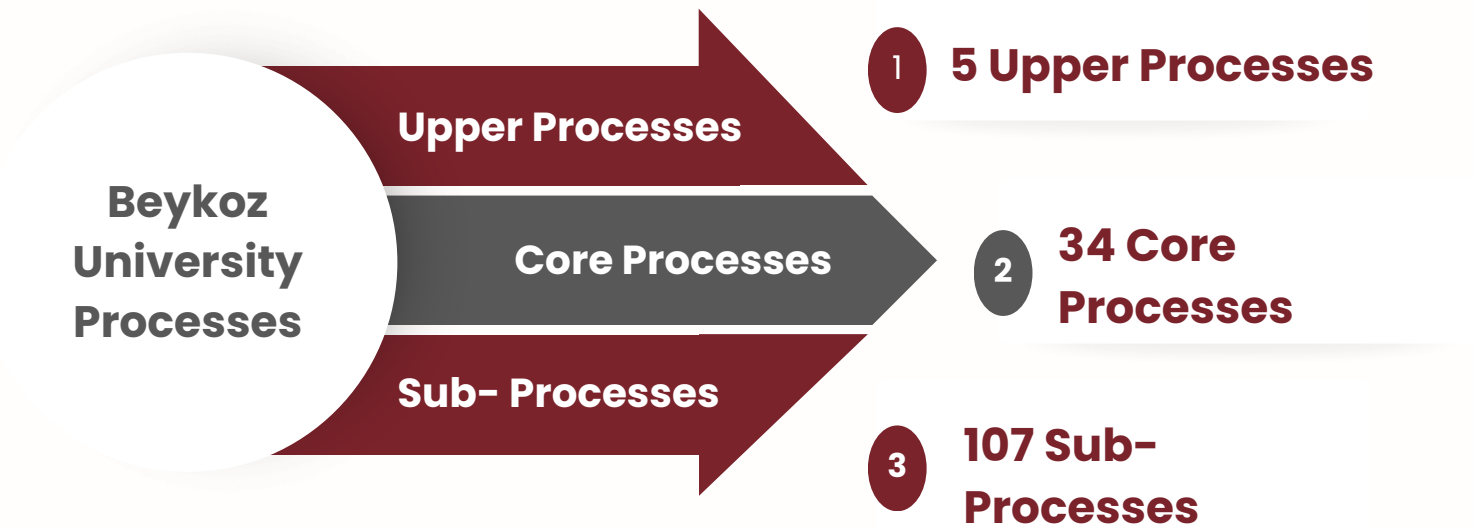




PROCESS MANAGEMENT SYSTEM

PREPARED BY
QUALITY COORDINATION



Upper Processes	Leadership & Governance	Education & Teaching	Research, Development & Innovation	Social Contribution	Administrative & Support Services	5 Upper Processes
Core Processes	5	4	4	4	17	34 Core Processes
Sub-Processes	14	20	10	10	53	107 Sub-Processes

Beykoz University Upper Processes



**Leadership &
Governance**



**Education &
Teaching**



**Research, Development
& Innovation**



Social Contribution



**Administrative
& Support
Services**

Process Management in BKYS



Menüde ara...



Süreç Kütüğü

1.0. LİDERLİK ve YÖNETİŞİM

1.1. Stratejik Yön ve Karar Alma Yönetimi

1.2. Paydaş İlişkileri Yönetimi

1.3. Kurum Kültürünün Yönetimi

1.4. Liderlik Yetkinliğinin Gelişimi ve Etik Yönetimi

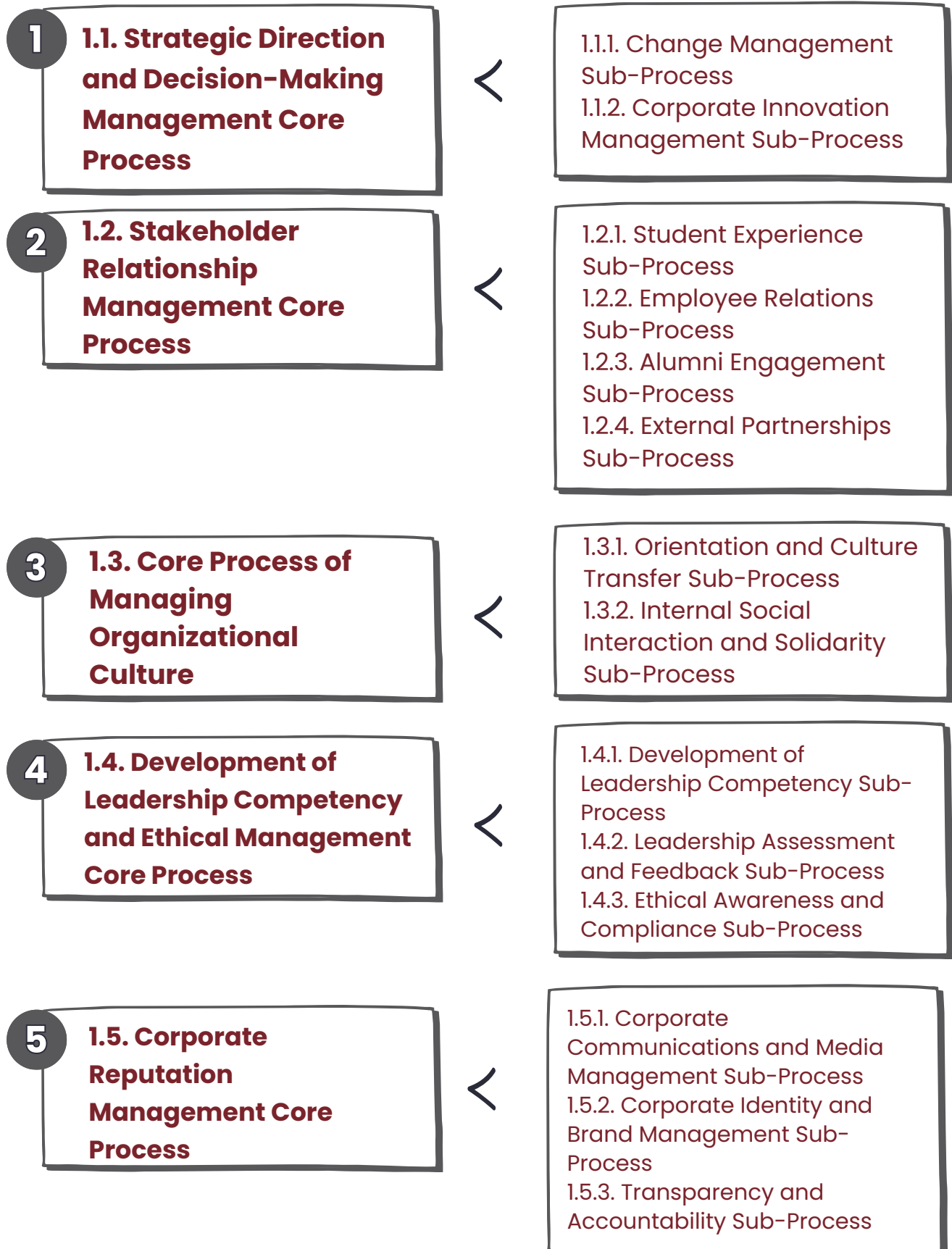
1.5. Kurumsal İtibar Yönetimi

2.0. EĞİTİM VE ÖĞRETİM

3.0. ARAŞTIRMA GELİŞTİRME ve YENİLİKÇİLİK (AR-GE-YE)

[https://bkys.beykoz.edu.tr
/listSurecKutuk](https://bkys.beykoz.edu.tr/listSurecKutuk)

1. Leadership & Governance Upper Processes



2.Education & Teaching Upper Processes

2.1. Education & Teaching Planning Core Process

- 22.1.1. Opening of Departments/Programs Sub-Process
- 2.1.2. Curriculum Development Sub-Process
- 2.1.3. Preparation of Teaching Environments Sub-Process
- 2.1.4. Management of Prospective Student Affairs Sub-Process

2.2. Education & Teaching Implementation Core Process

- 2.2.1. Student Registration Sub-Process
- 2.2.2. Academic Advisor Assignment Sub-Process
- 2.2.3. Teaching Staff Course Assignment Sub-Process
- 2.2.4. Weekly Course Schedule Preparation Sub-Process
- 2.2.5. Updating the ECTS Information Package Sub-process
- 2.2.6. Conducting Applied Education Sub-process
- 2.2.7. Experiential Learning Sub-process
- 2.2.8. Distance Education Sub-process
- 2.2.9. Foreign Language Education Sub-process
- 2.2.10. Internationalization Sub-process
- 2.2.11. Lifelong Learning Education

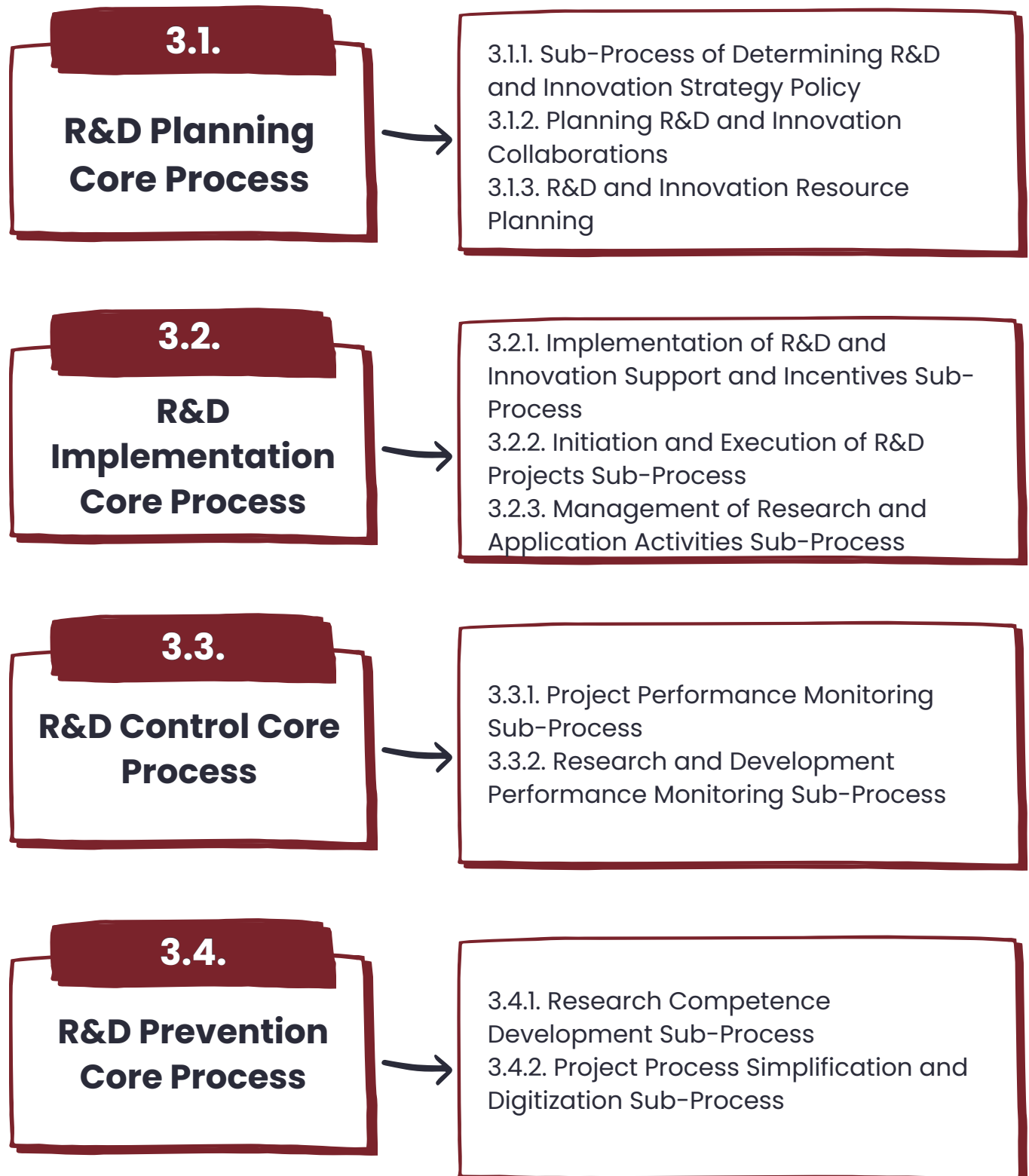
2.3. Education & Training Control Core Process

- 2.3.1. Examination Management Sub-Process
- 2.3.2. Management of Course/Project/Internship/Professional Practice Assessment Sub-Process
- 2.3.3. Monitoring Course Learning Outcomes and Program Learning Outcomes Sub-Process

2.4. Education & Teaching Prevention Core Process

- 2.4.1. Curriculum Update Sub-Process
- 2.4.2. Evaluation and Update of Learning – Teaching and Assessment Methods Sub-Process
- 2.4.3. Development of Teaching Staff Competencies Sub-Process

3. Research, Development & Innovation Upper Processes



4. Social Contribution Upper Processes

4.1. Social Contribution Planning Core Process

- 4.1.1. Sub-process for Determining Social Contribution Policy and Objectives
- 4.1.2. Sub-process for Stakeholder Analysis and Determining Needs
- 4.1.3. Sub-process for Planning Activity Types
- 4.1.4. Sub-process for Social Contribution Resource and Time Planning

4.2. Social Contribution Implementation Core Process

- 4.2.1. Management of Cultural and Artistic Programs Sub-Process
- 4.2.2. Management of Social Development Programs Sub-Process
- 4.2.3. Water and Energy Usage Management Sub-Process
- 4.2.4. Environmental Awareness Management Sub-Process

4.3. Social Contribution Control Core Process

- 4.3.1. Sub-process of Collecting Target Audience Feedback
- 4.3.2. Sub-process of Preparing Activity Performance Reports

4.4. Social Contribution Prevention Core Process

- 4.4.1. Sub-process of Developing Sustainability Plans
- 4.4.2. Sub-process of Promoting a Culture of Social Contribution

5. Administrative & Support Services

Upper Processes

5.1.

Core Process of Legal Affairs Management



- 5.1.1. Sub-process of Case Management
- 5.1.2. Sub-process of Enforcement Management
- 5.1.3. Sub-process of Legal Opinion Management

5.2.

Financial Management Core Process



- 5.2.1. Budget and Performance Program Management Sub-Process
- 5.2.2. Accounting, Final Accounts, and Reporting Management Sub-Process
- 5.2.3. Procurement Management Sub-Process

5.3.

Human Resources Management Core Process



- 5.3.1. Workforce Planning and Standard Staffing Management Sub-Process
- 5.3.2. Recruitment and Assignment Process Management Sub-Process
- 5.3.3. Orientation and Organizational Integration Process Management Sub-Process
- 5.3.4. Performance Management Sub-Process
- 5.3.5. Employee Training and Development Process Management Sub-Process
- 5.3.6. Employee Rights Management Sub-Process

5.4.

Student Affairs Management Core Process



- 5.4.1. Student Registration Process Sub-Process
- 5.4.2. Student Document Request Process Sub-Process
- 5.4.3. Student Course Registration Process Sub-Process
- 5.4.4. Examination Process Sub-Process
- 5.4.5. Graduation Process Sub-Process
- 5.4.6. Student Disciplinary Process Sub-Process

5.5.

Candidate Student Affairs Management Core Process

5.6.

Information Technology Management Core Process



- 5.6.1. Maintenance, Repair, and Technical Support Services Management Sub-Process
- 5.6.2. Email Services Management Sub-Process
- 5.6.3. Telephone System Management Sub-Process
- 5.6.4. Web Services Management Sub-Process
- 5.6.5. Network System Management Sub-Process
- 5.6.6. System Management Sub-Process

5.7.

Library, Documentation, and Archives Management Core Process



- 5.7.1. Collection Development and Cataloging Sub-Process
- 5.7.2. Circulation and Reference Services Sub-Process
- 5.7.3. Management of Beykoz University Publications Sub-Process
- 5.7.4. Management of Electronic Resources (Databases) Sub-Process

5.8.

Health, Culture, and Sports Management Core Process



- 5.8.1. Management of Health Activities Sub-Process
- 5.8.2. Management of Cultural Activities Sub-Process
- 5.8.3. Management of Sports Activities Sub-Process
- 5.8.4. Management of Cafeteria, Canteen, and Cafeteria Sub-Process
- 5.8.5. Occupational Health and Safety Management Sub-Process

5.9.

Management of Construction, Technical, and Administrative Support Services Core Process



- 5.9.1. Administrative Support Services Sub-Process
- 5.9.2. Construction Management Sub-Process
- 5.9.3. Technical Operations Management Sub-Process

5.10.

Career Center Management Core Process



- 5.10.1. Applied Training Coordination and Support Sub-Process
- 5.10.2. Alumni Relations Management Sub-Process
- 5.10.3. Career Counseling Services Sub-Process

5.11.

Campus Operations Management Core Process



- 5.11.1. Study, Design, and Construction Sub-Process

5.12.

International Relations Management Core Process



- 5.12.1. Bilateral Agreements and Exchange Programs Sub-Process
- 5.12.2. International Prospective Student Relations and Collaborations Sub-Process
- 5.12.3. International Student Coordination and Support Sub-Process

5.13.

Corporate Communications Management Core Process



- 5.13.1. Public Relations and Promotion Management Sub-Process
- 5.13.2. Event, Organization, and Workshop Management Sub-Process
- 5.13.3. Media Tools Management Sub-Process
- 5.13.4. Public Information and Accountability Management Sub-Process

5.14.

R&D Process Coordination and Support Management Core Process



- 5.14.1 Scientific Event and Publication Support Process
- 5.14.2. Externally Funded Research Project Processes
- 5.14.3. Internally Funded Research Project Processes

5.15.

Document Management Core Process



- 5.15.1. Board and Commission Correspondence Sub-Process
- 5.15.2. Institution Incoming and Outgoing Document Management Sub-Process
- 5.15.3. Monitoring and Reporting Activities Sub-Process

5.16.

Strategic Planning & Quality Management Core Process



- 5.16.1. Strategic Planning Management Sub-Process
- 5.16.2. Quality Assurance and Continuous Improvement Sub-Process
- 5.16.3. Monitoring, Reporting, and Documentation Sub-Process
- 5.16.4. Internal Stakeholder Participation Sub-Process