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TED UNIVERSTIY

DIRECTIVE ON PART-TIME STUDENT EMPLOYMENT

SECTION ONE

Objective, Scope, Basis and Definitions

Objective

ARTICLE 1- (1) This Directive has been issued to determine the quotas, the selection criteria, employment, weekly working hours and other provisions of undergraduate and graduate students to be employed part-time at TED University for the following purposes:

- a) To help students develop their theoretical, practical and professional skills by working in line with their interests and abilities; to contribute to their training as productive individuals who have acquired work discipline,
- b) To enable students to focus on more specialized areas of interest, and thus to take the first steps of specialization during undergraduate education and to continue it in graduate education,
- c) To contribute to the personal development of students,
- d) To support the development of their researcher aspects by enabling them to take part in research projects carried out by the relevant Department or Research Center,
- e) To increase the tendency of promising students to pursue an academic career in universities after graduation.

Scope

ARTICLE 2- (1) This Directive covers the procedures and principles to be followed by all academic and administrative units that will employ part-time students and students who will work part-time.

(2) This Directive covers all Part-Time Students working as of the beginning of the Academic Year 2024/25.

Basis


ARTICLE 3- (1) This Directive has been prepared based on Article 46 of the Higher Education Law No. 2547 and the Procedures and Principles of Higher Education Institutions for Part-Time Student Employment.

Definitions

ARTICLE 4- Terms used in this Directive;

- a) University: TED University,
- b) Rector: The Rector of TED University,

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- c) SCA: Directorate of Social and Cultural Affairs of TED University,
- d) Directive: Part-Time Student Employment Directive
- e) Part-Time Student: Undergraduate and graduate students studying at TED University who work part-time in the units according to the principles of this Directive,
- f) Unit: Academic and administrative units where the part-time student works,
- g) Unit Administrator: Refers to the executive of the units where the Part-Time Student works.

SECTION TWO

Application and Admission Processes for Part-Time Students

Requirements for Students to be Employed Part-Time

ARTICLE 5- (1) Students who meet the following conditions may be employed as Part-Time Students at the University;


- a) Being a registered student at TED University,
- b) Not to be a graduate student without thesis, special student, student on leave of absence and international student,
- c) To be studying within the normal education period,
- d) Not to have received any disciplinary penalty,
- e) Not having been terminated due to breach of contract between the University and the student who was employed part-time in the previous semesters,
- f) To have the competencies required for the job to be employed,
- g) To have a GPA of 2.00/4.00 and above at the undergraduate level and 3.00/4.00 and above at the graduate level,
- h) Not having an income at the minimum wage level, except for orphan's pension and alimony,
- i) Not being abroad within the scope of ERASMUS+ mobility program.

Determination of Quotas for Part-Time Students

ARTICLE 6- (1) On the announced date, the units send the quota of students they want to employ on a part-time basis to the SCA, indicating the nature of the work they will employ students for.

(2) The quotas for part-time students are determined by the SCA in line with the requests of the units during the fiscal year and submitted to the Rector for approval.

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(3) To replace the student who leaves the job during the semester, the student selected from the existing pool among the students who meet the conditions in ARTICLE 5 in line with the proposal of the relevant unit starts working as a Part-Time Student.

Application Procedure, Time and Required Documents

ARTICLE 7- (1) The application dates and the documents required for the application are announced to the students on the University website and via e-mail during the application period.

(2) Students can apply to work in academic units or administrative units of the University according to their wishes.

(3) Each student who wants to work part-time at the undergraduate level has the right to apply to a maximum of 3 different units. Students are entitled to work in only one of the units they prefer.

(4) Applications are made to the SCA with the application form.

Selection and Approval of Students

ARTICLE 8- (1) Students working part-time in all units of the University are evaluated by the relevant unit in terms of whether they meet the relevant conditions and whether they are suitable for the job they will be employed in terms of their knowledge, skills and abilities. The list of students whose selection is finalized is forwarded to SCA by the relevant unit.

(2) The list of Part-Time Working Students and the units where the students will work are announced to the students by the SCA.

(3) The list of Part-Time Working Students is submitted to the Rector for approval by the relevant units. The list approved by the Rector is announced on the University's website.

Documents Required to Start Work

ARTICLE 9- (1) The documents to be requested from the students who are accepted to be employed on a part-time basis are specified below.


- a) Application form,
- b) Part-time Student Employment Contract,
- c) Photocopy of identity card,
- d) IBAN number of the student who will work part-time,
- e) A document stating that the student has no disciplinary penalty,

(2) The relevant documents are submitted to the SCA by undergraduate and graduate students.

Making a Contract

ARTICLE 10- (1) (1) A “Part-Time Student Employment Contract” is signed between the Rector's Office and the Part-Time Student who is decided to be employed on a part-time basis.

(2) The contract is signed by the SCA on behalf of the Office of the Rector.

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(3) The duration of the contract to be signed with the Part-Time Student is maximum one academic year from the date of commencement of employment. Part-Time Student contracts can be extended as a result of performance evaluations.

(4) Job descriptions, titles to be used and additional rights of the students who will work part-time are specified in the contract and its annexes.

SECTION THREE Working Principles

Working Hours and Administrative Financial Principles

ARTICLE 11- (1) The maximum working duration of Part-Time Students is 15 hours per week and 60 hours in total per month. This period is finalized in the contract to be made. The distribution of the time students will work to the days of the week and the starting and ending times of the work are determined by the unit where they will work.

(2) The work and procedures to be performed by Part-Time Students are defined and determined in advance by the unit where they will work and the prepared work plan is notified to the student.

(3) Part-Time Students cannot be employed for cleaning, transportation, etc. in the units.

(4) Part-Time Working Students are obliged to be at their workplaces during the specified working hours so as not to disrupt their attendance obligations and cannot leave the workplace without permission before the end of working hours.

(5) Part-Time Students are obliged to fulfill the work-related instructions and tasks assigned by the unit administrator.


(6) Although it is essential not to work on days considered as national holidays and general holidays, Part-Time Students may be employed at the request and with the knowledge of the unit administrator in units open for service on weekends, official holidays and at night, when required by the work.

(7) In terms of social security, Part-Time Working Students are considered insured within the scope of subparagraph (a) of paragraph 1 of Article 4 of the Social Security and General Health Insurance Law No. 5510 and only the provisions of work accident and occupational disease insurance are applied to them. Notifications regarding insurance and termination of insurance shall be made to the relevant institution by the Financial Affairs Directorate.

(8) With the knowledge and approval of the relevant unit, the unit where Part-Time Students work can be changed.

(9) Part-Time Students can only work in one unit, they cannot work in two different units at the same time.

(10) Part-Time Students who do not come to work for a total of 5 days without permission from the unit administrator and without showing an excuse will have their contract terminated. Students who are dismissed cannot work as a Part-Time Student again during the relevant academic year. However, those who document that they have a justified excuse may be reemployed in the relevant unit or in another unit.

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(11) Part-Time Working Students cannot be considered as employees due to their work within the framework of this directive.

(12) Pursuant to Article 9, paragraph 6 of the Procedures and Principles for Higher Education Institutions to Employ Part-Time Students, the wage to be paid to Part-Time Students employed on a part-time basis for one hour of work is determined by the University Administrative Board every year within the budgetary possibilities, not exceeding one-fourth of the daily gross minimum wage determined for workers over the age of 16 in accordance with Labor Law No. 4857.

(13) Payments are accrued by SCA on the basis of the payroll sheet kept daily by the relevant units under the control of SCA and are made monthly from the relevant budgets.

(14) Part-Time Working Students cannot start working and cannot be paid wages without insurance entry.

(15) Part-Time Working Students are paid for the total monthly time they work.

(16) Part-Time Students are obliged to report their working hours regularly by logging into the system.

(17) Part-Time Students are obliged to accept the period between the 1st and 30th of the same month as a month and notify SCA of their working hours within the first 3 days of the following month at the latest.

(18) The working hours reported by Part-Time Students are checked by the relevant unit administrator and SCA. The contract of the student who is found to have made a false notification is terminated.

Duties and Responsibilities of Part-Time Students

ARTICLE 12- (1) Part-Time Students may not engage in acts and behaviors that undermine the reputation and prestige of the unit they work for or the dignity of their duties.

(2) Part-Time Students are obliged to be respectful in their relations with unit administrators and colleagues, and to perform their work impartially, completely and on time.

(3) Part-Time Students are obliged and responsible for fulfilling the duties assigned to them and specified in their contract in accordance with the relevant legislation and the instructions given by the unit administrator.


(4) Part-Time Working Students are obliged to comply with the working conditions, work discipline, occupational health and safety rules, regulations, circulars, instructions and similar regulations determined in the workplace.

(5) Part-Time Working Students are obliged to fulfill their work with care and attention, to protect the University property delivered to them and to keep it ready for service at any time. They may not take the materials, tools and equipment delivered to them to be used in their work out of the workplace and use them for purposes other than their work.

(6) When Part-Time Students want to quit their jobs, they notify the unit where they work with a petition and can leave their jobs voluntarily. In case of leaving the job, the Part-Time Student shall deliver all kinds of fixtures and fittings delivered to him/her in full and compensate for any damages caused by his/her own intent or fault.

(7) During the preparation and execution of the contract signed between the Part-Time Students and the

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University, all information that the parties have learned within the scope of the contract and which is not open to the public is confidential information. Under no circumstances, except for the fulfillment of the purpose of the contract, cannot use this information, share it with third parties, disclose it or engage in behaviors that will result in this way. Even after the termination of the employment contract, the rule on confidentiality remains valid and binding indefinitely and without interruption.

Termination of the Contract

ARTICLE 13- (1) The Part-Time Student Employment Contract is terminated in the following cases.

- a) Upon the student's request,
- b) Upon expiration of the contract period,
- c) Upon the reasoned dismissal request of the unit administrator is evaluated and deemed appropriate by the SCA,
- d) Upon the detection of being in unity of action with terrorist organizations, aiding these organizations, using or making public facilities and resources available to support these organizations, and making propaganda for these organizations.

Authorities and Responsibilities

ARTICLE 14- (1) Unit administrators and academic and administrative staff cannot delegate the authority and responsibilities of Part-Time Students working with them.

(2) Part-Time Students are obliged to contribute to the unit administrator, academic and administrative staff without disrupting the working order in that unit in order to carry out the work and transactions faster and more efficiently.

Supervision

ARTICLE 15- (1) Unit administrators and the SCA Director supervise Part-Time Students and take all necessary measures to ensure the efficient and healthy functioning of the system.

SECTION FOUR Miscellaneous Provisions


Enforcement

ARTICLE 16- (1) This directive has been effective upon the decision of the TED University Senate

Execution

ARTICLE 17- (1) This directive is to be executed by the TED University Rector.

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SENATE MEETINGS ON THE REGULATION AND ITS AMENDMENTS

DATE	DECREE NO.	EXPLANATION
04.08.2022	2022-16	Enforcement of the Directive
28.11.2024	2024-25	The relevant articles have been revised.

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