

DEPARTMENT OF FOREIGN LANGUAGES SECRETARIAT

- To monitor amendments to the Regulations on Undergraduate and Associate Degree Education, Teaching and Examinations and to ensure their dissemination.
- To send the results of the Foreign Language Proficiency Exam to the Directorate.
- To prepare student certificates and transcripts.
- To submit weekly course schedules and examination schedules to the Directorate.
- To submit the lists of second foreign language achievement certificates to the Directorate.
- To make relevant announcements on student notice boards of the departments and to remove those whose validity has expired.
- To carry out correspondence between the School and the Departments and among the Departments.
- To prepare the School's internal and external correspondence in accordance with the "Regulation on the Procedures and Principles to be Applied in Official Correspondence" and the "Kütahya Dumlupınar University Directive on Signatory Authorities," to prepare documents for signature, and to ensure that they are delivered to the relevant parties.
- To receive the make-up course schedule petitions of academic staff who are unable to conduct their courses for various reasons and to submit them to the Directorate.
- To monitor and carry out correspondence related to the renewal of the terms of office of academic staff whose terms are about to expire.
- To archive attendance/absence lists of academic staff conducting courses.
- To monitor correspondence related to the department in the Electronic Document Management System (EBYS).
- To prepare cover letters for exemption petitions and submit them to the Directorate.
- To draft the agendas, decisions and cover letters of Department Board meetings under the supervision of the Head of Department.
- To communicate examination schedules to the assigned academic staff.
- To carry out password procedures of academic staff in the Student Information System (OBS).
- To submit assignment letters of academic staff to the Directorate.
- To submit assignment letters of academic staff to be assigned to units to the Directorate.
- To archive documents in accordance with the Standard File Plan with Retention Periods of Higher Education Supreme Institutions and Higher Education Institutions.
- To inform senior management of the work and procedures carried out and to provide reasoned explanations for those not carried out.

- To carry out other duties and procedures assigned by senior management.
- To adhere to the principles of promptness, confidentiality and accuracy during work.
- To endeavor to work in coordination and harmony with other units in order to enhance efficiency and performance.
- To perform any duties deemed appropriate by the Directorate in accordance with the applicable legislation and the instructions of the superior.
- To exercise the utmost care and diligence to ensure the confidentiality of information related to the Directorate.
- To perform other duties assigned by the Director, the Deputy Director and the School Secretary.