



**YAŞAR UNIVERSITY
PRINCIPLES AND PROCEDURES FOR PART-TIME STUDENT**

EMPLOYMENT CHAPTER ONE

Aim, Scope, Basis and Definitions

Aim

ARTICLE 1- (1) These Principles and Procedures was prepared in order to determine the number of students who can be employed in temporary jobs in part time, selection of students, their recruitment, weekly working hours and other issues in our university according to Article 46 of Higher Education Law No. 2547.

(2) The purpose of applying a part-time student program in academic and administrative units of our university, is to enable our students to grow as productive individuals who have acquired working discipline by contributing to the development of their personalities and skills by working in temporary jobs according to their interests and abilities.

Scope

ARTICLE 2 - (1) These principles cover all students, who are in the part-time student employment working in departments, units and directorates affiliated to the institute, faculty, graduate school, Rectorship and General Secretariat at our University.

Basis

ARTICLE 3- These principles are prepared based on the following laws and regulations.

(1) The article 46 of Higher Education Law No. 2547 and Student Contribution to Current Service Costs of Higher Education Institutions and related sub-article of article 1 and 10 of the Principles and Procedures for the Use and Expenditure of Revenues from Other Operations

(2) Adding Some Provisions in the Budget Law to the Law and Decree Laws and the last sub-article of Article 20 of the Law No. 5917 on Amendment to Certain Laws and Decree Laws,

(3) Sub-article 5 (b) of the Social Security and General Health Insurance Law no. 5510, and other related articles,

(4) 5018 numbered Public Finance Management and Control Law related articles.

(5) Principles and Procedures of the Council of Higher Education on the Employment of Part-Time Students in Higher Education Institutions as reported by the letter dated 20.10.2009 and numbered 33918.

Definitions

ARTICLE 4- (1) In these Principles and Procedures;

a) Coordinatorship refers to: Unit Coordinatorship of Yaşar University Central Student Activities Coordination,

b) Unit refers to: Academic and administrative units in which part-time students are employed,

c) Unit Manager refers to: The managers of the units where the part-time students work and the person to contact from the unit about employment

- c) Unit Coordinator refers to: The program manager in the units where the part-time students work,
- d) Part-time Student Selection Committee refers to: The committee that determines the students to work as part-time students in the units,
- e) Part-time Student refers to: The student who is employed temporarily as a part-time student in the academic and administrative units of our university and not considered as an employee.

CHAPTER TWO

Determining the Number of Students to be Employed in Part Time

ARTICLE 5- (1) The Coordinatorship; shall require all units to notify the needs of student they wish to employ in temporary jobs in part time with the justifications of employment through the official access page of the Coordinatorship in the first week of September each year.

(2) The Unit Managers shall notify the needs of student they wish to employ in temporary jobs in part time with the justifications of employment through the official access page of our Coordinatorship until the end of September.

(3) The Coordinatorship shall submit the requests from the units to the Part-Time Student Selection Committee.

(4) The number of students that the units can employ in part-time shall be determined in the Part-Time Student Selection Committee and submitted to the approval of the Rectorate by taking into account the tasks that the units and the unit executives have to fulfill, the characteristics of the units, the human resources requirement and the part-time student employment costs and budgetary facilities.

Announcement, Way of Application and Application Time

ARTICLE 6- (1) The part-time student need of our university shall be announced on the official access page of our Coordinatorship at the beginning of October. The announcement shall state clearly how many part time students will be employed in which units and what type of work, the characteristic of the work, the conditions required for the students to be employed, the weekly working hours and the net fee to be paid for one-hour work, the documents required for application, the place and date of application.

(2) Students who wish to work temporarily in the part-time student study program may apply from the official access page of the Coordinatorship within five working days following the date of announcement.

Required qualifications for part-time students to be employed

ARTICLE 7- (1) By giving priority to students who are given scholarships by the Higher Education Loans and Dormitories Institution or students possess the scholarship requirements, students who fulfill the following requirements may be employed in temporary jobs as part-time students in higher education institutions:

- a) Being a registered student of a higher education institution to be operated, except for postgraduate students and special students,
- b) Not having received a disciplinary penalty,
- c) Not having income at minimum wage level, except for orphan pension and child support;
- d) Not having a contract that is terminated due to the violation of the agreement between the part-time student and the higher education institution
- d) Having sufficient knowledge, skill and ability for the work to be taken
- e) Not being a foreign student and a student who froze his/her registration and being educated within the normal period of study.

(2) The above conditions are not required for the students who documented that

they were damaged by natural disasters such as earthquakes, floods and they are child of martyrs and veterans and students with disabilities except for being educated within the normal period of study, not being foreign students and not having received a disciplinary penalty.

Selection and submission for approval of part-time students

ARTICLE 8-(1) Part-time students to be employed in Higher Education institutions; shall be determined in the Part-Time Student Selection Committee and be notified to the Coordinatorship, in term of matters such as their financial conditions, their suitability in terms of skills and abilities for the work, suitability of weekly course schedule to the work and whether they have the requirements in Article 7 of these Principles and Procedures. The list of the names of the students to be employed as part-time shall be submitted to the approval of Rector by the Coordinatorship. The list approved by the Rector, shall be announced on the access page of our Coordinatorship.

Contract

ARTICLE 9- (1) "The Part-Time Student Employment Contract" shall be signed between the Rectorship and the student who are decided to be employed in part time.

(2) The contract with the student may be renewed if the student requests and the university deems appropriate.

Termination of the contract

ARTICLE 10- (1) The units have the power to unilaterally terminate the contract in case of contrary to the service contract. The units are obliged to inform the Coordinatorship about the terminated contract in writing within five working days at the latest.

Daily, weekly working hours, administrative and financial provisions

ARTICLE 11- (1) The working hours of the students who are employed as part-time are maximum 15 hours per week.

(2) The distribution of the working hours to the days of the week, the start and end times of the work are determined by the unit executives.

(3) It is essential not to work in the days considered as national holidays and general holidays in laws, however, in cases where work is required in the units that are open on the weekend, night and public holidays, the part-time student must work on these days upon the request of the unit manager.

(4) Partial-time students cannot be accepted as workers because of their work.

(5) Part-time students shall be considered as insured under the sub-paragraph (a) of the first sub-article of Article 4 of Social Security and General Health Insurance Law No. 5510 in terms of social security and only the provisions of work accident and occupational disease shall be applied. The notices regarding the termination of the insurance and insurance of the part-time students shall be made by the Coordinatorship.

(6) The fee to be paid to the students who work in part time for an hour of work; not exceeding one-fourth of the gross minimum wage for workers older than 16 years pursuant to Labor Law No. 4857, shall be determined by the Rectorship.

(7) Payments to part-time students are made on a monthly basis from the Coordinatorship budget.

Work definition and work change

ARTICLE 12- (1) Works and operations to be done by the part-time student shall be defined in advance by the unit in which student works and the work plan prepared shall be notified to the student.

(2) If the unit executives deem necessary, may change the work of part-time students in the unit. However, part-time students cannot be employed in the units of cleaning, transport etc.

Obligation to continue work

ARTICLE 13- (1) Part-time students are obliged to be in charge of their work during the specified working hours and cannot leave the workplace without permission before the end of their working hours.

Behaviors, duties and responsibilities of part-time students

ARTICLE 14- (1) Part-time students cannot engage in acts and behaviors that damages reputation and prestige or duty dignity of the unit they work.

(2) Part-time students are obliged to be respectful in their relations with their superiors and colleagues, and to do their work impartially, fully and on time.

(3) Part-time students are responsible and liable to fulfill the tasks assigned to them in accordance with the principles of the relevant regulation and the instructions given by their superiors.

(4) Part-time students must comply with working conditions, business discipline, occupational health and safety rules, regulations, circulars, instructions that specified in the workplace.

(5) Part-time students are required to carry out their work with care and attention and to protect the State property delivered to them and to keep them ready for service at any time.

Audit

ARTICLE 15- (1) Unit managers and unit executives carry out continuous audits to the part-time students employed in their units. They take all necessary measures to ensure the efficient and healthy operation of the system.

**CHAPTER
THREE
Final Provisions**

Effective Date

ARTICLE 16- (1) These Principles and Procedures shall enter into force on the date of approval by the Rector of Yaşar University.

Executive

ARTICLE 17- (1) These Principles and Procedures shall be executed by the Rector of Yaşar University.

*In cases of any discrepancy, Turkish version of this document shall apply.

Adopted on 21.06.2018