

SOCIAL CONTRIBUTION

School of Foreign Languages Social Contribution Activities Workflow Chart

This flowchart outlines the official procedure for social contribution activities to be carried out by the School of Foreign Languages. The process begins with planning at the start of the semester and concludes with the digital reporting of the event.

Section 1: Planning and Official Correspondence

1. Preparing the Semester Plan

The School of Foreign Languages creates its social contribution activity plan at the beginning of the academic semester. (e.g., language workshops, translation support activities, intercultural events)

2. Submission via EBYS

The prepared plans are submitted via the Electronic Document Management System (EBYS) by selecting the "Social Contribution Coordination Office" under the "Information" section.

3. Detailed Official Correspondence and Registration

An official document containing event details (venue, time, target audience, etc.) is submitted to the School administration and officially recorded.

4. Forwarding to the Coordination Office

The School administration forwards the relevant official document to the Social Contribution Coordination Office through official channels.

Section 2: Implementation and Reporting

5. Collecting Photos and Evidence

During the event, photos, videos, and other supporting documents verifying that the activity took place are collected.

6. Filling Out the Web Form

After the event, the required information (including event language, participant profile, etc.) is entered via the "Forms" tab on the Coordination Office's webpage.

7. Sending Visuals via E-mail

Event visuals and documents are sent by the organizing faculty member to the address toplumsalkatki@firat.edu.tr.