



YOZGAT BOZOK UNIVERSITY

PROCEDURES AND PRINCIPLES FOR THE EMPLOYMENT OF PART-TIME STUDENTS IN TEMPORARY JOBS AT HIGHER EDUCATION INSTITUTIONS

Official English version for institutional web publication

Purpose, Scope, Legal Basis and Definitions

Purpose and Scope

ARTICLE 1- (1) These Procedures and Principles have been prepared to determine the number of students who may be employed on a part-time basis in temporary jobs at higher education institutions pursuant to Article 46 of the Higher Education Law No. 2547, the selection of such students, commencement of employment, weekly working hours, and other related matters.

Legal Basis

ARTICLE 2- (1) These Procedures and Principles have been prepared based on the provision of the final paragraph of Article 46 of Law No. 2547, as amended by Article 20 of Law No. 5917.

Definitions

ARTICLE 3- (1) For the purposes of these Procedures and Principles, the following terms shall have the meanings indicated below:

- a) Department: The Health, Culture and Sports Department of higher education institutions,
- b) Unit: The units where part-time students are employed,
- c) Unit Administrator: The administrators of the units where part-time students are employed,
- ç) Part-Time Student: A student who is employed on a part-time basis in temporary jobs at higher education institutions and who is not considered an employee,
- d) Higher Education Institution: Universities and High Technology Institutes.

Determination of the Number of Students to be Employed on a Part-Time Basis

ARTICLE 4- (1) Units shall notify the Health, Culture and Sports Department (SKS) of their need for students to be employed on a part-time basis in temporary jobs, together with the reasons for employment, by the end of September.

(2) The number of students to be employed on a part-time basis by each unit shall be determined by the Department, taking into consideration the duties required to be performed by the units, the characteristics of the units, human resource requirements, the cost of employing part-time students, and budgetary possibilities, and shall be submitted for the approval of the Rector.

Announcement



ARTICLE 5- (1) The need for part-time students at higher education institutions shall be announced by the Department on the website of each higher education institution and on the notice boards of the relevant units at the beginning of October or during periods when such need arises, in accordance with the second paragraph of Article 4 of these Procedures and Principles, depending on the nature of the student to be employed and the work to be performed.

YOZGAT BOZOK UNIVERSITY

(2) The announcement shall clearly specify the units where students will be employed, the number of part-time students required, the type and nature of the work to be performed, the qualifications sought in students, weekly working hours, hourly wage, required application documents, application place and application deadline.

Requirements for Students to be Employed on a Part-Time Basis

ARTICLE 6- (1) Students who meet the conditions specified below may be employed as part-time students in temporary jobs at higher education institutions, with priority given to students receiving scholarships from the Higher Education Credit and Hostels Institution or those eligible to receive such scholarships:

- a) Being a registered student of the higher education institution where they will be employed, excluding non-thesis graduate students and special students,
- b) Not having received any disciplinary penalty,
- c) Not having an income at or above the minimum wage level, except for orphan pensions and alimony,
- ç) Not having had their contract terminated due to a breach of the agreement signed between the part-time student and the higher education institution,
- d) Having sufficient knowledge, skills and abilities required for the job,
- e) Not being a student who has suspended registration and not being a foreign national student,
- f) Continuing education within the normal period of study.

(2) The above-mentioned requirements, except for studying within the normal period of education, not being a foreign national student, and not having received any disciplinary penalty, shall not be sought for students who document that they have been affected by natural disasters such as earthquakes and floods, students who are children of martyrs and veterans, and students with disabilities.

Selection of Students and Submission for Approval

ARTICLE 7- (1) Part-time students to be employed at higher education institutions shall be selected and determined by a commission established within the relevant unit, following an evaluation of whether they meet the conditions specified in Article 6 of these Procedures and Principles, their



financial status, suitability of their skills and abilities for the job, and compatibility of their weekly course schedules with working hours.

(2) The list of students to be employed on a part-time basis shall be submitted to the Department.

The list prepared by the Department shall be submitted for the approval of the Rector.

(3) The list approved by the Rector shall be announced on the website of each higher education institution and on the notice boards of the relevant units.

Execution of the Contract

ARTICLE 8- (1) A "Part-Time Student Employment Contract" shall be signed between the Rectorate and the student whose employment on a part-time basis has been approved.

(2) The contract signed with the student may be renewed upon the student's request and with the approval of the higher education institution.

Daily and Weekly Working Hours, Administrative and Financial Provisions

YOZGAT BOZOK UNIVERSITY

ARTICLE 9- (1) The working period of students employed on a part-time basis shall not exceed 15 hours per week.

(2) The distribution of working hours throughout the week and the starting and ending times of work shall be determined by the unit administrators.

(3) Although the principle is that students shall not work on days recognized as national holidays and general public holidays under applicable legislation, part-time students shall be required to work on weekends, nights and official holidays when necessary due to the nature of the work in units operating during such periods, upon the request of the unit administrator.

(4) Students employed on a part-time basis shall not be considered employees due to such work.

(5) In terms of social security, part-time students shall be considered insured persons under subparagraph (a) of paragraph one of Article 4 of the Social Security and General Health Insurance Law No. 5510, and only the provisions regarding occupational accident and occupational disease insurance shall apply. Notifications regarding the insurance coverage and termination of insurance coverage of part-time students shall be made by the Department.

(6) The hourly wage to be paid to part-time students shall be determined by the University Executive Board, provided that it does not exceed one-fourth of the daily gross minimum wage determined for workers over the age of 16 pursuant to the Labour Law No. 4857.

(7) Payments to part-time students shall be made monthly from the budget of the Department.

Job Description and Change of Duties

ARTICLE 10- (1) The duties and tasks to be performed by the part-time student shall be defined and determined in advance by the unit where the student works, and the prepared work plan shall be



notified to the student.

(2) Unit administrators may change the duties assigned to part-time students within the unit when deemed necessary. However, part-time students shall not be employed in heavy duties such as cleaning, carrying, or similar tasks.

Obligation to Attend Work

ARTICLE 11- (1) Part-time students are obliged to be present at their workplace during the designated working hours and may not leave the workplace without permission before the end of working hours.

Conduct, Duties and Responsibilities of Part-Time Students

ARTICLE 12- (1) Part-time students shall not engage in acts or behaviours that may damage the reputation, prestige, or dignity of the unit where they work or the honour of their duties.

(2) Part-time students are obliged to maintain respectful relations with their supervisors and colleagues and to perform their duties impartially, completely, and on time.

(3) Part-time students are obliged and responsible for carrying out assigned duties in accordance with relevant legislation and instructions given by their supervisors.

(4) Part-time students must comply with workplace conditions, work discipline, occupational health and safety rules, and regulations such as directives, circulars, and instructions applicable in the workplace.

(5) Part-time students must perform their duties carefully and diligently, protect the state property entrusted to them, and keep such property ready for service at all times.

Entry into Force

YOZGAT BOZOK UNIVERSITY

ARTICLE 13- (1) These Procedures and Principles shall enter into force on the date of signature, effective from 01 September 2009.

Execution

ARTICLE 14- (1) These Procedures and Principles shall be executed by the President of the Council of Higher Education (YÖK).

original Turkish text shall prevail.

Publication Note: This English text is prepared for informational and institutional web-publication purposes. In case of any discrepancy, the original Turkish text shall prevail.

