Vice Rector's Office for Student Affairs Organisational Chart

Responsibilities:

- Manage, follow up and check upon incoming and outgoing edocumentation, telephone calls, mails and cargo.
- Carrying out correspondence by putting assigned scripts into writing in line with specified formats and following up incoming and outgoing correspondence
- Following up the line manager's appointments, welcoming guests.
- Ensuring the smooth running of the office
- Supporting the preparation of reports
- During the fulfillment of the responsibilities brought by administrative assistantship, ensuring the secure use of products, appliances and all otherrelevantinventoryitems recorded under the name of the administrative assistant
- Talking to students face to face and ensuring the coordination regarding their academic problems. (Fisun Fenercioğlu)
- Preparation of the proposals for the UEB and ensuring that the decisions are adhered to. (Fisun Fenercioğlu)
- Preparation of proposals for Board of Trustees and carrying out the procedures for the application of decisions taken. (Fisun Fenercioğlu)

Prof. Dr. Sonuç Zorlu Oğurlu (Vice Rector for Student Affairs)

Fisun Fenercioğlu (Administrative Assistants) Student Disciplinary Board

Security Affairs Unit

Canteens and Cafeterias Pricing Commission

Sen. Inst. Mustafa Ipekcioğlu (Coordinator)

Dr Mutlu Kale (Coordinator)

Assoc. Prof. Dr. Derviş Subaşı (Coordinator)

Responsibilities:

- Provision of academic advisory services to students
- Dealing with student problems
- Provisional registration application
- Dealing with student services (Health, immigration, funeral, police, international office, campus card)
- Dealing with residential (dormitories) problems
- Following up the requests of PCGRC and relevant procedures
- Planning of resources (student- classroom distribution)
- Following up media activities of Sports Affairs
 Directorate, Social and Cultural Activities
 Directorate and Graduate Relations and Career
 research Directorate
- Updating of the Webpages of the units operating under the Vice Rector's Office for Student Affairs
- Following up the requests from, organisations of Community Involvement Center as well as its media activities
- Harmonisation of the Vice Rector's Office for Student Affairs at international level
- Provision of guidance to the Registration Commission
- Following up the Strategic Planning Process

Responsibilities:

- Provision of academic advisory services to students
- Dealing with student problems
- Provisional registrationapplication
- Ensuring the preparation of proposals for UEB, Senate, BOT
- Following up correspondence and proceedings coming from faculties, academic and administrative units and Registrar's Office Directorate
- Acting as a member of the Registration Commission and supporting the said commission's decision making processes
- Student regulations and by-laws
- Academic Planning (academic calendar...),
- Acting as a member of the Scholarship Commission for International Students, supporting the said commission's decision making processes
- Determining and implementing the working principles of the Social Aid Fund
- Turkish Higher Education Board (YÖK)

Responsibilities:

- Providing guidance for the resource use and operation procedures of organisations proposed by the Sports Affairs Directorate, Social and Cultural Activities Directorate and Graduate Relations and Career Research Directorate,
- Regulating the process relevant to the scholarships awarded to sports players and supporting the relevant decision making processes.