PART TWO
Fundamentals of Part Time Student Employment

Determining student numbers

Article 4 -
a. Units affiliated with rectorate list numbers of students to be employed and places of employment and send to Rectorate via Deanship/Directorates/Secretary General through signature of unit administrator until the end of July of each year.
b. General Secretary determines numbers of students to be employed part-time proportionally to its opportunities by considering number of students to be employed against discount scholarship received from Administrative and Financial Affairs Office Directorate.

Duties of Secretary General

Article 5 -
a. Determining number of students to be employed part-time by considering requirements, reasons and budget opportunities of units.
b. Announcing quotas determined based on units via web site of the university within September on related panels of units.

Conditions required from students to be employed, weekly work hours and wage to be paid against one hour work, documents required for application, application place and date are expressly indicated in the announcement.

Application

Article 6 – Applications are made to Secretary General by filling “Part-time Employed Student Job Application Form” located in the university web site. Applications of students providing false, missing or misleading information are not accepted and become void.

Conditions requested from students to be employed as part-time

Article 7 – Students having below written conditions by giving priority to ones carrying conditions of receiving scholarship or receiving scholarship from Higher Education Credit and Dormitories Authority may be employed in temporary jobs as part-time in the Istanbul Kultur University:

a. Being a student of our university,
b. Having no disciplinary penalty,
c. Not being terminated an agreement due to controversy to “Part-Time Student Employment Agreement” signed between the part-time employed student and the higher education institution,
c. Having required knowledge, ability and talent for the job in question,
d. Not being a student whose study is suspended and from foreign nationality.

Selection of students to be employed

Article 8 – Whether students to be employed part-time in the university is assessed by the General Secretary and sent to related units. Units select students by assessing their suitability according to abilities and talents regarding the job. Created list is sent to General Secretary and presented to approval of Rector. The list approved by the Rector is announced at announcement panels and web site of the university by the Secretary General.
Documents to be requested from students called to sign the agreement:

Article 9 –
a. **Documents to be provided by students to be registered to insurance for the first time.**
1. 2 Copies of Birth Certificate.
2. T.R. ID Number (If not available on the Birth Certificate, application shall be made through the print-out to be taken from internet).
3. 1 Copy of Student Identity Card (Original shall be provided during application).
4. 2 pieces of portrait image.
5. Bank Account Number belonging to related person.

b. **Documents to be provide by students that will re-registered to the Insurance:**
1. 2 Copies of Birth Certificate.
2. T.R. ID Number (If not available on the Birth Certificate, application shall be made through the print-out to be taken from internet).
3. 1 Copy of Student Identity Card (Original shall be provided during application).
4. Social Security Institution Insurance Card or number
5. Bank Account Number belonging to related person

**Signing the Agreement and wages**

**Article 10** – “Part-time Student Employment Agreement” is signed with the student decided to be employed as part-time, Agreement is signed by Administrative and Financial Affairs Office Presidency on behalf of the Rectorate.

Period of the agreement to be signed with students is maximum 12 months. The wage to be paid to part-time employed students is determined by the University Board of Directors provided that not exceeding gross daily minimum wage determined for workers over 16 according to 4857 numbered Labour Law.

**Article 11** – Units are obliged to follow work hours and continuation of students employed part-time and inform the student discontinuing or leaving the work at least 5 days to Financial and Administrative Affairs Office Presidency. “Part-time Student Employment Agreement” signed with the student in such situation is cancelled.

**Article 12** – Secretary General arranges issues such as informing Financial and Administrative Affairs Office Presidency regarding application forms of students, score tables and agreements.

**Enforcement**

**Article 13** – This directive enters into force on the acceptance date.

**Execution**

**Article 14** – Provisions of this directive are executed by Istanbul Kultur University Rector.