	REPUBLIC OF TURKEY MARDİN ARTUKLU UNIVERSITY TURKISH AND FOREIGN LANGUAGE TEACHING APPLICATION AND RESEARCH CENTER DIRECTORATE	**Document Number**	PRS
		Publication Date	/09/2021
	EDITORIAL PROCESS	**Revision No.**	00
		Revision Date	
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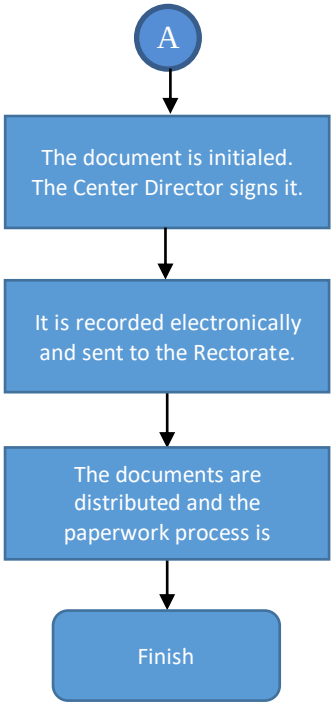
PURPOSE OF THE PROCESS	Recording the incoming and outgoing correspondence of the center and responding to correspondence regarding the unit.			
SCOPE	It covers the Central Editorial Office.			
INPUTS	Document, official letter	**ÇIKTILARI**	EBYS ve diğer belge	
RESOURCES	**PERSON**	**WORKING ENV.**	**INFRASTRUCTURE**	
	Employee	Labor Office	EBYS	
AFFECTED PROCESS	Central Internal Affairs	**Central Internal Affairs**	Central Internal Affairs	
PERFORMANCE CRITERIA	Responding to document registration, periodical, urgent and other correspondence within the framework of the legislation without any need for reprimand, and complying with the hierarchy.			
CONTROL CRITERIA	Regulation on the Procedures and Principles to be Applied in Official Correspondence			
REVIEW PERIOD	6 Months	**PROCESS GOAL**	100% Compliance with Process Conditions	
PROCESS RESPONSIBLE	Center Manager, Unit staff			
RISKS OF THE PROCESS	Failure to record documents, not performing referral and response procedures			

RESPONSIBLE PERSONS	**PROCESS FLOW**	**RECORDING MEDIUM AND BASIS**
MAÜ-TÖMER	Incoming Documents	EBYS/Physical Document Module
MAÜ-TÖMER	It is recorded	Decree Law on the Administrative Organization of YÖK, the Supreme Board and YÖK Institutions
MAÜ-TÖMER	Will there be any action regarding the documents? → No → The document is finalized.	YÖK Standard File Plan with Retention Period
	Yes	Regulation on the Rules of Procedure and Principles Applied to Official Correspondence
MAÜ-TÖMER	The document is reviewed and referred to the relevant personnel.	
MAÜ-TÖMER	Correspondence Procedures	Regulation on the Rules of Procedure and Principles Applied to Official Correspondence
	Yes	
MAÜ-TÖMER	Are Text Supplements → No → The document is corrected.	Regulation on the Rules of Procedure and Principles Applied to Official Correspondence
	Yes	
	A	

Prepared by: Unit Quality Commission	Checked by: Unit Chief	Approved by: Quality Coordinator

RESPONSIBLE PERSONS	PROCESS FLOW	RECORDING MEDIUM AND BASIS
MAÜ-TÖMER		Regulation on the Rules of Procedure and Principles Applied to Official Correspondence
MAÜ-TÖMER		YÖK Standard File Plan with Retention Period MAÜ EBYS
MAÜ-TÖMER		Regulation on the Rules of Procedure and Principles Applied to Official Correspondence YÖK Standard File Plan with Retention Period