

Responsible	Workflow Process	Documentation / Output
SKSDB Rectorship Office	Taking into account the cost of employing part-time students and budget possibilities, the number of students to be employed in the relevant year is determined by the SKS Department Directorate. The determination of the number of part-time students to be employed by units is decided by the SKS Department Directorate, considering the duties that units are obliged to perform and their human resources, and is submitted to the approval of the Rectorship Office.	• Law No. 2547 on Higher Education • Regulations on Medico-Social, Health, Culture and Sports Affairs of Higher Education Institutions • Procedures and Principles for Part-Time Student Employment in Higher Education Institutions • University Part-Time Student Employment Program Directive • PTE Employment Request Letter
Rectorship Office	Application conditions are requested from the units allocated quotas.	-
Head of Department Branch Manager Officer	Determined quotas and application conditions are announced on our University's web page. Within the period specified in the announcement, students apply to the unit where they wish to work with the application form and its attachments.	• PTE Application Form (Electronic Application Form)
Rectorship Office, SKSDB	Incoming documents to the Health, Culture and Sports Department are examined, and the prepared student list is submitted to the approval of the Rectorship Office. Contracts are signed with the students in the name list approved by the Rectorship Office, and entry procedures for employment are carried out. The start dates of employment for students whose entry procedures have been completed are notified to the relevant units via official correspondence and announced to the students via the web page.	• PTE Contract