



**T.C.
BURSA TECHNICAL UNIVERSITY
SCHOOL OF FOREIGN LANGUAGES**

PUBLIC SERVICE STANDARDS TABLE

NO	NAME OF THE SERVICE	REQUIRED DOCUMENTS	COMPLETION TIME (LATEST)
1	Student Certificate	(-)	Same Day
2	Transcript	(-)	Same Day
3	Foreign Language Exam for Transfer Students	(-)	4 Business Days
4	Preparation of Weekly Course Schedules	(-)	1 Week
5	Academic Calender Preparation	Offical Letter	2 Weeks
6	BTU YDS Program Preparation	Application Form from Students Who Failed BTU YDS - Students Retaking the Preparatory Class Must Pay the Fee Separately for Each Semester and Submit the Payment Receipt. Otherwise, They Cannot Take the BTU YDS.	3 Business Days
7	BTU YDYO Education and Exam Regulation Studies	Official Letter	2 Months
8	English Proficiency Exam for Graduate Candidates	Graduate BTU YDS Application Form and Bank Receipt for Exam Fee	(-)
9	Appeal Process for Exam Evaluation Results	Petition	2 Weeks
10	Make-up Exams	1. Petition 2. Official Document Related to the Excuse	1 Week
11	Preparation of the Quarterly Exam Schedule	(-)	2 Weeks
12	Leave of Absence Procedures	1. Petition 2. Official Document Related to the Reason for the Leave of Absence	1 Week
13	Announcements	1. Official Letter 2. Poster	Same Day
14	Issuance of Movable Property Transaction Receipt	1. Copy of Invoice 2. Goods Acceptance Report	Same Day
15	Release of Movable Property Transaction Receipt	Name of the Person Receiving the Receipt	Same Day



16	Warehouse Material Exit	Material Delivery Report	Same Day
17	Fixed Asset Material Delivery	1. Delivery Report 2. Asset Receipt 3. Barcode Receipt	Same Day
18	Consumption Exit Transactions in Three Month Periods	1. Official Letter 2. Exit Slips	3 Business Day
19	Procurement of Goods and Services	1. Purchase Request Form 2. Preliminary Price Research (Market) Offer Letter 3. Delivery Report 4. Document Confirming No Tax Debt 5. Goods and Services Acceptance Report 6. Invoice	1 Week
20	Domestic and International Assignments	Request Form along with; 1. Summary Text 2. Invitation Letter 3. Event Information 4. Participation Certificate 5. The Compensatory Program (if applicable) 6. Proof of Task Completion	2 Weeks
21	Extension of Academic Staff Contracts	Contract Extension Form/ Board Decision	2 Weeks
22	Extension of Contract for Foreign Academic Staff Members	1. Commission Report 2. Standard Contract 3. Justification for Employment 4. Summary of Board Decision 5. Identity Form 6. Visa Request Form 7. Preliminary Information Form 8. YÖK Information Form 9. Passport 10. Photograph 11. Diploma 12. Certificates	3 Months
23	Annual and Excuse Leave Procedures	Leave Form (via EBYS system)	Same Day



24	Staff Recruitment Procedures	<ol style="list-style-type: none"> 1. Family Status Declaration Form 2. Family Assistance Declaration Form 3. Property Declaration Form 4. Bank Account Information 5. Salary Transfer Notification for Transferred Staff 6. Staff Movement Approval 7. Copy of Identity Card 8. Military Status Document (for male employees) 9. Service Record (for transferred staff or those previously employed in the retirement fund) 10. Personal Declaration Form 11. Photograph 	15 Business Days
25	Separation and Resignation Procedures	<ol style="list-style-type: none"> 1. Official Resignation Document (for military service, unpaid leave, death,etc.) 2. Salary Transfer Notification for Transferred Staff 3. Retirement Certificate (for retirees) 4. Last Salary Payroll 5. Petition 6. Separation Document 7. Institutional ID Card 	10 Business Days
26	Change of Education Status	<ol style="list-style-type: none"> 1. Petition 2. Education Certificate (diploma) 	Same Day
27	Change of Marital Status and Surname	<ol style="list-style-type: none"> 1. Petition 2. Copy of Marriage Certificate 3. Copy of Identity Card 4. Court Decision for Voluntary Name/Surname Change 5. Family Assistance and Status Declaration Form 	3 Business Days
28	Request for Employment Certificate	Request Petition	Same Day
29	Course Assignment under Article 40/a of Law No.2547	<ol style="list-style-type: none"> 1. Proposal Letter to the Relevant Department 2. Approval Letter from the Relevant Department 	5 Business Days
30	Assignment in Public Institutions and Foundations	<ol style="list-style-type: none"> 1. Petition 2. Proposal Letter from the Relevant Institution 	1 Month



31	Additional Course Fee Payments	1. Additional Course form 2. Final Exam Schedule (if applicable)	5 Business Days
32	Domestic and International Travel Allowance Payments for Temporary Assignments	1. Temporary Travel Allowance Notification Form 2. Supporting Documents	6 Business Days
33	Permanent Duty Travel Allowance Payments	1. Petition 2. Transfer Notification 3. Appointment Approval 4. Expense Instruction 5. Permanent Duty Travel Allowance Notification	7 Business Days
34	Payment of Travel Expenses for Foreign National Staff	1. Petition 2. Approved Flight Ticket	8 Business Days
35	Unpaid Leave Procedures	Maternity Leave; 1. Petition 2. Birth Report Due to Spouse; 1. Petition 2. Document Providing Spouse's Situation Due to Military Service ; 1. Petition 2. Military Service Document Due to Family Member's Illness; 1. Petition 2. Health Board Report Due to 10 Years of Public Service; 1. Petition	3-7 Business Days
36	Excuse Leave Procedures	For Maternity Leave Before and After Birth; 1. Doctor's Report Confirming Ability to Work After 32nd Week of Pregnancy 2. Doctor's Prenatal Report at the 37th Week 3. Birth Report. Breastfeeding Leave; 1. Birth Report 2. Petition Male Employees Due to Spouse's Birth; Spouse's Birth Report For Death of Close Family Member (Spouse, Child, Parent, sibling) 1. Employee's Request 2. Death Report For Marriage; Petition and Marriage Certificate For Other Excuse Leaves: Petition Stating the Reason	1 Business Day
37	Sick Leave	Medical Report	Based on Report Duration
38	Application For Academic Staff Positions	Documents Specified in the Announcement	15 Business Days



39	Appointment Procedures for Non-Faculty Academic Staff	1. Petition 2. Photograph 3. Copy of Identity Card 4. Graduation Certificate 5. Education Document 6. ALES Result Document 7. CV 8. Service Record 9. Foreign Language Certificate 10. Social Security Work History (for previously employed individuals) 11. Military Service Documents (for male candidates)	15 Business Days from Announcement Date
40	Appointment Procedures for Non-Faculty Academic Staff	(-)	15 Business Days from Announcement Date
41	Appointment Procedures for Non-Faculty Academic Staff	(-)	2 Business Days
42	Employment of Foreign Faculty Members	1. CV 2. Copy of Passport 3. Degree Certificate 4. Relevant Certificates 5. Standard Contract 6. Commission Report 7. Employment Justification 8. Identity Form 9. Visa Request Form 10. Preliminary Information Form 11. YÖK information Form 12. New Information Form	3 Months
43	Disciplinary Investigation Procedures	1. Petition to Initiate Investigation 2. Appointment of Investigator 3. Investigator's Report 4. Submission of Report to the Personnel Department	2 Weeks
44	Unit Activity Report	Official Letter	1 Week
45	Strategic Plan Studies	Official Letter	3 Month (once every 3 years)
46	Budget Studies	Official Letter	2 Weeks
47	Salary Calculation Procedures	Salary-Related Documents	By the 8th of Each Month
48	Salary Payments for Foreign National Teaching staff	Salary-Related Documents	By the 27th of Each Month
<p><i>“Please note, should additional documents be requested during application, or if services are not completed within the specified time, or if any service is found missing from the table, kindly contact the initial or secondary points of contact for further assistance”</i></p>			
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