Dear Students:

Fall Semester of Academic Year 2020/2021 is going to start on October 4th, 2021. First of all, we wish you a healthy and successful academic year. You will find below certain important information on academic and administrative practices to be implemented on the campus during this academic year.

The third stage of COVID-19 Pandemic Contingency Plan which was prepared in line with the rules and principles set forth by the official authorities including the Ministry of Health and the Council of Higher Education for the protection of public health, has been put into implementation on the campus. At this stage, every measure has been taken in order to reduce the risk of infection as stated in the related documentation and our staff members and students are expected to adhere to these measures within their own responsibility. You can access the COVID-19 Pandemic Contingency Plan and its appendices through MyTEDU-Portal. You can also access the summary info and updates on the activities, performed at this regard and awarded with the TSE Safe Campus Certification, as well as the previous announcements and important official links through COVID-19 Agenda on the main page of the University website.

www.tedu.edu.tr
Education Activities

- All faculties, including English Language School and the Graduate School will start to conduct face-to-face (offline) education activities.
- New regulations may be introduced in line with the rules and principles set forth by the official authorities, including the Ministry of Health and the Council of Higher Education.

Health Practices

These practices are to be implemented based on the Emergency Implementation Plan on the Identification and Diagnosis of COVID-19 which is prepared for that purpose in line with the guidelines provided by the Ministry of Health and the related institutions. According to this document, the most critical issues include personal awareness of COVID-19 symptoms, use of facemasks in indoor and outdoor areas of the campus, minimum physical contact, social distancing, proper personal hygiene and consulting to a health institution as soon as the symptoms appear. Disposal management of waste medical equipment on the campus is a very important issue. Only the medical waste bins should be used for the disposal of used medical equipment such as facemasks, gloves, etc. Medical waste bins should not be used for the disposal of non-medical waste material.

Quarantine Measures for those Travelling to Turkey from Abroad

These persons are subjected to the existing quarantine protocols of the Ministries of Health and of Internal Affairs valid on the date of their arrival. [Click here](#) for the countries in the quarantine list.
COVID-19 Vaccination & Negative Test Result Statement

All TEDU members and students are expected to meet the requirements mentioned below in order to be admitted to the campus and to use the facilities including the education and research areas.

- To have received at least two doses of vaccination as of September 27th, 2021, and submitted the vaccination card by filling out the Health Information Form.
- To have received at least one dose of vaccination before September 27th, 2021 and submitted the vaccination card by filling out the Health Information Form and a certificate showing the appointment for the second dose.
- To have submitted a Negative PCR-Test result taken in the past 72 hours to covid19@tedu.edu.tr. (For those who have not received vaccination for any reason other than having had COVID-19.)
- Having had COVID-19 is considered equivalent to a single dose vaccination. These persons must have submitted a certificate showing they have received a second dose vaccination or received an appointment for it to covid19@tedu.edu.tr.
- International students and employees are required to observe the following vaccination practices. Their statuses are to be coordinated by the International Programs Office (ipo@tedu.edu.tr).
  - Those persons without a residence permit must submit an official certificate showing their vaccination status to ipo@tedu.edu.tr prior to their arrival in Turkey provided that they have received vaccination in their own country. If they have not yet received any vaccination, they may get vaccinated after having received their foreigner ID card and residence permit.
  - Those persons with a residence permit must apply to the related Provincial Directorate of Health with a petition explaining their status, photocopy of their foreigner ID card issued by the Rep. of Turkey in order to receive a vaccination card in case they could not submit an official vaccination certificate.
  - Other than situations stated above, COVID-19 Vaccination & Negative Test Result Statement procedures will be applied in order to be admitted to the campus and use all the facilities including those for education and research, except for the cases accepted as obligatory by TED University.
HES code will be requested at the campus entrance in order to check the current vaccination status and risk assessment. **Health Information Form** must be filled out and those who have not yet completed their vaccination process are required to update their forms in the following day of each vaccination.

- [Click here](#) for the Emergency Implementation Plan on the Identification and Diagnosis of COVID-19 (Students)
- [Click here](#) for the Covid-19 Vaccination Information Platform by the Ministry of Health.
- [Click here](#) to fill in or update the Health Information Form.

**Taking Unpaid Leave**

Students who do not wish to attend face-to-face classes and midterm exams due to pandemic/health concerns are to be granted a right to take unpaid leave exclusive for the Fall Semester 2021/2022. Applications can be filed by filling out the form given below, signing it and submitting the scanned copy to yim@tedu.edu.tr until 17:00 on **October 28th, 2021** at the latest. Applicants must state their reason clearly in the form and attach the supporting documents, if any. Applications are to be processed and resolved in line with the TEDU Academic Rules and Regulations for Undergraduate Study. Course load of the students whose applications were approved will be cancelled.

- [Click here](#) for the Permitted Leave Application Form.

**Use of Campus Facilities**

Important issues concerning the use of facilities on the campus are given below. You can access the schedule through **Operating Hours of the Facilities**.

**Educational and Research Areas**

These areas will be open for face-to-face (offline) education with a limited number of students. All classrooms can be used without any request. A further announcement will be made about face-to-face exams.

- [Click here](#) for COVID-19 measures to be implemented in the Educational and Research areas.
Students will be admitted to the campus for education and society activities, use of library, and administrative requirements. Students who need to enter the campus for one of these purposes are expected to arrive at the entrance at least 30 minutes prior to the session due to campus entrance/exit procedures.

**Campus Entrance/Exit Points**

“COVID-19 Vaccination & Negative Test Result Statement” regulations, explained in detail above, will be implemented at the campus entrance. Students will only be admitted by TEDUCards integrated with HES & Vaccination codes.

Those who did not comply with the “COVID-19 Vaccination & Negative Test Result Statement” regulations, **those who were found risky upon HES inquiry or those who are considered as suspected case (due to high fever, etc.)** shall not be admitted to the campus. Staff members and students are required to fill in the Health Information Form before their arrival in order to be admitted to the campus. Please review [KYS-PD-01-EK6 Instructions on Campus Entrance/Exit Points](https://www.tedu.edu.tr) for further detail.

On the other hand, Safe Zone will be available at the campus entrance, a feature of the HES (Life Fits into Home) application, which aims to minimize the risk in public areas. Through this feature, you will be able to review the risk assessment of other people on the campus, whether you have contacted any person who is suspected to have the infection which is essential for supervision and safety of the campus.

- [Click here](https://www.tedu.edu.tr) to fill in the Health Information Form.
- [Click here](https://www.tedu.edu.tr) to access detailed information on HES (Life Fits into Home) Code and application and the Safe Zone feature.
- [Click here](https://www.tedu.edu.tr) for information on Vaccination Cards.
- [Click here](https://www.tedu.edu.tr) for KYS-PD-01-EK6 Instructions on Campus Entrance/Exit Points

**Smoking is prohibited throughout the campus and at the campus entrances during the pandemic.**
**Offices and Work Spaces**
Implementation of *COVID-19 Pandemic Contingency Plan* will continue. You can submit your requests on the reorganization of these spaces or any technical requirements via “Technical Request” link on [MyTEDUPortal](http://www.tedu.edu.tr).

- [Click here](http://www.tedu.edu.tr) for KYS-PD-01-EK4-ENG-Guidelines On The Use Of Offices And Workspaces
- [Click here](http://www.tedu.edu.tr) for your requests on reorganization of physical spaces or technical requirements.

**Catering Outlets**
At this stage, the Cafeteria on Incesu Campus will start operating in line with the announcements made so far and to be made in the future. Chillin’ Café on Aksu Campus will continue to offer service in compliance with the pandemic measures. Weekly menu order service will be terminated.

- [Click here](http://www.tedu.edu.tr) for the COVID-19 Implementations at Catering Outlets.

**Dormitories, Sports Facilities and the Libraries**
At this stage, Dormitories, Sports Facilities and the Libraries will operate in line with the announcements made so far and to be made in the future.

- [Click here](http://www.tedu.edu.tr) for the COVID-19 Precautions at TEDU Dormitories.
- [Click here](http://www.tedu.edu.tr) for KYS-PD-01-EK26 Use of Sports and Activity Areas.
- [Click here](http://www.tedu.edu.tr) for KYS-PD-01-EK27 Use of Libraries.
Computers and Instructional Technologies

Fall Semester of Academic Year 2021/2022 will be based on face-to-face (offline) education. However, computers and instructional technologies are widely used during classes in our University. To this end, students are expected to prepare their technologic equipment, including computers, Internet connection, etc. prior to the start of the academic year. Students who are in need of support in this regard must submit their written requests in pdf format to yim@tedu.edu.tr including their name, surname, address and signature as well as an explanation of their current condition after the course schedule has been announced.

- Click here for the Request Form.

Other Administrative Measures

You can review other practices in effect on the campus through the following link: Administrative Utilities. You can submit your suggestions, complaints and requests via covid19@tedu.edu.tr, or call 0312 585 0 585 for emergencies.

- Click here for other administrative measures.

We thank you for your patience and sensitivity towards these measures that we deem very important for the protection of our employees’, students’ and public health.
KYS-PD-03 ENG TED University Implementation Principles for Fall Semester of the Academic Year 2021/2022 (03.09.2021 Rev.0)