
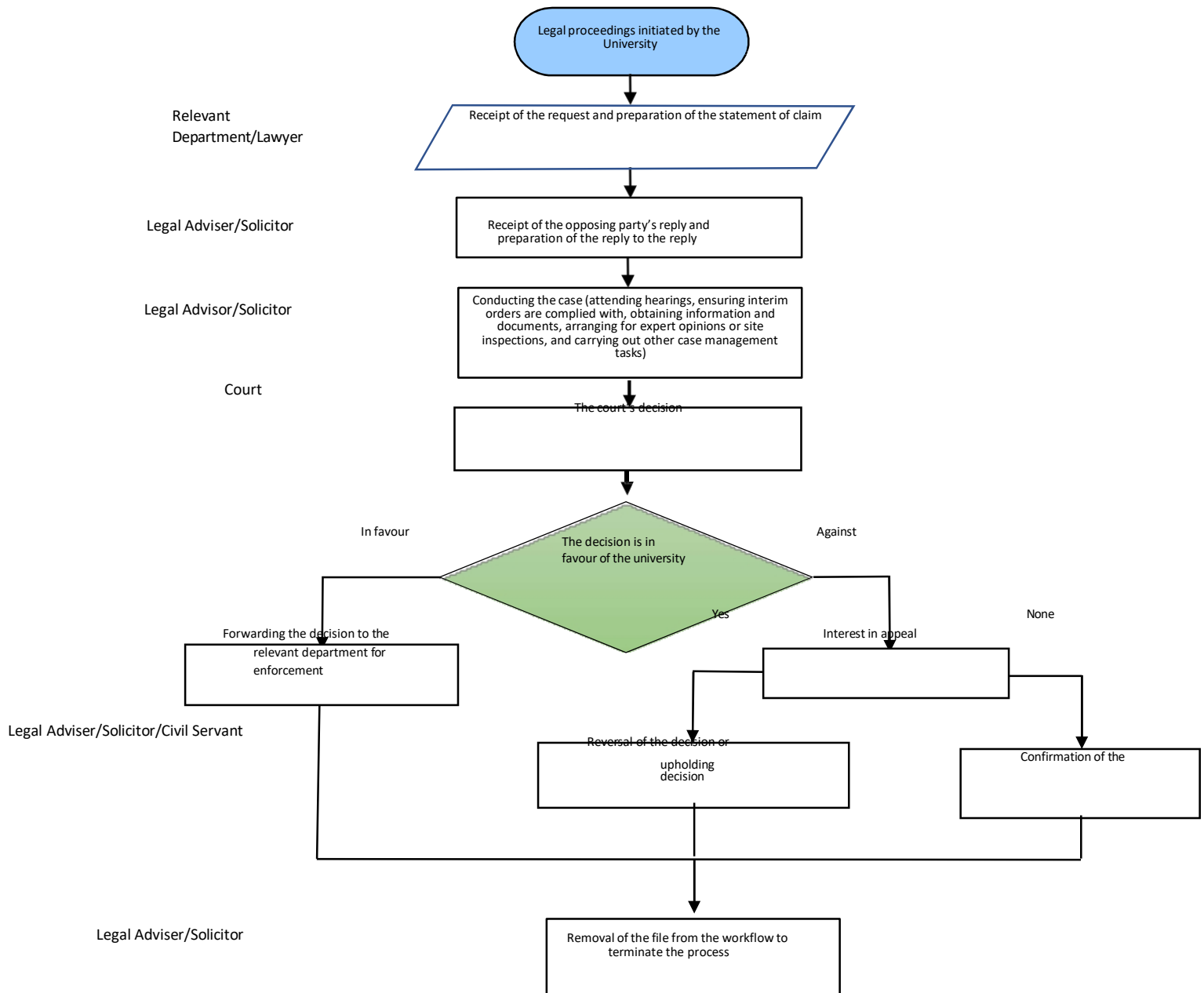


	Republic of Turkey Konya Technical University Legal Advisory Office WORKFLOW PROCESS FORM	Document No	HUK-İA-1.35.001
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1- Description of the Process	The process of legal proceedings initiated by the University
2- Owner of the Process	Legal Advisory Office
3- Purpose of the Process	To establish a standard procedure for activities carried out within the scope of monitoring legal proceedings initiated by the University
4- Relevant Legal Provisions	Constitution, Code of Civil Procedure, Turkish Penal Code, Code of Criminal Procedure, Labour Code
5- Risks/Opportunities	Loss of the case / Winning the case
6- Process Inputs (Documents)	1- Documents relating to proceedings carried out by the relevant unit 2- Power of attorney 3- Receipt 4- Notice of claim 5- List of witnesses

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7- Process Manager	8- Workflow Diagram	9- Process Outputs
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10- PROCESS MEASUREMENT CRITERIA	Loss of the case / Winning the case	
11- PROCESS PERIOD	Upon request from units	
Document Preparer	Unit Manager Approving the Document	