration policies, and to make recommendations regarding the development of the human resources system,
- b) To carry out procedures related to the appointment, personnel, and retirement of university staff,
- c) Managing the performance and promotion process of university personnel and making improvements during the process,
- d) Organizing and implementing pre-service and in-service training programs for administrative personnel,
- e) Conducting work related to defining the job descriptions of administrative staff employed at the university,
- f) Conducting studies to create procedures and workflow diagrams for the tasks being performed
- g) Performing other duties as assigned.

#### **Finance, Budget, and Procurement Directorate**

**ARTICLE 9** – The duties of the Directorate of Financial Affairs and Budget are as follows:

- a) To prepare the university's budget proposals based on plans and programs and monitor their implementation in order to ensure that existing resources such as human resources, funds, and materials are used in the most appropriate and efficient manner for the economic and effective performance of services and activities,
- b) To collect and evaluate the necessary information, documents, and statistics related to the financing sources of investment programs,
- c) Monitoring cash and appropriation status during implementation,
- d) To carry out the university's inventory operations and all kinds of payment and collection operations,
- e) To implement and execute the university's accounting system; to prepare and monitor its financial statements,
- f) Performing services related to the procurement of tools, equipment, and materials needed by the university,
- g) Conduct market and price research for the purpose of carrying out purchasing activities
- h) Conducting the tender and procurement process, preparing the file, and completing the documentation,
- i) Performing other duties as assigned.

#### **Student Affairs Directorate**

**ARTICLE 10** – The duties of the Student Affairs Office are as follows:

- a) To carry out the necessary tasks related to the new registration, admission, and course status of students,
- b) Conducting graduation, identification, scholarship, and graduate tracking procedures,
- c) Performing other assigned tasks.

#### **Library and Documentation Department**

**ARTICLE 11** – The duties of the Library and Documentation Department are as follows:

- a) To provide all necessary services for university libraries,
- b) To create catalogs of records such as printed materials, films, videotapes, and microfilms, and to make them available for use, as well as to conduct bibliographic search activities,
- c) Performing other duties as assigned.

#### **Information Technology and Security Directorate**

**ARTICLE 13** – The duties of the Information Technology and Security Directorate are as follows:

- a) Identifying the university's information technology needs, planning and conducting feasibility studies, and presenting them to the administration
- b) Submit them to the administration,
- c) Taking measures to ensure information security,
- d) Operate the university's information processing system, coordinate maintenance, repair, and service activities.

- To provide students and staff with high-quality network access both on and off campus and ensure its continuity,
- c) To support education, teaching, and research,
  - d) To perform other information technology services required by the university.
  - e) Performing other duties as assigned.

#### **Student Dean's Office**

**ARTICLE 14** – The duties of the **Student Dean's Office** are as follows:

- a) To provide services related to the health affairs and treatment of students and staff,
- b) To manage the maintenance and administration of dormitories and facilities aimed at meeting students' accommodation needs.
- c) Organizing activities that meet the sports, cultural, and social needs of students and staff, c) Managing the facilities, environment, and arrangements related to student clubs.
- d) Performing other duties as assigned.

#### **Corporate Communications and Promotion Department**

**ARTICLE 15** – The duties of the **Corporate Communications and Promotion Department** are as follows:

- a) To determine strategies and carry out work to ensure the institution is effectively positioned on social media,
- b) Developing and presenting projects that add value to advertising and corporate identity initiatives, implement them,
- c) Develop and implement projects that will strengthen communication with students, staff, and external stakeholders, c) Immediately inform management in reputation-damaging crisis situations and propose solutions,
- d) Ensuring the identification of teams and projects that will support the guidance programs,
- e) Conducting budget tracking and analysis,
- f) Ensuring that promotional materials are prepared and implemented within the corporate framework,
- g) Developing promotional strategies and ensuring their implementation,
- h) Develop and implement new projects by fostering collaboration within the organization,
- i) Representing the organization by participating in and creating a calendar for international fairs and promotional events,
- i) Monitoring legal regulations and informing management and the team,
- j) Ensuring coordination by following the application, evaluation, and acceptance process,
- k) Establishing and maintaining international partnerships,
- l) Monitoring grant management and payments,
- m) Coordinating the process related to exchange programs,
- n) Coordinating and executing catalog work related to information and academic course programs,
- o) Monitoring and coordinating visa, residence permit, and similar processes for international students,
- o) Researching agencies/institutions to collaborate with and sharing recommendations with management,
- p) Performing other duties as assigned.

#### **Directorate of International Relations and Cooperation**

**ARTICLE 16** – The duties of the Directorate of International Relations and Cooperation are as follows:

- a) Providing central coordination for all international activities of Altınbaş University.
- b) Representing the university internationally,
- c) The university's international representation,
- c) Contributing to the internationalization of the university,
- d) Recruiting international students,
- e) Providing support and counseling services for international students.
- f) Carrying out the necessary work regarding "Erasmus" and other national and international exchange programs,
- g) Performing other duties as assigned.

#### **Security, Administrative, and Technical Affairs Directorate**

**ARTICLE 17** – The duties of the Security and Administrative Affairs Directorate are as follows:

- a) To carry out procedures related to the equipment of university buildings and facilities,
- b) Performing maintenance and repairs on heating systems, boiler rooms, cold storage rooms, generators, ventilation systems, elevators, water treatment plants, and other technical infrastructure, as well as landscaping and vehicle operation tasks,

- c) Performing cleaning, lighting, heating, maintenance, repair, and similar services, c)
- Carrying out security and environmental control tasks,
- d) Performing other duties as assigned.

### **Marketing Directorate**

**ARTICLE 17** – The duties of the Marketing Directorate are as follows:

- a) Analyzing and evaluating the university's graduate education promotion and all marketing strategies and creating activity plans related to new strategies in line with institutional goals,
- b) Evaluate and report on education and other market research in line with the university's marketing strategies, considering current issues and sectoral developments,
- c) Analyzing graduate student education and all marketing trends to develop recommendations for the target audience,
- c) Presenting the outputs of periodic communication and marketing activities to management,
- d) To carry out projects related to marketing materials and campaigns, work in coordination with external stakeholders, establish an archiving system, and ensure its sustainability,
- e) Performing other duties as assigned.

### **Quality and Accreditation Office**

**ARTICLE 19** – The duties of the **Quality and Accreditation** Office are as follows:

- a) Planning, coordinating, and finalizing the development process of the university's strategic plan,
- b) Conducting studies to establish performance criteria for the university's service units
- ,
- c) Monitoring and evaluating applications within the framework of strategic plan performance criteria and reporting to the Rector at regular intervals,
- c) Ensuring the establishment, implementation, and supervision of the university's quality assurance system,
- d) Ensuring the planning and implementation of processes for obtaining national and international quality certificates and accreditations,
- e) To carry out work on compliance with the Bologna Process and the European Credit Transfer System,
- f) Perform other duties as assigned.

### **Office of Administrative Affairs**

**ARTICLE 21** – The duties of the Office of Administrative Affairs are as follows:

- a) To carry out the duties of the unit within the framework of the provisions of laws, statutes, regulations, and other legislation,
- b) Establishing the institution's correspondence standards and ensuring that correspondence within the institution complies with these standards,
- c) Preparing the agenda for board of directors and senate meetings and sharing meeting decisions with relevant stakeholders within and outside the institution via the Electronic Document Management System (EBYS),
- c) Distribute the decisions of the Board of Trustees,
- d) Monitoring the Official Gazette and YÖK General Assembly announcements. Informing the Secretary General on matters concerning AU.
- e) Classify, archive, and prepare responses to correspondence sent within the institution and received from outside the institution, and share them with the relevant parties.
- f) Performing other duties as assigned.

### **Residence Directorate**

**ARTICLE 22** – The duties of the Dormitory Directorate are as follows:

- a) Managing the dormitory in accordance with laws, statutes, regulations, circulars, and orders,
- b) Preparing appropriate procedures for the dormitory and ensuring their implementation,
- c) Admit students to the dormitory in accordance with this regulation and other relevant matters, and ensure that the relevant records are kept and documents are stored,
- c) To ensure that the information and documents requested by the relevant authorities regarding the dormitory are sent accurately and on time.
- d) To prevent the accommodation of students not registered in the dormitory and foreigners,
- e) Ensuring that tasks carried out through the purchase of services are performed in accordance with their contracts and objectives,

Ensuring the timely collection of dormitory fees and deposits,

- f) To work in cooperation with MID to ensure the timely collection of dormitory fees and deposits and to inform students/parents about their relevant debt status,
- g) Organizing the cooperation and division of labor among dormitory staff,
- h) To determine and ensure the implementation of dormitory staff shifts, leave, and work schedules,
- i) Ensure dormitory supervision,
- j) Create the student accommodation plan and share it with students,
- k) Ensure the safety of students within the dormitory and intervene in emergencies to resolve issues.
- l) When any suspicion arises regarding substance use, report it directly to the Secretary General in the form of a confidential memorandum.
- m) Attend meetings and training sessions organized within the scope of the position, organize training for other dormitory staff, and ensure their participation,
- n) Perform other duties as assigned.

#### **Health Unit**

**ARTICLE 26** – The duties of the Health Unit are as follows:

- a) To determine the University's Occupational Health and Safety needs, take necessary precautions, and implement improvements, implement them,
- b) Establish procedures related to Occupational Health and Safety, organize the necessary training to ensure compliance with these procedures,
- c) Prepare, announce, and conduct training related to Occupational Health and Safety, and deliver certificates to participants upon completion of the training.
- c) Conducting inspections related to Occupational Health and Safety, taking necessary actions, and monitoring the implementation of such actions. implementation,
- d) Investigate the causes of incidents that have the potential to harm employees or university equipment and make the necessary safety recommendations to senior management,
- e) Investigate the causes of occupational accidents occurring within the institution and make recommendations to senior management on measures to be taken to prevent recurrence,
- f) Conduct risk assessments in terms of occupational health and safety, make recommendations to senior management regarding the health and safety measures that need to be taken as a result of the risk assessment, and follow up on them,
- g) To provide the necessary documents and files to public institutions and organizations during national and YÖK inspections, if requested,
- h) Performing other duties as assigned.

#### **Legal Advisory Office**

**ARTICLE 28** – The duties of the Legal Advisory Office are as follows:

- a) Monitoring lawsuits and legal processes involving our university,
- b) Engaging in preventive legal activities and providing legal advice to our university's departments,
- c) Prepare or review contracts in which our university is a party.

### **SECTION THREE Final Provisions**

#### **Administrative Organization Chart**

**ARTICLE 28** – The university administrative organization chart proposed by the Rector shall enter into force upon approval by the Board of Trustees.

#### **Job descriptions, procedures, and workflow diagrams**

**ARTICLE 29** – The **Job Descriptions**, Procedures, and Workflow Charts prepared by the Human Resources Directorate or under its coordination shall enter into force upon approval by the Rector.

#### **Enforcement**

**ARTICLE 30** – Amendments to this Directive shall enter into force on the date they are approved by the University Senate.

**Implementation**

**ARTICLE 31** – The provisions of this Regulation shall be implemented by the Rector of Altınbaş University.

<b>Legal Basis for the Directive Decisions</b>		
<b>Relevant Committee</b>	<b>Decision Date</b>	<b>Decision Number</b>
Board of Trustees	August 20, 2015	2015/12
<b>Decisions Regarding Directive Amendments</b>		
<b>Relevant Committee</b>	<b>Decision Date</b>	<b>Decision Number</b>
Senate	December 24, 2019	2019/14
Board of Trustees	January 9, 2020	2020/01
Senate	July 13, 2021	2021/10
Board of Trustees	August 19, 2021	2021/06
Senate	October 3, 2025	2025/09
Board of Trustees	10/09/2025	2025/25