

STUDENT AFFAIRS

- To monitor amendments to the Regulations on Undergraduate and Associate Degree Education, Teaching and Examinations and to announce them.
- To receive petitions for an optional second foreign language and to distribute certificates to successful students.
- To prepare student certificates and transcripts.
- To send the results of the Foreign Language Proficiency Exam to the relevant units.
- To inform students when academic staff are on leave, on medical report or assigned to duty.
- To carry out all correspondence and procedures related to summer school (if applicable).
- To make all announcements related to students.
- To ensure the archiving of documents related to students.
- To conduct correspondence related to students' sports and cultural activities.
- To notify the relevant departments and students of the decisions of the Executive Board regarding students who could not attend exams due to valid excuses.
- To carry out procedures related to the Student Council and Student Representation.
- To announce the lists of students who have failed due to absenteeism before the end-of-term examinations.
- To archive documents in accordance with the Standard File Plan with Retention Periods of Higher Education Supreme Institutions and Higher Education Institutions.
- 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 monitor and finalize the correspondence related to the unit in the Electronic Document Management System (EBYS).
- 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.