**UNIT RISK ANALYSIS**

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|  | A | BDocument number:SİÜ- RA-001 Revision date:13.06.2022Revision No: 01 |
| Risk Description | **Risk Eliminating Current Activity** | Related Document/Document | Effect | Possibility | Risk | Risk Rating | Decision | Risk Removal Method | Responsible | Deadline | Source | How Will The Results Be Evaluated? |
| Failure To Attend Classes Due To The İnstructor's Failure To Attend Classes Without An Excuse. | Control Of Permissions | Annual Leave Health Leave Assignments | 3 | 1 | 3 | Insıgnıfıcant | Acceptance | 1. CurriculumWeekly Control By The Department Heads As To Whether İt İs İmplemented Or Not. | School Directorate And Department Heads | Education Period | Manpower, Technology | With The Feedback Of Students And İnstructors |
| Equipment Used İn Educational Services Malfunction Or Theft | Maintenance Of Equipment And Making The Checks | Periodic Maintenance Tracking Lists List Of Devices Subject To Calibration | 3 | 1 | 4 | Mıddle | Acceptance | Ensuring Routine Maintenance Of Equipment | Unit Where Equipment İs Used | Education Period | Manpower, Technology | About The EquipmentNumber Of Complaints |
| Final Lesson Due To Incorrect Or Delayed Grade EntryIncorrect Evaluation | Warning Of AutomationGiving And Student Objections | Exam Documents and Exam Results List | 4 | 1 | 4 | Mıddle | Acceptance | Exam With A List Of Exam ResultsEnsuring The Delivery Of Documents With Minutes | Course Coordinator | Academic Calendar Point Entry Dates | Manpower, Technology | Number Of Objections By Students |
| Problems Experienced in Computers Used in Education Service Due to Educational Service Failure to Submit | Maintaining Computers | Personal Computer Care And User Guide | 3 | 1 | 4 | Mıddle | Acceptance | 1-Routine At The Beginning Of The Semester Carrying Out Maintenance And Repair Work 2- At The Request Of The UsersMaintenance And Repair | It Department CeıtDepartment | Education Period | Manpower, Technology | Number Of Computer Failure Notifications |
| Made İn Official Correspondence Loss Of Time Due To Errors | Supervisor Control | Electronic İnformation Management System | 4 | 2 | 8 | Important | Decrease | Official Correspondence Of Relevant Personnel To Be Complied WithInforming About The Procedures And Principles | Unit Administrative Manager | Education Period | Manpower, Technology | Rejected Articles Number |
| Incorrect Entry Of Additional Course Information | Comparison Of Declaration And Information İn Automation System | Additional Course Statements | 3 | 1 | 3 | Insıgnıfıcant | Acceptance | Developing Additional Course Fee Declaration Automation | It Department | Education Period | Manpower, Technology | System Check |
| Problems Due To Internet Infrastructure | Continuous Communication With Information Technologies Department And Distance Education Center | Demands Of Students And Instructors | 4 | 3 | 12 | Very Important | Decrease | 1-Maintenan Ce And Epair Of Faculty Internet Lines2-Fast Communication With Relevant Units | Secretarial | Education Period | Manpower, Technology | Students And StaffFeedbacks |
| Disruption Of Unit Activities Due To Change Of Duty Of Administrative Personnel | Continuous Communication With Relevant Units Regarding Personnel StatusBeing İn The State | Appointment And Assignment Letters | 4 | 2 | 8 | Important | Decrease | Substitution Before Existing Staff LeaveProvision Of Personnel | Personnel Department | 1/30/2019 | Manpower | AssignmentWrite |