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| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | IĞDIR ÜNİVERSİTESİ İŞ AKIŞ ŞEMASI | | | | | | | | | | | Birim Adı :Fen Edebiyat Fakültesi Dekanlığı Form No : 13.10.2020 Rev 24  Faaliyet/Süreç : Araştırma İzni Sayfa Sayısı : 3 | | | | | | | | | | | * Araştırma izni | 1.SÜREÇ GİRDİLERİ | | |  |  | 2.SÜREÇ ÇIKTILARI | | |  | |  | | | * Üst yazı | | | |  | | | 3.İLGİLİ KANUN MADDELERİ | | | |  | | | | * 2547 sayılı kanunun 39. maddesi | | | | | * Dekan olur yazısı | | 4.KULLANILAN DÖKÜMANLAR | | | | | |  | | |  | | | | | | |  | | | 5.KULLANILAN KAYNAKLAR | | | |  | | | | * Bilgisayar * Yazıcı | | | | | HAZIRLAYAN  Memur | | | KONTROL EDEN  Birim Amiri | | | ONAYLAYAN  Dekan | | | | |

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|  |  | IĞDIR ÜNİVERSİTESİ  FEN *EDEBİYA FAKÜLTESİ DEKANLIĞI* |  | |
|  | İŞ AKIŞI |  | SORUMLULAR |
| * Araştırma İzni * Personel araştırma izin talep dilekçesini ve gerekli eklerini EBYS üzerinde amirine gönderir. Amiri uygun görmese iade eder. Uygun bulursa dekanlığa havale eder ve dekanlıktan fakülte sekreteri üzerinde ilgili memura işlem için gönderir. Ve ilgili memur üst yazısını yazar sonra olur imzasına çıkarır imzaladıktan sonra işlem tamamlanmış olur. |  |  | Talep eden personel  Birim amiri  Birim personel işleri |
| HAZIRLAYAN  Memur | KONTROL EDEN  Birim Amiri | ONAYLAYAN  Dekan | |
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