

**PROCESS MANAGEMENT IN THE DEPARTMENT OF EXERCISE AND SPORTS
FOR THE DISABLED**

#	WORK PACKAGE	#	WORK STEPS / RELATED WORKS	RESPONSIBLE PERSON
1	OFFICIAL PROCEDURES	1.1	Transmitting the information/documents requested by the Dean's Office	Dr. Atike Yılmaz
		1.2	Forwarding the works requested by the Dean's Office to the responsible/relevant instructor	Dr. Atike Yılmaz
		1.3	Participation in Deanery level meetings	Dr. Atike Yılmaz
		1.4	Follow-up of consultancy meetings, collection of minutes (Monthly)	Dr. Mustafa Han Research Assistant Şevval Akaydın
		1.5	Submission of consultancy meeting minutes to the department head (Monthly)	Dr. Mustafa Han Research Assistant Şevval Akaydın
		1.6	Updating the advisor list at the beginning of the academic year	Dr. Atike Yılmaz
		1.7	Making requests for the needed equipment and physical space (classrooms, offices, etc.), making requests for the need for teaching staff and writing the relevant letters	Dr. Atike Yılmaz
		1.8	Solution and follow-up of problems communicated by students and faculty members	Dr. Atike Yılmaz
		1.9	Taking the exam papers from the lecturers at the end of the semester and submitting them to the dean's office	Dr. Atike Yılmaz
		1.10	Sharing announcements and news on the department website	Research Assistant Şevval Akaydın
2	COURSE DISTRIBUTION/ PROGRAM	2.1	Organizing the meeting to discuss course distribution	Dr. Atike Yılmaz
		2.2	Communicating with faculty members within and outside the department about the courses and classrooms needed	Dr. Atike Yılmaz
		2.3	Writing to the relevant units for 40-a requests	Dr. Atike Yılmaz
		2.4	Negotiations with lecturers in/outside the department about the day and time for the course program	Research Assistant Şevval Akaydın
		2.5	Determination of classrooms for	Memur- Ümit Akın

			the syllabus	
		2.6	Preparation and submission of the course schedule	Research Assistant Şevval Akaydın
		2.7	Sharing the syllabus on the website	Research Assistant Şevval Akaydın
		2.8	Processing the syllabus into OBS and making updates via OBS	Memur- Ümit Akın
		2.9	Preparation and hanging of classroom door programs	Fakülte Sekreterliği
3	SINAV PROGRAMME	3.1	Discussing the day / time for the exam program with in / out of department lecturers	Research Assistant Şevval Akaydın
		3.2	Determination of classrooms for the exam program	Sınav Koordinatörü
		3.3	Preparation of the draft exam program schedule	Research Assistant Şevval Akaydın
		3.4	Publishing the exam schedule on the website	Research Assistant Şevval Akaydın
4	ADJUSTMENT PROCEDURES	4.1	Meeting with BIMK for the evaluation of adjustment requests	Dr. Atike Yılmaz Dr.Mustafa Han Dr.Gamze Durmuş Research Assistant Şevval Akaydın
		4.2	Preparation of course adjustment form for new students (at the beginning of the first semester of their arrival) for transfer, Additional Article-1 and 2.	Dr. Atike Yılmaz Dr.Mustafa Han Dr.Gamze Durmuş Research Assistant Şevval Akaydın
		4.3	Checking, signing and submission of the prepared adjustment report with BIMK	Dr. Atike Yılmaz Dr.Mustafa Han Dr.Gamze Durmuş Research Assistant Şevval Akaydın
5	ERASMUS+ GRANT PROCEDURES	5.1	Meeting with BİMK to evaluate course matching requests of students who will go with the Erasmus+ student exchange program (ÖDP)	Dr.Mustafa Han Dr.Gamze Durmuş
		5.2	Preparation and submission of course matching documents for students who will go with Erasmus+ student exchange program (ÖDP)	Dr.Mustafa Han Dr.Gamze Durmuş
		5.3	Preparation of the adjustment form for the courses taken by students returning to MAUN after studying with Erasmus + ÖDP	Dr.Mustafa Han Dr.Gamze Durmuş

		5.4	Checking, signing and submission of the prepared adjustment forms with BIMK	Dr.Mustafa Han Dr.Gamze Durmuş
6	QUALITY PROCESSES	6.1	Distribution of tasks in quality report writing and follow-up of the report writing process	Dr. Atike Yılmaz
		6.2	Entering information and relevant evidence into the BKYS system	Research Assistant Şevval Akaydın
		6.3	Follow-up of the documents and process of entry into the BKYS system	Research Assistant Şevval Akaydın
7	TEACHING PRACTICE	7.1	Coordinating the teaching practice process with the relevant vice dean	Dr. Atike Yılmaz
		7.2	Preparing the information and documents requested by the Dean's Office and forwarding them to the Dean's Office	Dr. Atike Yılmaz
		7.3	Updating the Teaching Practice Directive and preparing the work schedule	Üniversite Koordinatörlüğü
		7.4	Organizing an informative meeting with lecturers and internship students at the beginning of the semester and informing students/answering their questions	Dr. Atike Yılmaz Dr.Mustafa Han Dr.Gamze Durmuş Research Assistant Şevval Akaydın
		7.5	Reminding the advisors about the evaluation processes on OBS	Dr. Atike Yılmaz
8	CAREER/GRADUATION	8.1	Unit "Academic Career Advisor" (unit representative related to the activities within KARGEM)	Dr.Mustafa Han
		8.2	Informing students about Talent Gateway and ensuring that students register for Career Gateway	Dr.Mustafa Han
		8.3	Deciding on the day and time with the faculty members of the department to organize online meetings with the graduates in the periods requested by the Dean's Office	Dr. Atike Yılmaz
		8.4	Notifying graduates of the meeting schedule and sharing it on social media	Dr. Atike Yılmaz Dr.Mustafa Han Dr.Gamze Durmuş Research Assistant Şevval Akaydın

		8.5	Moderating the meeting	Dr.Mustafa Han
		8.6	Preparation of meeting minutes and creation of evidence	Dr.Gamze Durmuş
		8.7	Graduation ceremony officer	Dr.Mustafa Han

GÖREV DAĞILIM SAYISI			
Dr. Atike Yılmaz	20	Dr.Mustafa Han	15
Dr. Gamze Durmuş	9	Research Assistant Şevval Akaydın	16
Fakülte Sekreterliği	1	Üniversite Koordinatörlüğü	1
Memur- Ümit Akın	2	Sınav Koordinatörlüğü	1

* If needed, tasks/work steps that are not mentioned in the table or that are new to the agenda will be added to the table.

**Head of the Department of Exercise and Sports for People with Disabilities
Dr. Atike Yılmaz**