



**REPUBLIC OF TURKEY  
YAŞAR UNIVERSITY  
PROCEDURES AND PRINCIPLES ON ID CARD USE**

**CHAPTER ONE  
Aim, Scope**

**Aim**

**ARTICLE 1-** (1) The aim of these procedures and principles is to set out the principles that will apply to use of ID cards used for entering and exiting Yaşar University's campus and on other various systems.

**Scope**

**ARTICLE 2-** (1) These procedures and principles shall 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, as well as to students, interns, visitors, suppliers, etc.

**CHAPTER TWO  
Terms of Use**

**Service**

**ARTICLE 3-** (1) Issuing, renewing student ID cards and the follow-up process for it shall be managed by the Directorate of Student Affairs while issuing, renewing ID cards for others and the follow-up process for this shall be managed by the Directorate of Information Technologies.

(2) The first ID card issued for new students and staff members shall be issued against no charge.

(3) For each card requested by firms, the fee stated in Annex 1 shall apply.

(4)

For the cards used for the purposes of participation in the events organized by the university or those used at security gates, users shall not be charged with any fee.

(5) Card fee shall be determined by the Rector's Office for one year.

**Use of cards**

**ARTICLE 4-** (1) The purposes for which ID cards can be used are as follows:

- (a) Entering and exiting the campus,
- (b) Doors with card entrance system,
- (c) Library services,
- (d) Lunch hall, etc.

(2) Card information of those students who do not renew their registration shall be communicated to the Directorate of Information Technologies so the Directorate deletes the card on the system.

(3) Except for students, others shall be required to use their ID cards in a way that will make the card visible.

### **Liabilities of card use**

**ARTICLE 5-** (1) Disciplinary provisions shall apply to those who allow individuals other than themselves to use their own ID cards.

(2) It is compulsory that users scan their cards when entering and exiting the campus/dormitory building.

(3) Student shall be required to have their cards with them during exams.

### **Lost and damaged cards (Student)**

**ARTICLE 6-** (1) Students who lose their ID card shall submit their request for a new card in writing to the Directorate of Student Affairs.

(2) A bank receipt that proves that the relevant student has made the amount of payment stated in Annex 1 shall be attached to the request petition by the student to submit his/her application to the Directorate of Student Affairs.

(3) For defective cards (those that have someone else's picture on it, those with information that does not match the true identity information of the cardholder i.e. his/her name, surname, department), student can apply to the Directorate of Student Affairs in writing and request a new card. Attached to the application petition to the Directorate of Student Affairs shall be the defective ID card. Students shall not be charged any amount of payment.

### **Lost and damaged cards (Staff)**

**ARTICLE 7-** (1) In cases of old, worn or damaged cards, staff members can get their new cards free of charge upon their request to the Directorate of Information Technologies. Renewal of cards within a period of 3 years shall be free of charge.

(2) Damaged cards shall be delivered to the Directorate of Information Technologies.

(3)

In other cases, for renewal of cards, the amounts stated in Annex 1 shall be deducted from the relevant staff member's salary by the Directorate of Accounting and Personnel.

### **Lost and damaged cards (Firms)**

**ARTICLE 8-** (1) For renewal of lost and damaged cards, a bank receipt that proves the amount stated in Annex 1 has been paid shall be submitted to the Directorate of Information Technologies so the new card is issued to the firm.

### **Return**

**ARTICLE 9-** (1) For students who graduate or in cases of exmatriculation, cards shall be returned to the Directorate of Student Affairs.

(2) Staff members who leave officially shall return their cards to the Directorate of Accounting and Personnel.

(3) The staff member of a firm who officially ends its connection shall return its card to the Directorate of Support Services.

(4) The units who receive the relevant cards shall make an official report and physically destroy them.

(5) Information regarding the cards that need to be returned shall be communicated to the Directorate of Information Technologies by the relevant units. The Directorate shall deactivate the cards on the system.

## **CHAPTER THREE**

### **Final Provisions**

### **Effective Date**

**ARTICLE 10-** (1) These procedures and principles shall be in effect as of the date of approval of Yaşar University Rector.

### **Execution**

**ARTICLE 11-** (1) These procedures and principles shall be executed by Yaşar University Rector.

Adopted on 16.08.2018

## ANNEX 1

### CARD FEES

Student	30 TL.
Staff	15 TL.
Firm, etc.	15 TL.