

| MEETING DATE | MEETING HOUR | SESSION NO |
|--------------|--------------|------------|
| 17/04/2017   | 11.00        | 09         |

**ISTINYE UNIVERSITY**  
**DIRECTIVE ON THE PART-TIME EMPLOYMENT OF STUDENTS**

**Purpose and scope**

**ARTICLE 1 - (1)** This Directive is issued to identify the number of students who can be employed at Istinye University on a part-time basis, the selection criteria for the students, the recruitment of the students, their weekly working hours, payments, SSI registrations and other issues, in accordance with Article 46 of the Higher Education Law No. 2547.

**Basis**

**ARTICLE 2 - (1)** This Directive was prepared based on the provision included in paragraph (k) of Article 46 of the Law No. 2547.

**Definitions**

**ARTICLE 3 - (1)** In this Directive;

- a) Unit: refers to the unit where the student is employed on a part-time basis,
- b) Unit Director: refers to the director of the unit where the student is employed on a part-time basis,
- c) Working Students: refers to students who are employed on a part-time basis for temporary positions at Higher Education Institutions and are not considered as employees,
- d) Directorate: refers to the Istinye University Student Center Directorate, which is responsible for performing the secretariat and coordination procedures for the employment of part-time students,
- e) Secretary General: refers to the Secretary General of Istinye University
- f) Board of Trustees: refers to the Board of Trustees of Istinye University
- g) Rector: refers to the Rector of Istinye University,
- h) University: refers to Istinye University.

**Identification of the number of students to be employed on a part-time basis**

**ARTICLE 4 - (1)** The units shall inform their requirements for students to be employed on a part-time basis for temporary positions, along with their rationale for such employment, to the Directorate by the end of September - provided that additional future requirements are informed later on.

(2) The number of the students that shall be employed by the units on a part-time basis is submitted by the Directorate for the approval of the Secretary General, taking into account the tasks that the units have to perform, the characteristics of the units, the human resources requirements, the cost of hiring students on a part-time basis and the budget capabilities.

**Advertisement of the requirement for students to be employed on a part-time basis**

**ARTICLE 5 - (1)** The requirements of the units for students to be employed on a part-time basis are published online and/or on bulletin boards by the Directorate in early October or as and when required, depending on the qualifications of the student and the job.

(2) The advertisement shall clearly state the number of students who shall be employed on a part-time basis, the units where they shall be employed at, the type of work they shall be performing, the nature of the work, the required qualifications of the students, the weekly working hours, the fee to be paid for one hour of work based on the nature of the work, the documents required for application, and the place and date of application.

**Required qualifications of the students to be employed on a part-time basis**

**ARTICLE 6 -** (1) Students who meet the following conditions can be employed on a part-time basis:

- a) To be a registered student, except for a special student.
- b) Not to have received a disciplinary penalty.
- c) To have a mid-term/year-end grade point average of at least 2.0, with the condition that there are no grade point average requirements for summer-term studies.
- d) The Part-Time Student Agreement signed earlier by the student and the University should not have been terminated for any reason.
- e) To have sufficient knowledge, skills and ability for the job to be performed.
- f) Not to have frozen the registration.
- g) Not to be a foreign student.
- h) Student's medical condition should be suitable for the job that s/he shall perform.
- i) The above qualifications are not required for students who are able to document that they suffered from natural disasters such as earthquakes and floods and that they are the children of martyrs or veterans; and for students with disabilities, provided that such students are not foreign nationals and have not received any disciplinary penalties.

(2) The work of students who have compulsory summer or in-term internships and on-the-job training must be planned in a way that does not hinder these obligations.

**Selection of students, their submission for approval and contracting**

**ARTICLE 7 -** (1) Students to be employed on a part-time basis at the University shall be assessed and identified by the commission to be established at the unit where they shall be employed or the unit director, taking into account whether they meet the requirements specified in Article 6 of this Directive, their suitability for the job they shall be employed for in terms of their skills and abilities, and the suitability of their weekly syllabus for the job that they shall perform and they shall be informed to the Directorate.

(2) The Directorate shall announce the list of students to be employed on a part-time basis, on the web and/or through bulletin boards.

(3) A "Part-Time Student Employment Contract" is signed by the University and the student who is decided to be recruited on a part-time basis, and the job description is communicated to the student in return for his/her signature.

(4) Where unit managers deem it to be necessary, they can make changes that wouldn't be considered as substantial, in the jobs of the students who are employed on a part-time basis at the units.

(5) Students who are employed on a part-time basis cannot be asked to perform jobs involving cleaning, safety, carrying heavy loads, etc.

(6) Students who work on a part-time basis cannot drive the vehicles of the University and/or operate construction equipment that require special licenses.

**Daily, weekly working hours, administrative and financial provisions**

**ARTICLE 8 -** (1) The weekly working hours of students who are employed on a part-time basis are a maximum of 15 (fifteen) hours, except the summer term.

(2) The distribution of the working hours to the days of the week, and the start and end hours of the job are identified by the unit directors.

(3) Although the law essentially requires no work to be done on days that are accepted as national holidays and public holidays, students who are employed on a part-time basis may work on these days upon the request of the unit director, in cases where the job requires work to be done at units that are open on the weekends, at nights and on public holidays.

(4) Students who are employed on a part-time basis are not considered as employees because of such work.

(5) In terms of social security, students who are employed on a part-time basis are considered to be insured as per paragraph (a) of the 1st clause of Article 4 of the Social Security and General Health Insurance Law No. 5510, and the provisions on work accidents and occupational diseases are applicable for them.

(6) The notification of the student who is employed on a part-time basis for the initiation and termination of his/her insurance is performed by the Human Resources Directorate.

### **Wages**

**ARTICLE 9 -** (1) Working students are paid wages that are calculated based on the number of their actual working hours. The wage to be paid for one hour of work is identified by the Board of Trustees, considering the nature of the work.

### **Wage payments and other payments**

**ARTICLE 10 -** (1) The working hours of students who are employed on a part-time basis, which constitutes their progress payments are notified to the Directorate by the relevant units on a monthly basis. The progress payment is made to the bank account of the working student until the 7th business day of the month following the month in which the work was performed.

(2) In addition to wages, working students can benefit from the catering service at the University free of charge for the duration of their actual employment.

### **Conduct, duties and responsibilities of students who are employed on a part-time basis**

**ARTICLE 11 -** (1) Students who are employed on a part-time basis are obliged to be at work during the specified working hours and cannot leave the workplace without permission before the end of their working hours.

(2) In the event that students who are employed on a part-time basis do not come to work due to illness, they are required to submit a medical report covering the period of their absence.

(3) Students who are employed on a part-time basis cannot engage in acts and conduct and/or share social media posts that may damage the reputation, credibility and integrity of the unit that they work in and the University.

(4) Students who are employed on a part-time basis are obliged to behave respectfully in their relations with their superiors and colleagues and do their work impartially, fully and timely.

(5) Students who are employed on a part-time basis are responsible for carrying out the tasks assigned to them in accordance with the relevant legislation and as instructed by their supervisors.

(6) Students who are employed on a part-time basis are obliged to comply with the working conditions, work discipline, occupational health and safety requirements, regulations, notices and guidelines that are set at the workplace.

(7) Students who are employed on a part-time basis are obliged to carry out their work with care and attention; to protect the assets of the higher education institution, which are assigned to them and to keep them available in proper condition at all times.

(8) Students whose part-time work negatively impact their level of success in their studies are obliged to inform this to the Directorate. In this case, the student stops working for a while and his/her level of success in his/her studies is observed.

Students who begin to succeed in their courses can continue to work upon request.

#### **Confidentiality**

**ARTICLE 12 -** (1) Students may not share any information and documents of the University, that they acquired due to their part-time work with any person, institution or organization.

(2) The ending of the part-time work does not imply the termination of the liability set forth in this article.

#### **Contracting, and renewal and termination of the contract**

**ARTICLE 13 -** (1) A “Part-Time Student Employment Contract” is signed by the University and the student who is decided to be recruited on a part-time basis. The contract made with the student may be renewed upon the request of the student and if the University deems it as appropriate.

(2) The contract made with the student may be terminated by the University “if the required qualifications of the student to be employed on a part-time basis changes against the student” as mentioned in Article 6 of this Directive, or “if students who are employed on a part-time basis engage in conduct that is not compatible with their conduct, duties and responsibilities” as mentioned in Article 11 of this Directive.

(3) Contracts that shall expire or be terminated; resignations; and requests for dismissal shall be notified to the Directorate in writing or by electronic mail by the 15th of the month; within three (3) business days following the resignation; and within three (3) business days following the date on which the reason for dismissal took place, respectively.

#### **Effective Date**

**ARTICLE 14 -** (1) This Directive shall enter into force upon the decision of the Istinye University Senate and the approval of the Board of Trustees.

#### **Execution**

**ARTICLE 15 -** (1) The provisions of this Directive shall be executed by the Rector of Istinye University.