



# PROCESS MANAGEMENT SYSTEM

**PREPARED BY**  
QUALITY COORDINATION

## Beykoz University Processes

### Upper Processes

1 5 Upper Processes

### Core Processes

2 34 Core  
Processes

### Sub- Processes

3 107 Sub-  
Processes

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

# Beykoz University Upper Processes



# 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 Kültürü'nün Yönetimi

1.4. Liderlik Yetkinliğinin Gelişimi ve Etik Yönetimi

1.5. Kurumsal İtibar Yönetimi

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

### 2.0. EĞİTİM VE ÖĞRETİM

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

# 1. Leadership & Governance Upper Processes

**1 1.1. Strategic Direction and Decision-Making Management Core Process**

1.1.1. Change Management Sub-Process  
1.1.2. Corporate Innovation Management Sub-Process

**2 1.2. Stakeholder Relationship Management Core Process**

1.2.1. Student Experience Sub-Process  
1.2.2. Employee Relations Sub-Process  
1.2.3. Alumni Engagement Sub-Process  
1.2.4. External Partnerships Sub-Process

**3 1.3. Core Process of Managing Organizational Culture**

1.3.1. Orientation and Culture Transfer Sub-Process  
1.3.2. Internal Social Interaction and Solidarity Sub-Process

**4 1.4. Development of Leadership Competency and Ethical Management Core Process**

1.4.1. Development of Leadership Competency Sub-Process  
1.4.2. Leadership Assessment and Feedback Sub-Process  
1.4.3. Ethical Awareness and Compliance Sub-Process

**5 1.5. Corporate Reputation Management Core Process**

1.5.1. Corporate Communications and Media Management Sub-Process  
1.5.2. Corporate Identity and Brand Management Sub-Process  
1.5.3. Transparency and Accountability Sub-Process

## 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

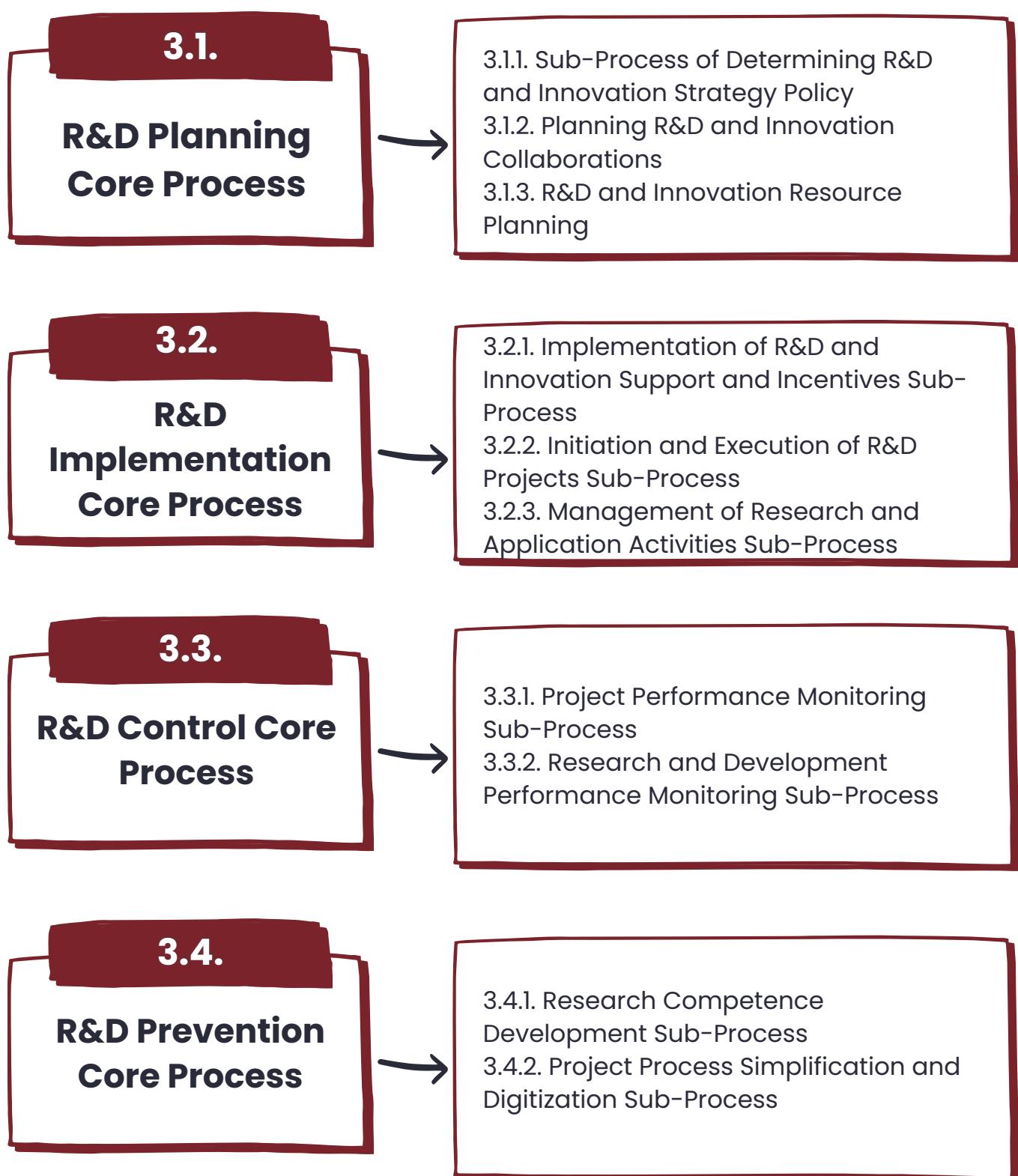
### 2.3. Education & Training Control Core Process

- 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

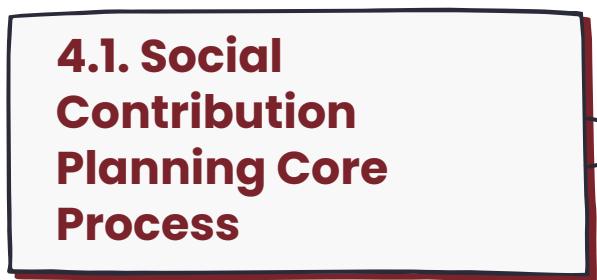
### 2.4. Education & Teaching Prevention Core Process

- 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



- 4.1.1. 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



- 4.2.1. 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



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



- 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

## **Student Affairs Management Core Process**

**5.4.**

- 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



## **Candidate Student Affairs Management Core Process**

**5.5.**

- 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



## **Information Technology Management Core Process**

**5.6.**

- 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



## **Library, Documentation, and Archives Management Core Process**

**5.7.**

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