

ISTANBUL AYDIN UNIVERSITY

**DIRECTIVE ON EMPLOYING PART-TIME OR ASSISTANT
STUDENTS**

CHAPTER ONE

Purpose, Scope, Legal Basis and Definitions

ARTICLE 1 – Purpose and scope

(1) This Directive has been issued to determine the working principles (quota, commencement of work, resignation, working hours, etc.) of students who will be employed in temporary work as part-time or assistant students within Istanbul Aydın University pursuant to Article 46 of the Higher Education Law No. 2547.

(2) By employing part-time or assistant students within Istanbul Aydın University, the following are aimed:

- a) Supporting successful students studying at Istanbul Aydın University who are also in need of working,
- b) Creating an environment of cooperation and positive competition among students,
- c) Enabling students to gain experience for working life after graduation,
- ç) Ensuring students’ personal development.

ARTICLE 2 – Legal basis

(1) This Directive has been prepared based on: the last paragraph of Article 46 of the Higher Education Law No. 2547 as amended by Article 20 of Law No. 5917; the “Procedures and Principles Regarding Employing Part-Time Students in Higher Education Institutions”; and the “Istanbul Aydın University Main Regulation”.

ARTICLE 3 – Definitions

(1) In this Directive:

- a) Assistant Student: Istanbul Aydın University students employed part-time in course and course-practice activities and in research laboratories,
- b) Unit: Institutes/Faculties/Schools/Vocational Schools and Administrative Units that employ part-time or assistant students within Istanbul Aydın University,

- c) Unit Manager: the manager of the units that employ part-time or assistant students within Istanbul Aydın University (Dean/Director/Head of Department),
- ç) Part-Time Student: Istanbul Aydın University students who work part-time in designated tasks within the University and who are not deemed workers,
- d) Rector: the Rector of Istanbul Aydın University,
- e) Dean: the deans of faculties affiliated with Istanbul Aydın University,
- f) Director: the directors of institutes, schools, vocational schools and application and research centers affiliated with Istanbul Aydın University,
- g) University: Istanbul Aydın University.

CHAPTER TWO

Number, Selection and Working Principles of Students to Be Employed as Part-Time or Assistant Students

ARTICLE 4 – Determination of the numbers to be employed as part-time or assistant students

- (1) Units determine, with justification, the number of students they wish to employ in temporary work as part-time or assistant students by the end of September and submit it to the Rectorate.
- (2) The Rectorate evaluates the needs of units within the framework of budgetary possibilities and submits the numbers—determined by units—to the approval of the Chair of the Board of Trustees.

ARTICLE 5 – Selection of students to be employed as part-time or assistant students

- (1) Selection of students to be employed as part-time or assistant students is carried out by scholarship commissions to be formed in the relevant units and is submitted to the Rectorate.
- (2) The work to be carried out for selection and employment of students is performed according to the calendar determined upon the Rector's recommendation and with the approval of the Chair of the Board of Trustees, and it is announced on the University website.

ARTICLE 6 – Qualifications of part-time or assistant students

- (1) Students to be employed in temporary work as part-time or assistant students at our University must have the following qualifications:
 - a) To be a registered student of our University (excluding non-thesis master's students and special students),

- b) Not to have received a disciplinary penalty,
- c) Not to have an income above the minimum wage, other than survivors' pension and alimony,
- ç) Not to have had their contract with our University terminated due to breach of the contract signed with part-time or assistant students,
- d) To have sufficient knowledge, skills and ability for the work to be performed,
- e) Not to be a student who has frozen enrollment and not to be a foreign-national student,
- f) To be studying within the normal period of education and training.

(2) For students who document that they were affected by natural disasters such as earthquakes and floods, and for children of martyrs and veterans, and for students with disabilities, the above conditions are not sought except: studying within the normal period of education and training, not being a foreign-national student, and not having received a disciplinary penalty.

(3) In selecting students to assist as assistant students in laboratories (excluding maintenance and repair), research and course practices, the order of priority is doctoral, master's, and final-year undergraduate students. If final-year undergraduate students are selected, academic achievement ranking is taken into account.

ARTICLE 7 – Duties and responsibilities of students to be employed as part-time/assistant students

(1) The duties of students who will work as part-time or assistant students in designated tasks at the University are as follows:

- a) Job descriptions and tasks of part-time students are determined by the relevant units.
- b) When defining assistant students' duties:
 - 1) If employed for course practice, the instructor conducting the course must be present in the course,
 - 2) They must not be employed for evaluating student performance and assigning grades in courses,
 - 3) They must not, in any way, manage the course or its practice,
 - 4) They must not be employed in exams unsupervised and alone,
 - 5) Their supervision and guidance must be carried out by the relevant unit manager.

(2) The conduct and responsibilities of students who will work as part-time/assistant students in designated tasks at the University are as follows:

- a) They are obliged to be at their workplace during designated working hours and may not leave the workplace without permission before the end of working hours,

- b) They may not engage in acts and behaviors that would harm the reputation and prestige of the unit they work for or that would damage the dignity of duty,
- c) They are obliged to be respectful in relations with supervisors and colleagues and to perform their work impartially, fully and on time,
- ç) They are obliged and responsible for fulfilling the duties assigned to them in accordance with the relevant legislation and the instructions given by their supervisors,
- d) They must comply with working conditions determined in the workplace, work discipline, occupational health and safety rules, and regulations such as bylaws, circulars and instructions,
- e) They must perform their work with care and diligence and protect the University's property delivered to them and keep it ready for service at all times,
- f) Part-time or assistant students who wish to leave their job are obliged to submit to the unit they work for—so as to be forwarded to the Rectorate—a resignation petition stating the date of resignation,
- g) A student who resigns without stating any excuse may not apply or be selected to be a part-time or assistant student until the end of their study period.

ARTICLE 8 – Daily/weekly working time; administrative and financial provisions

(1) Weekly working time of students to be employed as part-time or assistant students may not exceed 15 hours. Contracts of students who work less than 20% of the monthly working time are cancelled. Periods in which students may be employed are fall, spring and summer terms according to the academic year.

(2) The following items are accepted as an integral part of the contract to be signed between the University and the student:

- a) Distribution of working time over the days of the week, and starting and ending hours of work are determined by unit managers.
- b) As a rule, students do not work on days accepted as national holidays and public holidays; however, in units that are open on weekends, nights and official holidays, the part-time or assistant student must work on these days upon the request of the unit manager where the work requires.
- c) Part-time or assistant students cannot be considered workers due to these works.
- ç) Part-time/assistant students are considered 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, and only provisions on work accident and occupational disease insurance apply to them. Notifications regarding the commencement and termination of insurance of part-time/assistant students are made by the Directorate of Financial Affairs affiliated with the Rectorate.

d) The wage to be paid per hour of work to part-time/assistant students is determined by the University Administrative Board, not exceeding one quarter of the daily gross minimum wage determined for workers over 16 years of age pursuant to Labor Law No. 4857.

e) Payments to part-time/assistant students are made monthly from the University budget. In these payments, the timesheets prepared by the unit are taken into account. Timesheets must bear the signatures of unit managers and students.

f) The work and procedures to be performed by part-time/assistant students are defined and determined in advance by the unit they work for, and the prepared work plan is notified to the student.

g) Unit managers may change the tasks of part-time/assistant students when they deem necessary. However, part-time/assistant students cannot be employed in heavy work such as cleaning, carrying, etc. in units.

ARTICLE 9 – Contract to be signed with the student

(1) A “Contract” prepared by the Rectorate is signed between the University and students who will work as part-time or assistant students. The validity period of the contract starts on the signing date and ends on the last day of the academic year examinations, depending on the education–training period. However, contracts of students deemed appropriate to work in the summer term may be extended.

ARTICLE 10 – Responsibilities of units

(1) The part of the work of students employed as part-time or assistant students to be carried out by units is stated below:

a) Units notify the Rectorate of the resignation/termination status of the students working in their units within at most three (3) business days.

b) Units prepare a timesheet for the relevant working period, have it signed by students and unit supervisors, and submit the timesheets to the Rectorate on the specified dates.

c) The Rectorate sends the student to the relevant unit together with the employment commencement document. A student without an approved commencement document may not be started.

CHAPTER THREE

Entry into Force and Execution

ARTICLE 11 – Entry into force

(1) This Directive enters into force on the date it is adopted by the University Senate.

ARTICLE 12 – Execution

(1) The provisions of this Directive are executed by the Rector of Istanbul Aydın University.