



REPUBLIC OF TURKEY
YAŞAR UNIVERSITY
PROCEDURES AND PRINCIPLES ON LAPTOP AND DESKTOP COMPUTER USE BY
ACADEMIC AND ADMINISTRATIVE STAFF

CHAPTER ONE
Aim, Scope

Aim

ARTICLE 1- (1) The aim of these procedures and principles is to regulate the principles regarding the hardware use by the academic and administrative staff employed at Yaşar University.

Scope

ARTICLE 2- (1) These procedures and principles apply to the full-time academic and administrative staff and the part-time academic and administrative staff who work on definite or indefinite work contract at Yaşar University.

CHAPTER TWO
Terms of Use

Service

ARTICLE 3- (1) In cases of any kind of hardware damage to the computers delivered to the staff, the whole process of fixing services and follow-up shall be managed by the Directorate of Information Technologies.

(2) For posts of Academic Staff Member, Director and Vice Director, supervisor, system manager, staff members shall be provided with laptop computer; and for other posts, staff members shall be provided with desktop computer. Laptops shall be provided for posts that require provision of a laptop upon the approval of the Rector's Office. In principle, each staff member shall be provided with one computer.

(3) For use of the Faculties/Graduate Schools and Directorates that deals with graphic design, film design, Macintosh computers shall be supplied provided that the budget allows.

Technical Support

ARTICLE 4- (1) In the case of battery life termination on laptop computers, if deemed appropriate based on the technical studies done, the IT department shall change the battery for a single time with the condition of receiving the dead battery.

(2) A single power supply is provided with the laptop computers. In case of a lost or damaged power supply, the IT department will change the power supply for a fee. In cases of failure or damage that is not caused by user, the University shall change the power supply free of charge on condition that the old power supply is returned.

(3) A carrying case is provided with the laptop computers. In case of a lost, stolen or damaged carrying case, the users will be provided with no replacement. In case of a contract termination, the laptop computers must be returned in full with all the accessories. Therefore, the user will have to pay the fee for the missing case.

**CHAPTER
THREE
Final Provisions**

Effective Date

ARTICLE 8- (1) These procedures and principles shall be in effect as of the date of approval of Yaşar University Rector.

Execution

ARTICLE 9- (1) These procedures and principles shall be executed by Yaşar University Rector.

Adopted on 08.08.2018.