

OSTİM TECHNICAL UNIVERSITY

PROCEDURES AND PRINCIPLES FOR PART-TIME STUDENT EMPLOYMENT

Aim

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

Scope

Article 2- (1) These Procedures and Principles cover all students working in the institutes, faculties, college; departments, units and directorates of the rectorate and general secretariat within the scope of the part-time student employment program in our University.

Basis

Article 3- (1) These Procedures and Principles have been prepared in accordance with the provision of the last paragraph of Article 46 of the Higher Education Law No. 2547, as amended by Article 20 of the Law No. 5917, and the Procedures and Principles on Part-Time Student Employment in Higher Education Institutions.

Definitions of Terms

- a) **Unit:** The units where part-time students work,
- b) **Unit Manager:** The managers of the units where part-time students work
- c) **General Secretariat:** General Secretariat of OSTİM Technical University,
- d) **Part-time student:** A student who is employed part-time and is not considered as a worker,
- e) **Rector:** The Rector of OSTİM Technical University,
- f) **Department of SKS:** It refers to OSTİM Technical University Health, Sports and Culture Department.

Determination of the Units to Employ Part-Time Students and the Number of Students

Article 4- (1) At the beginning of each academic year, all units shall inform the Department of SKS in writing about the demand for students they want to employ in part-time temporary jobs, the reasons for employment and the qualifications to be sought in the students by the end of September.

(2) Requests from the units are submitted to the Rectorate by the Department of Health, Sports and Culture.

(3) The number of students that the units can employ part-time; the duties that the units are obliged to fulfil, the characteristics of the units are determined by the University Administrative Board at the beginning of the relevant academic year, by taking into account human resources, the cost of employing part-time students and its budgetary allowances and then submitted to the Rectorate for approval.

Announcement

Article 5- (1) The need for part-time students of higher education institutions is published on the university's website and the notice boards of the units by the Department of SKS at the beginning of October or in the periods of need in accordance with the provision of the second paragraph of Article 4 of the Procedures and Principles of Higher Education Institutions Regarding Part-Time Student Employment, depending on the qualifications of the

work and the student to be employed.

(2) In the announcement, how many part-time students will be employed in which units and what kind of jobs, the qualifications of the work to be employed, the conditions required for the students to be employed, the weekly working hours and the wage to be paid for one hour of work, the documents required for the application, the place and date of application are clearly stated.

Requirements to be sought for students to be employed part-time

Article 6- (1) Students who meet the following conditions by giving priority to the students who are granted scholarships by the Higher Education Credit and Hostels Institution or who meet the requirements for receiving scholarships, may be employed in temporary jobs as part-time students in higher education institutions:

- a) To be a registered student of the higher education institution where he/she will be employed, except for the non-thesis master's student and special student,
- b) Not having received disciplinary punishment,
- c) Not having an income at the minimum wage level, except for orphan's pension and alimony,
- d) Not having a terminated the contract between the student employed part time and the higher education institution due to the breach of contract,
- e) Having sufficient knowledge, skills and abilities for the work to be performed,
- f) Not to be a suspended registration student or a foreign student,
- g) To study within the normal education period.

(2) The above conditions, except for being a student studying in the normal education period, not being a foreign student and not having disciplinary penalties, are not required from students who prove that they have been affected by natural disasters such as earthquakes and floods, that they are the children of martyrs and veterans, and that they are disabled students.

Selection and approval of students

Article 7- (1) Part-time students to be employed in higher education institutions are evaluated and determined by the commission established in the unit where they will be employed in terms of whether they meet the conditions in Article 6 of these Procedures and Principles, their financial situation, their eligibility for the job they will be employed in terms of their skills and abilities, the availability of the weekly course schedule to the job they will work, and the results are reported to the Department of Health, Culture and Sports.

(2) Department of Health, Culture and Sports submits the list of students to be employed part-time together with the reasons sent to it from the units to the University Board of Directors for evaluation. The University Board of Directors, after evaluating the list in a way that it shall not exceed one tenth of the total number of full scholarship students enrolled in the University, submits it to the approval of the Rector. The list approved by the Rector is announced on the notice boards of the units of each higher education institution.

Making a contract

Article 8- (1) A "Part-Time Student Employment Contract" is signed between the student who is decided to be employed part-time and the Rectorate. Contract signing and personal rights processes are followed by the Human Resources Department.

(2) The contract made with the student can be renewed if the student requests and OSTİM Technical University approves. The student's contract can be renewed at most once.

Daily, weekly working time, administrative and financial provisions

Article 9- (1) The working time of the students working part-time is maximum 15 hours per week.

(2) The distribution of the working time to the days of the week, the starting and finishing hours of the work are determined by the unit managers.

(3) Although it is accepted to not work on days considered as national holidays and general holidays in the laws, in cases where the work is required in the units that are open on weekends, nights and public holidays, the part-time student shall work on these days upon the request of the unit manager.

(4) Students who are employed on a part-time basis cannot be regarded as employees due to this work.

(5) Part-time students are considered as insured within the scope of subparagraph (a) of the first paragraph of Article 4 of the Social Insurance and General Health Insurance Law No. 5510 in terms of social security and only the provisions of occupational accident and occupational disease insurance are valid for them.

(6) The wage to be paid to part-time students for one hour of work is determined by the University Administrative Board, not exceeding one fourth of the daily gross minimum wage determined for workers over the age of 16 in accordance with the Labour Law No. 4857.

(7) The timesheets of part-time students and their working hours are sent to the Department of SKS by the units where they work, at the latest on the last working day of each month. SKS Department is responsible for archiving the timesheets. The Department of SKS informs the Human Resources Department of the working hours of the students on the 5th day of the following month at the latest.

(8) Information regarding the insurance and termination of insurance of part-time students and their wage accruals are prepared by the Human Resources Department.

(9) The wages of part-time students are paid at the latest on the 15th of the month following the month in which they work.

Job description and job change

Article 10- (1) The work and tasks to be performed by the part-time student are defined and determined in advance by the unit where the student works and the student is informed about the work plan prepared.

(2) Unit managers can change the job of part-time students in the unit when considered necessary. However, part-time students cannot be employed in heavy work such as cleaning, carrying, etc. in the units.

Attendance obligation

Article 11- (1) Part-time students are obliged to be at work during the specified working hours and cannot leave the workplace without permission before the end of the working hours.

(2) The unit supervisors must monitor whether the part-time student complies with the working hours and fulfils the requirements of the work and report to the Department of Health, Culture and Sports on a monthly basis.

Behaviours, duties and responsibilities of part-time students

Article 12- (1) Part-time students cannot engage in acts and behaviours that damage 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 their supervisors and colleagues and to do their work objectively, completely and on time.

(3) Part-time students are obliged and responsible for fulfilling the tasks assigned to them in accordance with the relevant legislation principles and the instructions given by their supervisors.

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

(5) Part-time students are obliged to perform their jobs with care and attention and to protect the University property given to them and to keep it ready for service at any time.

(6) Part-time students are obliged to protect the confidentiality of all kinds of information they obtain within the University, that is, they must not say or act in such a way as to share any information they have obtained within the organisation with any external source.

(7) If part-time students do not fulfil the requirements of the job or their obligations in their contracts with these procedures and principles, their contracts can be terminated immediately, then they can be dismissed; and if necessary, the necessary investigation is carried out against students within the framework of the provisions of the Student Discipline Regulations.

Auditing

Article 13- (1) Unit managers supervise the employed part-time students in their units and take all necessary actions for the efficient and proper functioning of the system.

(2) The Rectorate, the General Secretariat or the Department of SKS may supervise part-time students on-site when considered necessary.

Enforcement

Article 14- (1) These Procedures and Principles shall enter into force after the approval of the University Senate and then the approval of the Board of Trustees.

Execution

Article 15- (1) The Rector of OSTİM Technical University carries out these Procedures and Principles.

The Senate Meeting of Approving	
Date	Number
November 27, 2019	18/2
The Board of Trustees Meeting of Approving	
Date	Number
November 28, 2019	46/10