T.C.

ISTANBUL MEDIPOL UNIVERSITY

ELECTRONIC DOCUMENT MANAGEMENT SYSTEM AND AUTHORITIES INSTRUCTION

# FIRST SECTION

# General Principles

Aim

**ARTICLE 1 - (1)** The aim of this instruction; is to regulate the authorities and responsibilities of the managers of Istanbul Medipol University regarding the correspondence they will make following the provisions of the current legislation, connecting the given authorities to certain principles, developing the sense of responsibility by giving authority to the lower levels, arranging the procedures and regulations to be followed in the matters to be submitted to the upper authorities, transferring the official correspondence and communication processes to the electronic environment; To regulate the procedures and principles regarding the implementation of the Electronic Document Management System, which was developed with the aim of ensuring effectiveness, efficiency, traceability and cost savings, and communicating with internal and external units through information technologies.

# Scope

**ARTICLE 2- (1)** This instruction; In accordance with the Higher Education Law No. 2547 and other relevant legislation, correspondence to be made by Istanbul Medipol University and its affiliated units, the transaction processes to be carried out regarding the correspondence, the procedures, principles and conditions and other issues to be followed in the document/document registration process.

# Base

**ARTICLE 3 - (1)** The definitions in this instruction refer to;

1. Higher Education Law No. 2547
2. Law on Public Servants no. 657
3. Electronic Signature Law No. 5070,

ç) Decree-Law No. 124 on Higher Education Supreme Institutions and the Administrative Organization of Higher Education Institutions,

1. Regulation on the Principles and Procedures to be Applied in Official Correspondence published in the Official Gazette dated 02.02.2015 and numbered 29255,
2. Prime Ministry Circular dated 24.03.2005 and numbered 2005/7 on the Standard File Plan published in the Official Gazette dated 25.03.2005 and numbered 25766
3. It has been prepared based on the Prime Ministry TS 13298 Electronic Document Management Standard Circular dated 15.07.2008 and numbered 2008/16 and other relevant legislation.

# Definitions

**ARTICLE 4 - (1)** The definitions in this instruction refer to;

1. **Instruction:** Istanbul Medipol University Rectorate EBYS and Signature Authorization Instruction,
2. **University:** Istanbul Medipol University
3. **Rector**:Istanbul Medipol University Rector

d) **Vice-Chancellor:** Istanbul Medipol University Vice-Rectors,

1. **Secretary-General:** Secretary-General of Istanbul Medipol University,
2. **Assistant Secretary-General:** Deputy Secretary-General of Istanbul Medipol University
3. **Dean:** Deans of Istanbul Medipol University Faculties,
4. **Director of the Institution:** Managers of Institutes affiliated to Istanbul Medipol University,
5. **School Director:** Managers of Istanbul Medipol University Schools,
6. **Director of Vocational School:** Managers of Istanbul Medipol University Vocational Schools,
7. **Center Manager:** Istanbul Medipol University Research, Application and Training Centers Managers,
8. **Head of the Department:** Heads of Departments affiliated to the academic units of Istanbul Medipol University,
9. **Coordinatorships:** Istanbul Medipol University International Relations, Farabi Exchange Program, Scientific Research Projects, Faculty Member Training Program (ÖYP), Mevlana Exchange Program Coordinator,
10. **Unit Supervisor/Responsible:** All academic and administrative unit managers in the university,
11. **Head of Department:** Heads of Departments of Istanbul Medipol University,
12. **Legal advisers:** Istanbul Medipol University Legal Counsel,
13. **Medical Director (Chief Physician):** Medical Director of Istanbul Medipol University Health Education Application and Research Center,
14. **Secretarial:** Faculty, Institute, School, Vocational School Secretariats,
15. **Unit:** Faculty, School, Vocational School, Institute, Research and Application Center, General Secretariat, Department, Legal Consultancy, Internal Audit Unit, Units Affiliated to the Rectorate, Revolving Fund Operations Directorate, Coordinatorships,
16. **EBYS:** Electronic Document Management System
17. **Document:** Recorded information received for the fulfilment of any individual or corporate function or produced as a result of its function, which constitutes evidence for the function to which it belongs with its content, relationship and format
18. **Document:** Resources that are not official documents but that users can use for information purposes in the realization of corporate activities,

**aa) Archive:** Documentation that occurs as a result of the services provided by institutions, real or legal persons, their communication or transactions and is kept for a purpose, the places that host the said documentation,

**bb) Electronic signature:** Electronic data that is added to another electronic data or has a logical connection with electronic data and is used for authentication purposes,

**cc) Electronic document:** All kinds of documents created, sent and stored electronically,

**çç) Electronic media:** All types of computers, mobile electronic tools, information and communication technology products on which documents and information are found,

**dd) Secure Electronic Signature:** The signature, which is created with the secure electronic signature creation tool, which is solely dependent on the signer and is at the disposal of the signer, and which enables the determination of the identity of the signer based on the qualified electronic certificate and whether any changes have been made to the signed electronic data afterwards,

**ee) Signatory:** A natural person who uses a signature creation tool to create an electronic signature,

**ff) KEP:** Registered Electronic Mail,

**gg) Official letter:** It means the text, official document, official information and electronic document written to enable public institutions and organizations to communicate among themselves and/or with actual and legal persons.

# SECOND SECTION

 General Principles and Responsibility General Principles and Methods

General Principles and Methods

**ARTICLE 5 – (1)** The general principles and methods related to the fulfilment of this instruction and the application principles are given below.

* 1. In Istanbul Medipol University, unit supervisors are responsible for the fast, efficient and error-free execution and completion of the tasks of each unit following the provisions of the current legislation.
	2. Date, number, signature, money order, etc., of the documents prepared by the units. The processes must be implemented through EBYS, initialled with electronic approval and signed with a secure electronic signature. These procedures are carried out personally by the relevant personnel and supervisors.
	3. Form of internal and external correspondence; It is essential to make it following the “Regulation on the Principles and Procedures to be Applied in Official Correspondence” published in the Official Gazette dated 02.02.2015 and numbered 29255.
	4. **T**he manuscripts must be prepared in the relevant unit and sent from there.
	5. The unit identification numbers of the correspondent unit registered in the State Organization Central Registration System (DETSİS) are indicated entirely and correctly in the "Number" field in the correspondence. The Unit Correspondence Code is a vital structure that defines the organic bond of units within the organization. The most essential element shows the hierarchical structure and organic bond of the unit and sub-unit where the text is produced and prepared, especially in the ERMS- Document/Document Management System.
	6. In all transactions regarding duties, powers and responsibilities, it is essential that documents and documents are prepared in accordance with the provisions specified in Article 3 and submitted for signature and approval, in cooperation with the relevant authorities and units, based on the current legislation, in an objective manner on the rights of the state and individuals.
	7. Evaluation is made according to the nature of the transactions and documents, and necessary studies are carried out to conclude them without delay. The documents that may result in time and legal consequences are followed meticulously.
	8. Except for the official emblem of the Institution, in correspondence at Istanbul Medipol University,

no symbols is used. The symbol of the university is located in the upper left corner of the text.

* 1. "Istanbul Medipol University Rectorate" in correspondence belonging to administrative units

inscribed title; "Istanbul Medipol University" is used in correspondence belonging to academic units.

**I)** All units affiliated with the university do not correspond by bypassing the office, except for the provisions of the legislation regarding their fields of duty. However, they can correspond with equivalent units on requesting and giving information, sending approval. Bypassing the Head of Department, Head of Department, Directorate or Dean of the Department, Heads of Departments and Rectorate units will not correspond with higher authorities, except for the subjects they are authorized to sign. Research and Application Center Directorates/Coordinatorships conduct their correspondence and request letters with external higher authorities through the Rectorate.

* 1. Academic Units may correspond with their equivalents in the units to which they are affiliated and their affiliated units, following the principles outlined in this instruction, for educational and research purposes.
	2. In the absence of the officials, it is essential to inform them about the works and transactions carried out when the official starts to work regarding the powers used by their deputies following the legislation.
	3. Correspondence with academic and administrative units and non-University institutions, except for the routine letters authorized by the Secretary-General, Deputy Secretary-General, Head of Department and Legal Counsel, is signed by the Rector or the Vice-Rector. Letters from administrative units to be addressed to the Office of the Rector are made with the signature of the chiefs of the administrative departments.
	4. Manuscripts cannot be submitted for signature (except in emergencies) without the initials of all intermediate level supervisors in the hierarchical level.
	5. Manuscripts from academic units to be addressed to the Rector's Office are signed by the Dean, Director, Center Director or authorized assistants.

**Liability**

**ARTICLE 6 -**

1. The full and correct use of the duties and powers given by this directive and the implementation of

Rector, Vice-Rectors, Secretary-General and all academic and administrative unit chiefs are responsible for ensuring compliance with the directive.

1. Unit chiefs and “EBYS Unit Officials” of the relevant units are responsible for the correspondence in accordance with the rules of correspondence, orders and instructions.
2. The head of the relevant unit and all officers in the department are responsible for delivering the incoming documents and signed letters to the relevant persons and for their response in a way that does not allow criticism.

**d)** The head of the unit and all other relevant persons are responsible for receiving and awareness of a confidential document by persons not related to the subject, except those who need to know.

1. All parties who have signed and initialled in the first degree are responsible for all the letters coming out of the units, as well as those who issue the documents.
2. The secretaries of the relevant authority are responsible for the preservation of the documents and letters brought to the Rectorate Office or other officials and delivered to them.

# THIRD SECTION

 Delegation of Authority and Signature Authorities

Delegation of Authority

**ARTICLE 7 – (1)** During the performance of their duties, the authorities use the authorities that have been given to them directly by the legislation and the authorities they have as a manager and the authorities deemed appropriate to be transferred to them concerning the activities of the unit.

1. Officials may, with the approval of their superiors, transfer their powers, except for the matters that are intended to be used only by them according to the legislation, to the managers closest to them in a hierarchical manner, permanently or temporarily, in accordance with the principles to be determined, in writing.
2. The transfer and removal of powers shall be made in writing.
3. The delegated authority is used under the supervision and control of the delegating supervisor. Delegation of authority does not remove the responsibility of the supervisor.

# Letters and Approvals to be Signed by the Rector

**ARTICLE 8 – (1)** The letters and approvals to be signed by the Rector of Istanbul Medipol University are as follows;

1. Correspondence left to the Rector by laws and regulations, correspondence not counted separately in this instruction, other approvals and letters deemed appropriate by the Rector to sign, and works not counted separately,
2. Letters containing the views and proposals of the Rectorate (via YÖK) with the replies of the letters signed by the Minister,
3. Replies to correspondence from other universities with the signature of the Rector,

**ç.** Statements to be given to the press and media organs,

1. All protocols and agreements with institutions and organizations,
2. Congratulatory correspondence deemed appropriate by the Rectorate,
3. Correspondence and approvals regarding the opening, execution and conclusion of administrative, criminal and disciplinary investigations,
4. Vice-Rectors, Dean, Graduate School, Vocational School, Research Center Managers and Heads of Departments affiliated to the Rectorate, annual leave, excuse leave, health leave and proxy approvals of the Secretary-General,
5. Without prejudice to the matters specified in the Special Laws, the letters regarding the determination of the first duty places of all personnel appointed to the University staff

**I.** Approvals for dismissal and reinstatement of the relevant personnel within the scope of the Disciplinary Investigation,

1. They are concerned with the assignments made regarding articles 31, 38, 39, 40/a, 40/b, 40/c, 40/d and 41 of Law No. 2547,
2. Approval of Retirement Documents,
3. Letters of approval for the extension of the term of office made following the Higher Education Law No. 2547,
4. Openly, transfer and reappointments, approval of nobility, change of title, approval of the appointment decree of the Dean, Director and their assistants, and resignation approvals,
5. Articles sent to the jury of the announced Professor and Associate Professor positions,
6. Assignment letters for academic staff on travel or domestic assignments for more than 15 days,
7. Foreign assignment approvals of all personnel,

**ö.** Appointment approvals of Department Head in cases where there is no academic staff in the unit,

1. Signing of Diplomas,
2. They become involved with university festivities and approval,
3. Students' foreign cultural and sports activities assignment approval letters,

**ş.** University's Strategic Plan, Annual Report, Performance Program,

1. Cover letters of decrees and approvals regarding personnel assignments and notifications of personnel's departure or the start of duty to non-University institutions and academic units within the university,
2. Correspondence regarding the appointment of Professorship and Associate Professorship,

**ü.** Unpaid leave approvals of the personnel,

1. Domestic no-pass assignment approvals of academic staff,
2. It includes the letters of approval (promotion, assignment) written in their units and signed by the Rector, the cover letters of the approvals regarding personnel assignments, and the notification of the personnel's departure or the start of duty non-University institutions and all units within the university.

**Works to be Carried out by Vice-Rectors and Letters and Approvals to be Signed ARTICLE 9-** (1) If authorized by the Rector, the works to be carried out by the Vice-Rectors and the letters and approvals to be signed are as follows;

* 1. Approvals and writings other than those to be signed by the Rector,
	2. Articles that must be signed by the Rector when the Rector is not in his office for various reasons, but which is inconvenient to be delayed due to its nature and urgency

**d)** Remittance of the documents sent to the Rectorate to the relevant unit,

**d)** The initials of all the articles to be submitted to the Rector's signature,

**f)** Other duties assigned by the Rector.

**Works to be carried out by the Secretary-General and Letters and Approvals to be Signed**

 **ARTICLE 10 - (1)** Works to be carried out by the Secretary-General and letters

and approvals to be signed are as follow;

1. Remittance of the articles that do not require the transfer of the Rector and the Vice-Chancellor to the relevant units,
2. The initials of the letters to be signed by the Rector and Vice-Rectors, prepared in the units affiliated to the General Secretariat,
3. Annual, excuse and health leave approvals of the administrative personnel (to make proposals to those to be approved by the Rector) in the units and offices affiliated to the General Secretariat,

ç) Letters to be addressed to the Office of the Rector from the administrative units according to the subject,

1. Cover letters regarding the sending of the University Senate and Administrative Board decisions to the relevant academic and administrative units,
2. All proposal letters that must be approved by the Rectorate as per the legislation,
3. Other tasks are given by the Rector.

# Works to be carried out by Deputy Secretary Generals and Letters and Approvals to be Signed

**ARTICLE 11 - (1)** The works to be carried out by the Deputy Secretary Generals and the letters and approvals to be signed are as follows;

1. The initials of the letters prepared in the affiliated units of the General Secretariat and to be signed by the Rector, the Vice-Rectors and the Secretary-General,
2. The initials of the leave approvals of the personnel working in the units affiliated to him, the permission approvals of the branch managers,
3. Other duties assigned by the Rector and the Secretary-General.

# The Works to be Carried Out by the Dean, the Director of the Institute, the Director of the School/Vocational School, the Director of Research, Application and Training Centers, and the Letters and Approvals to be Signed

**ARTICLE 12 - (1)** The works to be carried out by the Dean, Institute, School, Vocational School, Research, Application and Training Centers Director, as well as the letters and approvals to be signed, are as follows;

1. Remittance of letters from higher authorities, other universities, institutions, organizations and individuals and other units of the university, as well as personal, top-secret and confidential letters,
2. Meetings and committees that must be chaired by the Dean, Institute, School, Vocational School, Research, Application and Training Center Director/President following the provisions of the current legislation, and the necessary procedures,
3. Permission letters for scientific research that do not require the approval of the Rector,

ç) Annual, health, excuse and foreign/domestic leave approvals of the academic and administrative staff working in the unit,

1. Responses to letters signed by dean/director from other faculties/institutes/schools.
2. Approval and letters by the Dean, Institute, School, Vocational School Director regarding the opening, execution and conclusion of a disciplinary investigation.
3. All articles addressed to the Office of the Rector,
4. Powers and duties are given in accordance with the legislation.

# Works to be carried out by the Head of the Department and Articles to be Signed

ARTICLE 13 - (1) The works to be carried out and the letters and approvals to be signed by the department head are as follows:

1. The signing of Transcript Documents,
2. The signing of Course Content Documents.
3. Other requests regarding their duties

# Works to be carried out by Heads of Departments and Legal Counsel and Letters to be Signed

**ARTICLE 14 - (1)** The works to be carried out and the letters to be signed by the Heads of Departments and Legal Advisor are as follow;

1. Initials of the letters to be signed by the Rector, the Vice-Rectors and the Secretary-General,
2. Requesting and sending the student files related to the transfer process of the students, information requested from various institutions about the students, requesting and sending similar documents from other universities, correspondence with the military branch offices and similar transactions,
3. Cover letters of decrees and approvals regarding personnel assignments and notifications of personnel's departure or the start of duty to non-University institutions and academic units within the university,

ç) Letters on sending the decrees and approvals (promotion, assignment, hall allocation, etc.) written in their units and signed by the Rector or the Vice-Rector to the relevant academic and administrative units, and letters regarding the notification of the resignation and commencement of the personnel working in their units to the administrative units,

1. Annual, excuse, and health leave approvals of the administrative staff in their units (to make proposals to those to be approved by the Rector or the Secretary-General),
2. Routine letters such as notification of water and electricity consumption used in university venues, rent, fuel and private phone call fee notification made through the power plant,
3. Correspondence between the unit chiefs mentioned in this title on routine matters such as getting information and giving information,
4. Letters regarding the notification and preparation of personnel affairs and the announcement of in-service training activities to the personnel,
5. Correspondence, which must be carried out by the Legal Counsel in legal matters and to which authority is transferred,

ı) Other duties assigned by the Rector and the Secretary-General.

1. To express opinions and opinions to the internal units and individuals on the issues related to the units' duties.

# Letters to be signed by the Secretary of the Faculty/Institute/School/Vocational School

**ARTICLE 15 - (1)** The works to be carried out by the Faculty/School/Vocational School/Institute Secretary and the articles to be signed are as follows;

1. Initials of the letters to be signed by the Dean/Director and Dean/Deputy Director,
2. Annual, excuse and health leave of the administrative staff in their schools (to make proposals to those to be approved by the Dean/Director),
3. Signatures and approvals on student documents,

ç) "Like Original" approvals of the documents defined by the relevant legislation,

1. Letters and approvals regarding other correspondence and duties given by the Dean/Director.

# FOURTH SECTION

#  EBYS Application Principles

General Document Registration and Distribution Procedures

**ARTICLE 16 - (1)** In the "Document Incoming Documents" to be made by the Registrar's Office;

1. Registration and follow-up of documents coming from outside the Institution are done in EBYS regardless of the way they arrive.
2. Except for newspapers, magazines, books, brochures and similar printed periodicals or non-periodicals; All of the incoming documents and their attachments that do not prevent scanning are scanned and transferred to the electronic environment.
3. "CONFIDENTIAL", "TOP SECRET", "SERVICE SPECIAL" documents that come in sealed envelopes are received by the General Documents unit. Before these documents are opened; Personal documents are submitted to the relevant person, and other documents are submitted to the Rector. Documents with a confidentiality degree are recorded in EBYS by the relevant unit itself.

ç) “Unclassified” documents coming from outside the Institution are recorded by the Registrar Office and sent to the relevant units by the Secretary-General. If the article needs to be approved by the Rectorate, the approval is taken by the referred units.

1. Letters sent to the academic units by hand or by mail, other than confidential letters, are received by the authorized document unit officer and scanned and included in the system. The authorized person does remittance.
2. Documents sent by electronic means (e-mail, fax) from outside the Institution can be processed directly in the electronic environment, considering the degree of importance.
3. To prevent duplicate entries, it is checked whether there is a record in EBYS over the document number information. Only physical distribution of registered documents is made to the relevant units.
4. In case of any Annex(s) that cannot be transferred to the system in documents coming from outside the Institution; The information regarding these annexes is specified during the registration of the document to EBYS. The attachment that cannot be entered into the system is delivered to the relevant unit in return for embezzlement.
5. In order not to cause loss of legal rights, since the legal deadlines of the official notifications sent to the Rectorate from the Courthouse and other institutions, prepared following the Notification Law, will start with the notification process; After scanning and processing, the originals of the transaction documents must be given to the Legal Counsel against embezzlement. Otherwise, the responsibility belongs to the General Documentation Unit.

# In the document distribution processes coming through EBYS;

1. The physical samples of the documents registered and transferred to the electronic environment are archived by the Registrar's Office. The authority to act on the documents received in the dispatched unit rests with the unit supervisor. When necessary, a note is written on the incoming documents about the distribution and the transaction to be made via EBYS.
2. Letters sent to the administrative units via EBYS are received by the unit chief, and the unit chief sends the documents to the relevant sub-unit or person when necessary.
3. The letters sent to the academic units via EBYS are received by the secretaries of the faculty/institute/school/vocational school, transferred to the relevant units within the framework of the authority given by the unit chief, and presented to the top supervisor within his knowledge. In contrast, the articles outside his authority are presented to the unit chief without being referred to the lower units.

# Creation of documents, initials, signature, approval and distribution processes;

1. Documents are prepared in line with the corporate identity templates determined by the Institution, in accordance with the Regulation on the Procedures and Principles to be Applied in Official Correspondence.
2. If there are outgoing letters or documents, they are prepared to take into account their relevance and all interests, references and attachments are indicated in the letter following their links.
3. Number and date information is not written on the documents. This information is automatically given and printed by EBYS as a result of the approval of the document.

ç) In correspondences made in an electronic environment, the initials are received in an electronic environment until the last signatory. Electronic initials; it has the same results as the initials thrown in the physical environment.

1. It is essential that signatures, approvals and consents are made with a secure electronic signature. However, if there is no electronic signature of the supervisor who will put the final signature of the document, give their approval or approval, the relevant documents are created electronically via EBYS. It is submitted for approval with a wet signature, and after the computer print out the document, the final signature phase is completed with a wet signature.
2. In correspondences to be made in English or another language to be sent abroad, the final signing phase of the signature, approval and consent is completed with a wet signature.
3. On the document, the last signature of which is completed with a secure electronic signature in the electronic environment, EBYS automatically reads, "This Document is in accordance with the 5th Electronic Signature Law No.5070. It is annotated that it is signed with a secure electronic signature in accordance with the article. If requested by the Institution to which the letter will be forwarded, the printed document is stamped by the head of the relevant unit or authorized personnel, with the name, surname and title, with the phrase "The original of the document is electronically signed" and signed with a wet signature. If the article is more than one page, the stamp mentioned in the above sentence is printed on each page and signed with a wet signature by the unit chief or authorized personnel. In cases where the statement “The original document is with electronic signature” cannot be printed, this statement is written by hand or stamped by the authorized personnel. If the article is more than one page, the statement "Original document is electronically signed" is written on each page by hand or stamped and signed by the head of the unit or authorized personnel.
4. After the document is signed with a secure electronic signature in university correspondence or external correspondence, no one can change the document and its content. If such changes are made, necessary criminal and administrative action will be taken within the scope of Articles 204 and 205 of the Turkish Penal Code No. 5237 and other relevant provisions. Take the computer printout of the document

“The original document is electronically signed.” Personnel authorized by the relevant unit chief to approve the annotation must check the shape of the document, the writing style, and whether there is a shift in the spellings. If an error is detected in this way, the document is submitted for signature again in the electronic environment and the person or persons who will sign the article are informed.

1. In case some Attachments/Attachments cannot be transferred to the system during document creation; The information regarding these annexes is specified during the creation of the document in EBYS. The attachment that cannot be entered into the system is delivered to the relevant unit in return for embezzlement.

ı) In the letters to be sent outside the Institution with the signature of the Vice-Rector, in the signature section on the document, the “Rector a.” phrase is essential.

# Outgoing Document Dispatch

**ARTICLE 17 - (1)** By the unit or units that created the document in the outgoing document dispatch process;

1. Official letters are initialled according to the hierarchical order, starting from the official who wrote the article to the signatory authority.
2. The documents are sent directly to the institutions whose recipients are ready to receive documents in an electronic environment via web services. Documents are sent to institutions using KEP service with KEP.
3. In cases where web service and KEP are not available, the documents are to be sent to the institutions and organizations (external correspondence) outside the university, after the approval stages are completed electronically, the computer printout is taken by the relevant unit and the authorized personnel makes postal transactions.

ç) Packaging/packaging and addressing physical documents (external correspondence) to be sent in parcels/packages to institutions and organizations outside the university are carried out by the relevant unit or the Registrar's Office.

1. The mail receipt and delivery cards regarding urgency mail registered mail with return receipt, cargo and notifications are filled in by the unit that produces the documents and delivered to the Registrar together with the physical documents.

# Standard File Plan Operations

**ARTICLE 18 - (1)** It is essential that the “File Code”, which includes the filing, archive and liquidation process of the document, is selected while creating the document in the electronic environment according to the (repealed) Standard File Plan Circular No. 2005/7 of the Prime Ministry.

# Proxy Procedures

**ARTICLE 19 - (1)** The Authorized Signatory, who will not be on duty for a certain period for various reasons, will be the closest person to himself according to the internal hierarchical structure after the written approval of the Senior Manager

It gives power of attorney to the Authorized Signatory. The proxy release process must be carried out from within the EBYS after the approval.

# Obtaining Information, Application and Complaint Applications

**ARTICLE 20 - (1)** according to the Right to Information Law No. 4982, applications to obtain information made to our university individually and electronically are recorded by the Registrar of Istanbul Medipol University and forwarded to the relevant units.

(2) All applications made according to the Law on the Right to Obtain Information No. 4982 are finalized within 15 working days, applications made according to Law No. 3071 on the Use of the Right to Petition are concluded within 30 days, and the applicant and the relevant authorities are notified.

# FIFTH SECTION

Miscellaneous and Final Provisions

ARTICLE 21 - (1)

1. In cases where he deems necessary, the Rector may exercise some of his powers in accordance with the provisions of the current legislation

as they think fit.

1. Dean/Institute/School/Vocational School/Research, Application and Education

The Director/Heads of the Center and the Secretary-General may, when deemed necessary, delegate their authority in writing to the managers closest to them, hierarchically, with the approval of their superiors.

1. The authorities and responsibilities specified in the relevant legislation are used as indicated in the legislation.

ç) Authorization in any way for the powers that cannot be transferred following the provisions of the current legislation

no transfer offer is made.

# Enforcement

**ARTICLE 22 - (1)** This instruction enters into force on the date of its adoption in the Senate.

# Execution

**ARTICLE 23-** (1) The provisions of this instruction are executed by the Rector.

\*Adopted by the University Senate's decision dated 25/12/2018 and numbered 2018/38-9.